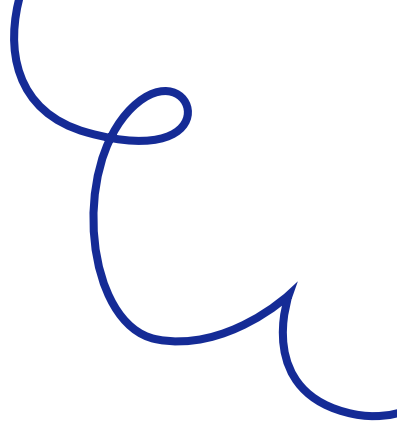




Grant terms and conditions

Local civic activity grants

**Appendix: City of Vantaa's general grant terms and
conditions**

(Ratified by the City Executive Board on February 23, 2026, §17)

Effective from July 1, 2026.

Ratified by the Urban Culture and Wellbeing Committee on
April 21, 2026, § XX.



**Vantaa
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Local civic activity grants

The general grant terms and conditions set out the conditions under which the City of Vantaa awards grants and stipends. These grant terms and conditions for local civic activity grants supplement the general terms and conditions. Grant decisions are prepared by the City of Vantaa's Youth and Community Services, the purpose of which is to promote community togetherness and the active agency of municipal residents. The Urban Culture and Wellbeing Committee decides on the awarding of grants and the supervision of the use of grants.

Local civic activity grants can be awarded to such activities arranged by residents, associations or communities that promote a sense of community and involvement locally or regionally in Vantaa. The grants encourage the creation of such activities that enrich communities all over the city.

The purpose of the grants is to promote:

- encounters between residents,
- interaction between different population segments,
- the pleasantness and safety of the urban environment, and
- residents' opportunities to participate and make an impact.

Project assistance for local civic activity

Project assistance supports local events organized by residents, such as village festivities, festivals and volunteer work days, as well as new kinds of projects promoting regional community in Vantaa.

The activity for which the grant is awarded shall be open to everybody. If an event or project has a specific target group or limited audience, the application shall specify how the criteria for openness will be realized. When awarding grants, regional fairness will be taken into account.

Project assistance is not granted to events or projects that are primarily cultural, youth or sports events or that receive another targeted type of assistance. For applicants receiving an operating grant, project assistance can only be awarded for justified reasons.

Applying for and using project assistance

Project assistance can be applied for continuously in the e-Services. The application shall be submitted at the latest 21 days before the start of the activity and 21 days before the Urban Culture and Wellbeing Committee meeting where the application is wished to be handled.

Project assistance can only cover the costs of the activities described in the application. Project assistance is not granted for activities whose primary purpose is generating profit or fund-raising.

Costs that are eligible for the grant:

- performance and lecture fees as well as performers' backstage fees,
- immediate and necessary costs arising from arranging the event or project, such as small-scale decoration costs, document and permission acquisition costs, insurance, administrative fees, cleaning costs, and security officers' fees,
- rents, if the event requires that premises or technology be leased,
- reasonable information costs,
- travel costs related to the event or project according to the cheapest mode of public transport or tax-free mileage allowance according to the travel expenses account or fuel costs according to the driver's log, and
- free catering costs, about €2/person.

Costs that are not eligible for the grant:

- invoices or wage costs paid by the association to itself,
- event producer's fees or wage costs,
- investments and acquisition of fixed or tangible assets,
- costs of products intended for sale,
- prizes, gifts, stipends,
- alcohol-catering costs,
- collection fees,
- office and administrative costs,
- daily allowances and travel expenses for travel abroad, or
- costs arising from an association's internal annual celebrations or similar activities.

75 percent of the awarded project assistance can be paid in advance. Applications for advance payment are submitted through the e-Services.

Account on spending for project assistance

An account on the spending of the project assistance must be submitted no later than two months after the end of the activity for which it was granted or by the deadline imposed by the Urban Culture and Wellbeing Committee. If the decision on project assistance has been made after the end of the activity, the deadline for the account is counted from the date of the notice of the decision.

The grant will not be paid or the already paid advance payment will be recovered if the account on spending has not been submitted by the deadline.

If requested, receipts that verify the payment transactions must be submitted as appendices to the account on spending.

Operating grants for local civic activity

Operating grants can be awarded to associations or other communities that have operated for at least one fiscal year by the end of the application period. Operating grants are awarded for regular civic activity in Vantaa that broadly targets the area's residents. For example, district associations, village associations and tenants' associations can apply for the grant.

When considering a grant, the following are taken into account:

- the reasonableness of the costs in relation to the scope, content and number of participants of the activity,
- the grant applicant's cooperation with the area's residents, other associations and the City of Vantaa,
- the openness and accessibility of the applicant's communications, and
- good governance and financial management.

Applying for and using an operating grant

Applications for operating grants are submitted once a year, at a separately announced time. The application must include as appendices the action plan and budget for the year for which the grant is requested.

Costs that are eligible for the operating grant include, for example, the costs arising from organizing events and community activities. The grant can also be used to cover the general expenses of the recipient, such as wage, rent and office expenses.

The grant awarded may not cover more than 90% of the grant recipient's operating costs. The self-financing share can consist partially or fully of volunteer work hours (computational value €10/hour). When considering larger grants, it is seen as an advantage that the applicant has funding other than that of the City of Vantaa.

Example:

The city awards a grant of €1,000.

Self-financing share = grant / 90 x 100 – grant

The grant recipient must have their own funding of €111.11, or they must carry out about 11 hours of volunteer work.

Costs that are not eligible for the grant:

- costs arising from fund-raising or revenue acquisition,
- business costs,
- interest on or amortization of loans,
- collection fees,
- meeting allowances,
- alcohol-catering costs,
- daily allowances,
- membership fees to regional or district organizations,
- depreciations or
- renovation and basic repair of premises.

50 percent of the awarded operating grant can be paid in advance.

Account on spending for an operating grant

An account on the spending of the operating grant must be submitted through the e-Services by the given deadline. The account on spending describes how the grant has been used. The grant will be recovered if the account on spending is not submitted by the deadline.

The following pertaining to the grant year must be submitted as appendices to the account on spending:

- a cost center-specific profit and loss statement or other accounting statement that shows how the grant has been used,
- an annual report approved by the annual meeting,
- a financial statement approved by the annual meeting, and
- an auditor's or inspector's statement from the previous financial period.

The City of Vantaa may decide to approve an account on spending for a grant without appendices if the grant in question is small. This will be stated separately in the grant decision.