



Policy outlines for supporting study group activities

In 2023, the financial support offered to study groups amounts to a maximum of 500 euros. Study groups must gather for at least 30 study sessions (45 minutes per session) of joint voluntary work during which skills and information that are new to the members of the study group are learned.

The group must include at least five people over the age of 15 years, and the work must be target-oriented, communal, and instructive in nature. In communal activities, members of the group assume responsibility and work together in order to achieve agreed upon objectives. Financial support cannot be granted for basic recreational activities that do not have a specific developmental goal or output.

Registered associations, unregistered communities, and unaffiliated action groups are entitled to apply for study group support. Activities carried out as part of the participants' work or studies are not eligible for support.

Groups based on peer learning are given priority in the allocation of study group support. Teacher-led activities should primarily seek course support.

Financial support for study groups will only be granted once for one type of individual production or developmental activity. An activity aimed at the same topic or output cannot receive both course support and study group support, nor can support be applied for from more than one study centre.

The study group will be liable for any costs resulting from their activities. The support is paid afterwards once a description of the activity, participant information, and an account of the spending have been submitted to the Skaftuki system.

Only costs incurred in Finland and directly linked with the study group activities will be eligible for support. Support cannot be granted for activities taking place outside of Finland.

Citizen's Forum assesses the eligibility of the study group and its expenses for support on the basis of needs and appropriateness.

Allowable expenses within the scope of study group support include, for example:

- Teaching costs, such as teaching fees with related costs, travel and accommodation fees for the teacher, and daily allowance.
- Study visits or trips by group members in Finland.
- Rent for the facilities used by the study group within their activities and the equipment used for learning purposes (billed costs only, not calculated costs of using one's own facilities).
- Costs resulting from the purchase or renting of study materials related to the learning or development work of the group. The material costs must be itemized in the study group application and report, so that a decision regarding the support can be made.
- Reasonable catering costs. This does not include catering intended for people outside the group.
- Any other expenses justifiably related to the subject matter of the studies. The costs must be itemized in the study group application and report, so that a decision regarding the support can be made.

Facilitator fees

- When permanent staff (i.e., personnel not hired just for the study group) act as study group facilitator: the share of wage costs for study group for which subsidies are applied has to be itemised in the payslips.
- The wage costs for time spent at planning and preparing as well as organising and administrative tasks, cannot be reported as facilitator's expenses.

Working space expenses

- Working space expenses can be reported to the Skaftuki web service, if the organiser is the owner of the property where the course is held, or if the lease for the property covers more than just the duration of the study group.
- If expenses of a space owned or rented by the organisers are reported, the expenses must be allocated so that the following things are itemised: expenses of the space, as a whole, the share of the space used for the study group, and time spent at the space during the activity.
- Things to not include in the allocation: ground rent of the property, loan servicing costs, interest, and amortisation.
- The allocation can be based on the latest year-end financial statements in the case where the space expenses for the current year are not yet known.

The financial support for study groups does not cover, for example:

- General administration costs of the association or the wage costs of regular staff, except the costs of a facilitator.
- Costs related to events, parties, fairs, annual general meetings, or recreational activities organized by the association.
- Wage costs related to the output produced by the study group (for example, fees paid to lighting or sound personnel, supporting musicians, photographers, advertising agencies, etc.), unless they directly contribute to the learning process of the members of the group.
- Costs related to the presentation of the output (such as the rent of a performance or exhibition space, purchase of refreshments or raffle prizes for an event, license fees, event notifications)
- Purchased products or services if they are not directly related to the group's learning objective (for example, printing-related costs, costs arising from the procurement of a sales product such as posters and other advertising materials)
- If government support is received for the organization of the activity in question through other sources as well (for example, Funding Centre for Social Welfare and Health Organisations (STEA), other study centres, adult education centres, ESF projects)
- Study trips or courses attended by the teacher
- Performance fees
- Purchases related to the association's other activities (such as the annual fees of website domain names or website storage).

Examples of cost items that may be eligible for study group support on a case-by-case basis: The application must provide reasoning and itemization for such items.

- Costs arising from a script, composition, arrangement, or choreography if it is directly related to the study group's learning objective.
- Performance right fees (theatrical texts, Gramex, Teosto)
- Group members' personal equipment or their maintenance/repairs (such as musical instruments or related supplies)

RECEIPT REQUESTS

If the study group does not operate in the name of any registered association, the stated expenses in the report the vouchers are attached to the report. Acting in the name of the registered association, the groups attach the vouchers to the association's accounting. The receipts and participant information to be submitted to Citizens' Forum upon request. Information is checked with random requests for documents in connection with the payment of the subsidy.

For the review, vouchers are submitted for all expenses that have been entered in the expense in Skaftuki service. Documents on the instructor's salary statement and working time monitoring, as well as office expenses the allocation calculation should also be attached to the vouchers, if there are these itemized expense items reported as expenses of the study group. Failure to provide requested information or content deficiencies lead to denial or reduction of support.

If you have any questions regarding the financial support for study groups, please email info@skaftuki.fi