

# Skaftuki Contact Person's Instructions for Study Group Activities 2024

Introduction .....	2
Basics of study group support .....	2
Skaftuki online service .....	3
User IDs for the Skaftuki web service .....	3
Applying for the Communal Study Group Support.....	4
At the end of the study group activities .....	4
Acceptable expenses for study group activities .....	4
Study group support cannot be included in: .....	5
Voucher requests.....	6
Contact Information .....	6
Attachment 1: Sustainability in Study Group Activities.....	7

## Introduction

This document contains the key guidelines for communal study group activities supported by the Citizens' Forum regarding acceptable costs, reporting and sustainability.

## Basics of study group support

**In 2024, the maximum amount of study group support is 250 euros.**

You can apply for study group support if

- Your group operates as part of a registered association
- Is an unregistered community
- Or a free activity group that has been assembled for a fixed term only for a study group

We support a study group when:

- Group's activities are at least 20 lessons. One lesson is 45 min.
- The group's activities are joint and independent work.
- Group members learn new knowledge and skills.
- At least five people over the age of 15 participate in the group's activities.
- Operations are goal oriented.
- The activities are developmental.
- The activities are communal. Communal action means that group members take responsibility and work together to achieve agreed goals.

No aid shall be granted for

- Regular leisure activities, if they do not have a separate development target or output
- Activities during working or lessons
- Activities outside Finland

Also note the following:

- For support, we prioritize groups whose members learn together or from other group members. If the group needs a teacher, they should primarily apply for course support from the Citizens' Forum.
- Study group support is granted only once for one production or development activity.

- You cannot receive both Citizens' Forum course support and study group support for activities aimed at the same development target or output. You also cannot apply for support from more than one study centre.
- The study group first pays all the costs of its activities. We will pay the support retroactively after you have submitted the activity description, participant information and expense statement to the Skaftuki online service.
- The proof of expenses must be directly attributable to the activities of the study group in question.
- When accepting a study group and its costs within the scope of study group support, the Citizens' Forum uses a necessity and reasonableness test.
- Information materials related to the study group's activities must use the Civic Forum's logo "Osaamistamme tukee Opintokeskus Kansalaisfoorumi" and social media publications must mention the #KansalaisfooruminTuella. You can [download the logo from our website](#).

## Skaftuki online service

### User IDs for the Skaftuki web service

You can apply for support in the Skaftuki online service at [skaftuki.fi](https://skaftuki.fi). Your association must first register as a user.

1. The association appoints a contact person who applies for a user account for the Skaftuki service using the "Collaboration agreement on organising study group activities." The user ID is personal and includes an authorisation to handle matters related to subsidies on behalf of the association.
2. You can find the Collaboration agreement [on the Citizens' Forum's website as an online form](#). The form requires the signature of the chosen contact person and another person from the group. Therefore, two signatures are always required for the Collaboration agreement.
3. After processing the application, we will send the Skaftuki username by email to the person named in the application.
4. After receiving the credentials, the person logs in to the [Skaftuki service](#) and changes the password.

## Applying for the Communal Study Group Support

The group plans the activities together and prepares the answers to the questions asked in the application for the Skaftuki service. We process all support applications. After processing, we will send information about the approved or rejected application to the Skaftuki contact person in the service and by email.

### The application asks, for example:

- Timetable for study group activities
- Number of participants
- Planned activities
- Educational objectives
- Estimated costs
- How the study group takes into account the different dimensions of sustainability in its activities. Read more here in the attachment Sustainability in study group activities

## At the end of the study group activities

The group's operations must end during the financial year, i.e. by 31.12.2024.

At the end of the study group's activities, the contact person fills in the communal study group's report in the Skaftuki service. The report must be sent no later than one month after the end of the operations, and by the last date announced in the beginning of the year (usually in January of the following year).

We process the study group's report and breakdown of expenses. After that, we will pay the support to the bank account you have provided in the Skaftuki service. If the study group is not part of a registered association, you must attach all proof of expenses to the statement.

## Acceptable expenses for study group activities

The Citizens' Forum will assess the necessity and reasonableness of the costs. For example, we accept the following costs:

- Costs incurred in hiring a teacher or instructor, such as:

- Tuition fees including incidental expenses
- teacher's travel and accommodation expenses
- teacher's daily allowances.
- Group members' study visit or study travel expenses in Finland.
- Rents for facilities used by the study group in its activities.
- Rental of learning equipment
- Costs incurred in acquiring or renting study materials related to learning or development. Please specify the material costs in the study group application and in the report so that we can make a support decision.
- Reasonable coffee and dining expenses. Not catering for people outside the group.
- Marketing expenses for promoting your group's activities
- Cost of copying or printing educational material
- Other expenses that are justifiably associated with the subject being studied. The costs must be specified in the study group application and the report so that we can make a grant decision.

### **Study group support cannot be included in:**

- General administrative expenses of the association
- Expenses related to the association's events, parties, sales, annual meetings, recreational activities
- Salaries of the association's own permanent staff
- Salaries related to the output of the study group (e.g. salaries of lighting or sound staff, session musicians, cinematographer, advertising agency, etc.) unless they directly contribute to the learning process of the group members
- Costs related to the presentation of the output (e.g. rent of performance or exhibition space, cafeteria or lottery purchases for the event, licence fees, event announcements)
- Operating or rental costs of the association's own premises
- Products or services purchased, unless directly related to group learning (e.g. printing costs, costs of acquiring the product to be sold, such as posters or advertising material)
- Costs that are also subject to state aid through other means (e.g. STEA funding, other study centres, adult education centres, ESF project).
- Instructor study trips or courses
- Performance allowances
- Purchases related to the association's other activities (e.g. Annual fees for domain or website space)

Examples of expenses that will be considered on a case-by-case basis. The consideration is based on the explanation presented in the application.

- Expenses incurred for the script, composition, arrangement, choreography, if it is directly related to the learning of the study group
- Performance rights fees (theatre text, Gramex, Teosto)
- Personal equipment of group members or their maintenance/repair, (e.g. musical instrument or accessories)
- Joint group purchases (e.g. sound equipment)

## Voucher requests

If the study group does not operate on behalf of any registered association, the proof of expenses reported in the statement must be attached to the statement. Groups acting in the name of a registered association attach the receipts to the association's accounts.

Proof of expenses and participant information must be provided to the Citizens' Forum upon request. The information is checked by occasional requests for supporting documents in connection with the payment of the subsidy.

Supporting documents for all costs entered in the cost statement in the Skaftuki service will be submitted for verification. Failure to provide the requested information or shortcomings in the content shall lead to refusal or reduction of aid.

In matters related to study group support, you can send a message [info@skaftuki.fi](mailto:info@skaftuki.fi)

## Contact Information

If you have questions about the activities of study groups, applying for support and reporting, please contact Education Coordinator Pekka Kinnunen, [pekka.kinnunen@kansalaisfoorumi.fi](mailto:pekka.kinnunen@kansalaisfoorumi.fi) / tel. 040 563 2783

## Attachment 1: Sustainability in Study Group Activities

These instructions explain how to take into account the different aspects of sustainability when organising a course with the support of the Citizens' Forum. The activities of the Citizens' Forum take into account ecological, economic, social and cultural sustainability. It is important that the courses supported by the Citizens' Forum also operate sustainably. When you are a trainer or group leader, you play an important role. You also promote sustainable practices in your own association.

If you have questions about the guidelines or want to know more about their implementation, you can ask for support from the training planners of the Citizens' Forum.

### **Ecological sustainability**

Ecological sustainability means saving natural resources. In course activities, you save natural resources by, for example, sorting waste and reducing paper use. Saving natural resources also saves money.

Do at least the following:

- Choose a location for the course that participants can easily reach and, if possible, also by public transport.
- If possible, offer locally produced foods.
- Find out if you can use existing materials before buying new ones.
- Avoid unnecessary waste.
- Make sure that participants can easily sort waste themselves.
- Print and copy on paper only when there is a justified reason to do so.
- Share and store teaching materials in digital format, for example by email.
- Avoid unnecessary use of electricity and water.

We also encourage you to prefer vegetarian food if the course is served with food. If you buy new materials and supplies, give preference to products with an eco-label and/or sustainability certificate.

### **Economic sustainability**

Economic sustainability means planning the use of money in advance so that organising a course does not cause too many or unexpected costs for the course organiser, such as an association. A realistic and sensible plan of course income and expenses ensure sustainable course operations. Economic sustainability often also means saving natural resources.

Do at least the following:

- Sufficient money has been set aside for the implementation of training.
- All costs of training have been taken into account.
- Prefer moderately priced training facilities that are well suited to the needs of the training.
- Find out if you could use recycled materials in your course materials.

- Monitor the realization of expenses and react to unexpected additional costs as soon as you become aware of them.

### **Social sustainability**

Social sustainability means that all participants have equal opportunities to participate in and influence activities. Social sustainability also includes accessibility and accessibility, which in practice mean enabling different ways of participating. The well-being of the trainer is also an important part of a well-organized course.

Do at least the following:

- The training facility is accessible and accessible by wheelchair, for example.
- Accessible toilets are available in connection with or near the training facility.
- The training room is safe and has suitable temperature and ventilation.
- The atmosphere of the training is safe.
- The training methods are such that people can, if they wish, influence the course and content of the training and give feedback.
- Take the wishes and needs of the participants into account already when planning the training.
- Consider, for example, the language of instruction, the possibility of meals and breaks, and whether the teaching methods are suitable for everyone.
- Make sure that the material used in teaching is clear and accessible.
- Make sure that the learning environment for online education is accessible and easy to use.
- In online training, also make sure that participants can participate in different ways.

### **Cultural sustainability**

Cultural sustainability means taking cultural issues into account. These include, for example, language, customs and traditions. During the course, it is important that participants feel that they can represent their own cultural background freely.

Do at least the following:

- Think about what kind of words and images you use in the communication and marketing of the course, and how you can use word choices and illustrations to express that everyone is welcome.
- Please note that participants may understand the images, words, and topics spoken in the course in different ways.
- Think about how you could make it easier for different kinds of people to participate in the course.
- Think about how the communication and marketing of the course could be targeted at target groups with different cultural backgrounds.

We also encourage you to plan training together with people belonging to cultural minorities. In addition, we encourage course organisers to participate in training that supports their competence in encountering cultural diversity.