

City of Kuopio Grant
Guidelines at Service Area
for Education and Culture
starting 1.1.2026

General principles

The City of Kuopio reserves an annual appropriation in the City budget to support civic activities in Kuopio.

To support civic activities, the City of Kuopio provides discretionary grants for Kuopio-based associations/operators whose registered domicile is in Kuopio or for applicants whose activities, for which the grant is intended, take place in Kuopio.

Grants are awarded as general grants, workspace grants for artists, Our Kuopio grants, training facility grants for ice sports, and partnership grants.

The goal is to:

- Support and diversify services that promote the well-being of residents
- Enable collaboration between the City and various operators
- Emphasise the importance of free civic activities and pluralism
- Strengthen community spirit and volunteer activities
- Increase active recreational pursuits
- Enhance well-being and partnerships
- The activities supported by grants must support and complement the implementation of the City's strategic objectives.

General criteria:

- A grant is always discretionary and a part of co-financing.
- Operations receiving grants must support the City's service offerings that promote well-being. When awarding grants, attention is given to the societal and current relevance of the supported activities as a complement to the City's services
- Grant recipients are expected to operate in an environmentally friendly, responsible, sustainable, equitable, and inclusive manner, while promoting well-being
- The application must be submitted through the electronic system by the deadline, late applications will not be processed
- Grant recipients must announce public events organised with the awarded grant in the Kuopion Seinä event calendar at www.kuopionseina.fi
- The City of Kuopio must be mentioned in connection with events and activities when the City is a funding partner, as well as on the recipient's website.

Grants are not awarded for

- Events and projects that generate profit for purposes other than public-service activities in sports or arts, or to operators whose purpose is commercial activity, with the exception of workspace grants for artists
- Activities that the City procures as purchased services
- Publishing
- Study and recreational trips, or trips abroad
- Rents for City-owned facilities where usage fees have already been subsidised
- Services produced by the City itself
- Activities that conflict with the values upheld by the City. The grant may not be awarded for the pursuit of unethical or illegal activities.

Grant application periods

The grant application periods will be announced primarily on the City's website www.kuopio.fi and through a public notice.

Processing of applications and decision-making

After the application period ends, grant applications will be processed as stipulated in the operating regulations of the service area. The applicant will be sent a decision, including information on the right to appeal, via email. The City may set special conditions on the use of the grant, which will be communicated to the grant recipient when the grant is awarded. The grant can be used only for the purpose described in the decision. If the purpose of use is not specified in more detail in the grant decision, the grant must be used for the purpose stated in the application.

Payment of grants

Grants will be paid as specified in the grant decision once the decision has become legally binding, unless the decision specifies a different payment schedule or sets conditions for the payment of the grant.

The grant recipient may, if necessary, apply for a grant advance before the actual decision-making, the advance may not exceed 50% of the previous year's grant.

Change of purpose

The City of Kuopio may, for a specific reason and upon the grant recipient's application, change the purpose of the grant. The application must be submitted in such a way that the decision on the change of purpose can be made well before the end of the year.

Repayment and recovery of grants

If the granted funds cannot be used for the intended purpose, the recipient must return the paid grant or part of it to the City of Kuopio.

If the need for a grant ceases, the applicant must notify the City of Kuopio in writing in order to suspend payment and cancel the decision.

The City of Kuopio may, by decision, order the payment of the grant to be terminated and the grant already paid to be recovered.

In addition, the payment and monitoring guidelines for grants issued by the City shall be complied with.

If the grant recipient has outstanding debts to the City of Kuopio, the City has the right to offset these debts, in whole or in part, against the granted subsidy.

General grant

The general grant is intended for activities in accordance with the association's plan of operations.

- primarily targeted at the activities of children and youth under 20 years of age in Kuopio
- regular (weekly/monthly) activities that promote the well-being of elderly people aged 65+
- Support is provided to operators that receive other grants dependent on the City's support (e.g., STEA, OKM).

In addition, the following will be supported within the budget limits:

- resident and village associations
- cultural and heritage associations that own real estate, such as a museum or a village hall
- activities related to helping the most vulnerable, such as food aid organisations
- public health and patient associations, if not supported by the wellbeing services county
- associations that promote multiculturalism
- associations with special significance for overall security and resilience of the residents
- other public-service associations specifically focused on promoting community spirit or civic activities
- regional differences and challenges will be taken into account

General grants are not awarded for:

- Parents' associations of schools, trade unions, student organisations
- Associations operating as adult education centre groups

The following attachments are required for the general grant application:

- operational plan and budget for the year for which the grant is being applied
- annual report, financial statement, and auditor's/operations inspector's report for the previous year must be submitted as soon as they are completed
- excerpt listing the individuals authorised to sign on behalf of the association
- the statutes of the association, if the applicant is new or the statutes have changed

Workspace grants for artists

- the application may be submitted by a full-time professional artist in the field of visual and applied arts whose municipality of residence and taxation is Kuopio
- the grant is allocated to cover rental costs of a workspace in Kuopio
- annual earned and capital income must not exceed the annual working grant awarded by the state to artists
- the maximum annual rent to be considered is 2,000 euros
- the grant is calculated using proportional allocation (considered rent / total sum of all considered rents x the amount to be distributed).
- attach a copy of the rental agreement or rent receipts and your most recent tax certificate

Our Kuopio grant – support for community activities

Our Kuopio grant can be provided for activities carried out by associations, communities and residents in Kuopio. The grant is awarded for one-off or project-based activities or for starting regular activities. The application must be submitted in advance, no later than 1 month before the start of the activities or the implementation of the event.

The one-off grant is intended for a wide range of activities that increase the sense of community and are open to everyone (e.g. events, excursions, courses and clubs, bicycle workshop/repair activities, projects related to the well-being of the neighbourhood). The activities must be free of charge, free of intoxicants and open to everyone.

The support is paid retrospectively against a report. The report must be submitted within 2 months. For a justified reason, the support can also be paid to the applicant in part, in advance.

If salaries or fees are paid with the grant, the applicant must submit payment receipts related to the payment of wages in connection with the report, which show that, in addition to the payment of wages, the applicant has taken care of earnings-related pension contributions, unemployment

insurance contributions and other mandatory non-wage payment expenses. Especially in the case of individuals and working groups, the palkka.fi system is recommended for the payment of salaries and remuneration. Certified copies of receipts are accepted as receipts.

The recipient of the grant must also have their own fundraising for organising the activities. In addition to money, volunteer work can also be accepted as self-financing (calculated value €10 / hour).

What the funding is not intended for:

- activities within a group or community
- activities that are for-profit or whose main purpose is fundraising, including events aimed at raising funds for charity
- recordings, publications and audiovisual productions
- food and beverage service
- the maintenance of the services provided by the city, the rents of the city's facilities
- investments or the acquisition or renovation of immovable property
- prizes, fireworks
- generally not for exhibitions
- costs of writing a history or other preparatory work
- as a personal working grant
- the only funding for the activities

It is the responsibility of the grant recipient to take care of event permits, e.g. event registration, copyright fees, security plan.

Ice sports training facility grant

- The grant may be applied for by Kuopio-based registered associations
- The awarded grant is determined based on the relative proportion of the eligible training facility rents. The subsidised percentage depends on the number of applications and the size of the allocated budget.
- The indicative target subsidy level for ice sports facility costs for children and youth (under 18 years) is 60–70% of the costs.
- Eligible costs include the rent for the use of the rinks for games and training. The costs of separate training camps are not accepted.

Applying for a grant advance

An association can apply for a grant in advance before the actual allocation decision is taken. Grant advances may be applied for by registered associations based in Kuopio whose activities are aimed at ice sports for children and youth (under 18 years of age) and who have been granted training shifts.

Applicants eligible for advance may be paid up to 70% of the budget allocated to the training facility grant for the year in question. If the advance payment exceeds the final training facility grant, the City will recover the excess.

Partnership grant

Partnership grant criteria:

Partnership grants are aimed at organisations operating in the Kuopio area, with agreements drawn up for a three-year period. Professional operators who receive, for example, state funding, STEA grants, or other external funding, may apply for partnership agreements.

The application for a partnership agreement is conditional.

In order for the new partnership agreement application process to proceed, the City of Kuopio's budget must include an annual allocation for grants and partnership agreements.

If the obligations mentioned in the agreement cannot be fulfilled due to reasons attributable to one of the parties, the parties may terminate the agreement.

- The applicant must be a legally competent association or community.
- The applicant organisation is domiciled in Kuopio or its area of operation is Kuopio.
- The applicant community has a business ID
- The applicant's operations in Kuopio are professional, long-term and continuous.
- The applicant's operations are well established and easily accessible
- The applicant has also received other funding for the operations, the City's support is always a part of co-financing.
- The applicant's activities are mainly year-round
- The applicant's activities take into account the priorities of Kuopio's urban strategy and the Happy and Healthy Kuopio programme.

General principles of partnership agreements:

- a partnership agreement is a contract between the City of Kuopio and a community, with the shared goal of enhancing the well-being of Kuopio residents
- contract negotiations are held with the applicants, during which the forms and goals of the cooperation are defined for the parties involved
- the partnership agreement is discretionary
- the Board for the Promotion of Wellbeing decides on partnership agreements

If the applicant is not awarded a partnership agreement with the City of Kuopio, the community may apply for an annual general grant from the City of Kuopio.

The grant guidelines have been processed by the Board for the Promotion of Wellbeing
20.11.2024 75§ ja 19.11.2025 86§.

