

## Routines for the Student Union Malmö's financial support (äskning) for associations and sections

The Student Union Malmö's financial support for associations and sections, known as the äskning, aims to provide financial support to the Union's associations and sections. The äskning's purpose is to finance and facilitate the associations' and sections' activities that are relevant to students at Malmö University and are run by members of the Union.

Send in all necessary information with your äskning application to ensure a smooth process. To send in your application, and if you have any questions regarding the procedure, email Lena Petersson, the Union's organisation administrator, at [lena.petersson@malmostudenter.se](mailto:lena.petersson@malmostudenter.se) and to the association responsible for associations at [foreningsansvarig@malmostudenter.se](mailto:foreningsansvarig@malmostudenter.se) and to the section responsible for sections at [sektionsansvarig@malmostudenter.se](mailto:sektionsansvarig@malmostudenter.se).

The äskning application deadline will be in the middle of September and middle of February. The exact dates will be sent out by the association or section responsible a few weeks prior to the deadline along with all the necessary information.

The Student Union board will decide on the approval of the äskning applications within 10 working days after the application deadline. A representative of your association or section will be invited to the decision meeting to give the possibility to clarify your application.

Remember that all board members and all members of the association or section need to be members of the Student Union Malmö. The Student Union Malmö will check the Union membership of all association and section board members. If a board member is not a member of the Student Union, your äskning will be deemed invalid and will not be taken into consideration for decision at the Union's board meeting.

If your association or section has had an äskning approved in the previous semester, send a report to [foreningsansvarig@malmostudenter.se](mailto:foreningsansvarig@malmostudenter.se) or to [sektionsansvarig@malmostudenter.se](mailto:sektionsansvarig@malmostudenter.se) after the semester to show how the äskning was actually used.

## Required content of your äskning application

Your äskning application must include the following:

1. Information about the association or section, its board and contact person. This information you can include in the e-mail when you send in the äskning application:
  - a. Name of association/section
  - b. Responsible contact person from the association/section and their contact information (email address and phone number), for example the treasurer
  - c. Names of all board members and their email addresses
2. Explanation of the costs:

Describe everything you are planning for the semester that you are requesting finances for. Describe as detailed as possible for every event and cost you are planning for. This will make it easier for the Union board to approve your äskning.
3. Budget:

Here you write a budget with the association's/section's expected costs and incomes for

the applicable semester. Specify the cost for every event and expenditure and break down the event or expenditure's separate costs where possible.

## What you can and cannot apply for

You **can** apply for things such as:

- Fika and edibles for public events for students (e.g. lectures, movie nights, parties etc)
- Costs for organising social events, such as decorations and competition prizes
- Travel and fee costs to attend your mother organisation's national annual meeting, for maximum two people, unless said mother organisation already pays for the travel costs of two people
- Supplies and costs necessary for the daily functioning of the association/section
- PR material

You **cannot** apply for the following things:

- Payment for lecturers, however you can apply for money for gifts for lecturers
- Travel expenses for volunteers of the association/section (excluding above stated exception)
- Payment for guards at events outside of Malmö University's ordinary opening hours
- Fika for your board meetings
- Alcohol
- Expenses for organising the Union's soup lunch