

Routines for Student Union Malmö Financial Support (Äskning) for associations and sections

The Student Union Malmö's financial support, 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.

Äskning for associations are sent to: lena.petersson@malmostudenter.se and foreningsansvarig@malmostudenter.se.

Äskning for sections are sent to: lena.petersson@malmostudenter.se and 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 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 will be invited to the decision meeting to give the possibility to clarify your application.

Remember that all board members/association members need to be a member of the Student Union Malmö. The Student Union Malmö will check all the board members and if we find out that one of them isn't a member of the Student Union, the 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 or to sektionsansvarig@malmostudenter.se after the semester to show how the äskning was used.

Before you send your äskning, you need to plan how the semester will take place and base the äskning on the events you will do, instead of asking for funds to be secured. Remember, the association and section budget for each semester is joint among the groupings, and it's crucial that the approved funds are used.

If not at least 75% of the approved funds are not used – without a report explaining why the divergence –, then the next semester's äskning will be affected.

If an activity or event cannot be carried out as planned for one reason or another, it can be replaced by another activity or event with similar content, though an approval from the association or section responsible is needed.

Required content of your äskning application

1. Information about the association/section, its board and contact person, this information you can write in the email when you send in the application.
 - a) Name of association/section
 - b) Responsible contact person at the association/section and their contact information (email and phone number), example the treasure

2. Operational plan (Explanation of cost)
 - a) Here you write the operations that correspond with the semester you are asking for
 - b) Describe as detailed as you can every event and the cost that you ask for. This will make it easier for the board to approve the asking
3. Budget
 - a) Here you describe the associations/section's expected cost and income during the semester you are applying for. Specify the cost for each event and other expenses and break down the separate cost of the events and other expenses.
4. The Union's approved template for the asking application
 - a) To facilitate the applications process, the Union has created a template for applications that all groups should use, this to ensure that all information that the Union board needs for approval is available. The application must include a budget and operational plan (description of the event).

What you can and can't apply for

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

- Fika, snacks, ingredients for cooking classes and non-alcoholic beverages for public events for students (e.g. lectures, movie nights, parties etc)
- Costs for organizing social events, such as decorations and competition prizes
- Travel costs to attend your mother organization's national annual meeting, for maximum two people, unless said mother association already pays for the travel cost of two people
- Supplies and costs necessary for the daily functioning of the association/section
- PR material
- Rent for premises, up to SEK 1000 for associations and SEK 500 for sections

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

- Payment for lecturers, however you can apply for gifts for lecturers
- Travel expenses for volunteers of the association (excluding above stated exception)
- Payment for guards at events outside of Malmö University's ordinary opening hours
- Fika for your board meetings
- Teambuilding for board members only
- Food cost for sitting/dinner (cost price for the student)
- Alcohol
- Expenses for organizing the Union's soup lunch

Check list:

Before the last day for äsknings application:

- Plan the semester's events and write the operational plan (description of event) and the budget
- Check so all board members are members of Student Union Malmö
- Look over the inventory list so you don't apply for things you should already have
- Create the asking with the help of the Union's template
- Send in the application with all relevant information, don't forget the inventory list

After the application for asking:

- Keep an eye on your email so you don't miss important information from the responsible
- Book a time with the responsible if you want to attend the board meeting

After approved asking:

- Hand in the receipts, latest 2 weeks after the pursues

At the end of the semester:

- Send the report and updated inventory list to receptive responsible
- Make sure all the receipts are handed in
 - Last day to hand in receipt for HT is the Friday before VT starts
 - Last day to hand receipt for VT is the Friday the same week as VT semester ends.