

Routine for the Student Union Malmö's financial support (äskning) for associations

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

Important dates:

- 20 September, deadline for autumn semester application
- 14 February, deadline for spring semester application

Make sure to 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 organization administrator, at lena.petersson@malmostudenter.se and the association responsible at foreningsansvarig@malmostudenter.se.

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.

Required content of your äskning application

Your äskning application must include the following:

1. Information about the association, 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
 - b. Responsible contact person from the association 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 describe the association'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 costs to attend your mother organisation's national annual meeting, for maximum two people
- Supplies and costs necessary for the daily functioning of the association
- 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 (excluding above stated exception)
- Payment for guards at events outside of Malmö University's ordinary opening hours
- Fika for your board meetings
- Expenses for organizing the Union's soup lunch