



State Subsidy For Conferences

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Content

- In general about funding a conference
- Where to get funding
- Amount of state subsidy
- Use of the state subsidy
- Application process
- What is a good application like?
- Reporting



Funding a conference

- Start drawing up the budget and planning for the conference as soon as possible.
- When planning the budget, be thorough and realistic.
- Depending on the situation, consider using professional help.
- You are not alone; there are many tools for planning and many sources for funding.



Funders (1)

- Seek possible sources in good time.
- A range of possibilities:
- Aurora database, funding opportunities in sciences, arts and culture
- State subsidies
- Finnish Safety and Chemicals Agency
- Academy of Finland



Funders (2)

- Horizon 2020
- Exhibitors
- Companies: sponsoring, advertising
- City: sponsoring of a reception, etc.



Help for organising

Non-financial sources of help:

- Convention Bureau (FCB and local)
- Professional conference organiser
- The University's conference services
- Colleagues with relevant experience



Aurora

- www.aurora-tietokanta.fi
- Maintained by the University of Turku
- Not for applying for funds,
- But a tool for searching for funders
- Over 800 Finnish and Foreign funders
- Mainly foundations, but also other institutions



About state subsidies (1)

- Every year about 780 000 euros to distribute
- In 2016
 - 127 persons received subsidy.
 - About 25% of all applications were rejected.
 - The average amount of subsidy was ~6000 euros.
 - The smallest grant was 1.5%, the biggest 30% of the total budget.
- Biggest grant 40 000 euros
- Smallest grant 500 euros



About state subsidies (2)

- The amount of state funding depends among other things on the conference's size, duration and the number of foreign participants.
- The allocated state funding can be a maximum of 30% of the total budget of the conference.
- A significant part of the budget must be covered with registration fees.



Funding can be granted for

- Priority is given to recurrent events of international scientific organisations, organised in Finland.
- The travelling expenses of foreign keynote speakers
- For international conferences, venue rent, a conference secretary and communications
- Use of a PCO is acceptable.
- Funding can be granted for the following three years.
- The conference must be open to the scientific community.



No funding granted for (1)

- National seminars with no foreign speakers
- Internal seminars of research projects
- Annual general meetings of international associations
- Conferences outside of Finland
- Researcher training courses and summer schools
- Conference preparations in their preliminary stages without a programme, a budget and any information on the invited speakers



No funding granted for (2)

- Travel expenses for speakers from Finland
- Print expenses (e.g., conference abstracts)
- Dining and social events
- Travel expenses, if travelling from Finland to a conference abroad
- As a rule, the honorarium for speakers
- A conference that is already over when the decision on the application is to be made.



Application process

- Two calls for applications – in October and in February
- Applications are submitted in the Federation's online services.
- Using the online services requires registration.
- It is possible to apply for state subsidy for the same conference more than once.



Content of the application

- The applicant has to be a natural person, not an association.
- The application should show that funding is secured.
- Include a short description of the significance of the event to the field of research, to the Finnish and the international research community.
- Required attachments: budget, conference programme and information on the invited speakers



What is a good application?

- Clear and informative
 - Although the planning of the event is still in progress, it presents a clear assessment of, e.g., costs and the number of participants.
- Thoroughly drawn up
 - Pay special attention to drawing up the budget.
 - Take into account in the budget also output without financial compensation, both in the expenses and income.



More about a good application

- Important: Choose an easily reachable contact person with thorough knowledge of the application.
- Ensure that the contact details given in the application, including the email address, are correct.
- Remember to inform us if there are changes concerning the contact information.



After the deadline

- Decisions are made three times a year: in December, February and May.
- Every applicant is informed about the decision.
- A contract is made on the use of subsidies.
This is a private law contract, which is made according to the Act on Discretionary Government Transfers.
- After signing the contract, the granted amount can be transferred.



Reporting (1)

- An electronic report must be submitted within six months of the conference.
- It should be based on financial statements.
- An income statement and balance sheet are sent as attachments to the report.
- The report includes an account on the results of the conference.
- The subsidy may be used only for those purposes mentioned in the decision letter.



Reporting (2)

- If the grant or a part of it is not needed, it must be returned.
- If the the grant's percentage of the budget exceeds 30%, this part must be returned.
- If the income of the conference exceeds the expenses, an amount equalling the received aid will be invoiced.



Reporting (3)

- New practice regarding the 30% limit:
 - The limit is now at exactly 30% of the total budget. Even small excesses are no longer allowed.
- If there are changes to the original budget, the Federation must be informed immediately in order to adjust the decision on the subsidy.
- Failure to inform may cause the return of the whole subsidy.



Further information

- Questions concerning registration and transfer of the grant:
 - Administrative assistant Sirkka Virta-Aho, tel. 09-228 69 225
- Questions concerning the application process:
 - Head librarian Georg Strien, tel. 09-228 69 238
- <https://www.tsv.fi/en/grants/state-subsidy-organizing-international-conferences-and-national-seminars>