Instructions for applicants

Please carefully read the instructions below before you start filling in the application.

The application period is 3 May – 31 May 2020 24.00 (UTC +2). It is possible to create and submit applications only during the application period. Please note that this year the last days to apply are on a weekend when there is no grant support.

The Foundation will only process applications that have been sent during the application period. Applications sent via email will not be processed nor will applications submitted outside the application period. A printed version of the application should not be sent to the Foundation.

Some general principles

- You can't apply for a grant in on the behalf of someone else.

- Grants are awarded for one year at a time.

- Grants are mainly intended for expenses that occur after the grants have been awarded.

The office of the Foundation answers questions concerning grants from Monday to Friday during office hours (9-16): tel +358 9 4542 400 or toimisto@wihurinrahasto.fi. For technical support please send an email to hakemustuki@datalink.fi.

This document consists of the following sections:

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INSTRUCTIONS FOR THE ONLINE GRANT SERVICE

- Log in by giving your username and password. If it is your first time using the service, create a user account by clicking "Register".

- It is possible to create and send applications only during the application period. On the first day of the application period, the option of creating an application will appear on the drop-down menu.

- You don't have to finish your application in one go after creating it. When your application is ready, submit it in the online grant service. Once submitted, the application can be reverted to the draft status and edited by clicking "Revert back to draft mode for editing". This must be done before the application round ends. Don't forget to send the application again if you wish it to be processed by the Foundation. See "Can I edit my application after the application period has ended?"

- When in preview mode, make sure that all information fits into the given space.
- There are some mandatory fields that need to be filled in the application. If you haven't filled them in, it is not possible for you to submit the application.

- The status of an application that hasn't been sent will show as "Draft". A successfully sent application will show as "Sent". After the application period has ended, the status will show as "Received".

- Hang on to your username and password – they will be of use if you are awarded a grant. If you lose your password, a new one will be sent to the email address you have created the user credentials with.

FILLING IN THE APPLICATION

Below you can find the instructions for filling in the application.

The application consists of the following pages:

1. **Applicant**
2. **Grant**
3. **Plan**
4. **Other funding**
5. **Attachments**
6. **Commitment**
7. **Send**

You can fill in the pages in your choice of order. Remember to save the information. It is not necessary to complete the application on one go. It will remain as a draft and can therefore be edited until you submit it. Remember to submit your application within the application period. Only complete the appropriate sections; you do not need to write something in every field. Some of the required information is mandatory though.

1. APPLICANT

Choose language = Choose in which language you wish to receive information concerning your grant application

The applicant is = Choose the correct type of applicant.

If the applicant is a working group (which has at least two members), the members of the group must elect a leader to submit the application in his/her/their own name. If the grant is supposed to be used by only one member of a working group, he/she/they should apply for a grant as an individual applicant.

Degree = Academic degree is to be written in full form, not using abbreviations.

Personal ID or business code = In the form ddmmyy-(xxxx). Date of birth is also sufficient. If the applicant is an organization, fill in it's business code.

Nationality = Please choose from the options given or fill in the "Other/What?" section

Location of work/study = Choose a Finnish university from the given options OR choose "Other, what?" and write the full name of the institution where the project will be executed on the line below, e.g. 1. you are doing research in a foreign university (the full name of the university in question) 2. you can name the place where you will be working with the grant Choose "Freelance artist/researcher", if the purpose for the grant is not connected to any institution.

Faculty = Applicants working in universities or research institutes should fill in the name of the faculty/department. E.g. "The Faculty of Mathematics". Other applicants are not required to fill in this field.

Place of residence = If the applicant is e.g. temporarily living in another city for his/her studies, they are to state their actual hometown (not using abbreviations)

Contact person of your organization = Filled if the applicant is an organization

Address = In the form:
street address (line break)
postal code and post office

Working group = If you are applying for a grant as a working group, please fill in the information concerning those members to whom you are applying a grant for. If you are applying for a grant for more than six members, you should list them in a separate attachment.

In this section list only those members of your working group to whom you are applying a working grant for or who a certain expenditure regards or who are otherwise essential members.

2. GRANT

Type of grant = Choose the primary use for the applied grant from the given options

- doctoral studies
- post-doctoral studies: *max. 5 years after dissertation, otherwise research*
- research
- homing: *research following post doc, for researchers returning to Finland; must be applied within one year of returning to Finland*
- writing work
- artistic work
- purchasing a musical instrument or other implement
- basic studies: *of art, not science*
- organizing an event
- other purpose

Field of specialization = The field of specialization you choose tells the Jenny and Antti Wihuri Foundation the field of expertise you would like the evaluators of your application to represent. In your application please choose one of the existing categories. Only in case none of the given categories fit the field of your project choose the category ''Other causes''.

Choose one of the following

Economic Sciences/Business

Economics

Engineering Sciences

Mathematics and statistics

Architecture

Natural Sciences

Agriculture and Forestry

Food Science

Biology

Health Sciences

Education

Psychology

Law

Political and Social Science

Art history, visual arts and applied art (research)

History and Archaeology

Theology and study of religions

Philosophy

Linguistics

Fiction Literature

Non-fiction Literature

Music

Dance

Theatre

National Defence

Youth Work

Cultural projects

Other causes

In principle, we do not award grants in the fields of medicine and biomedicine, since they are furthered through funding the Wihuri Research Institute. Nor do we award working grants in the field of visual arts or grants for organizing exhibitions. We support visual arts mainly by making art acquisitions to the Wihuri Foundation Art Collection in Rovaniemi Art Museum, and by maintaining visual arts residency programs.

Grant description = State the purpose of the application briefly and clearly.

Examples of grant descriptions:

- Name of the post-doctoral research
- Attending cello studies led by Professor X in the city of Y
- Writing a screenplay about dancers in the 19_{th} century
- Covering expenses of performance "name of performance"

Applied amount = Announce the applied amount by the euro. Do not use commas or periods in the amount. See "How much can I apply for?".

- The applied amount is to be categorized: personal working grant, paid staff or helping workforce, material, travel and/or other expenses.

- Personal working grant = is the working share of the applied grant. A working grant is meant to allow the grant receiver to work on the project full time free from salaried work. It is meant to be used to cover living expenses.

- Assisting work can be hired or purchased labor essential for the project. If the grant is used to hire labor, the grant receiver is obliged to take care of the payroll taxes and other legal obligations of an employer.

- Material and equipment expenses can be big purchases e.g. instruments and grand equipment purchases for working groups.

- Travel grants can be applied for travel expenses relating to the project. Separate travel grants are not usually awarded.

- Other can be e.g. space rents.

Duration of the work in months during the grant period = Please fill in, if you are applying for a full-time or part-time working grant.

Starting year of the project
Fill in, when did you start the project or when are you intending to start it.

Is the applicant on leave from paid employment during the grant period?

See "Conditions for a working grant". If you are applying a grant for a working group, this question concerns those members of the group who intend to use the grant for full-time working. If the question doesn't concern your project choose "No".

Will the grantee be working as a paid postgraduate during the grant period?

If the question doesn't concern your project choose "No".

Is the grant meant for a one-year full-time doctoral thesis work?

If you haven't received a one-year (12 months) working grant from the foundation before and you're applying for one now, select "First year".

If you've received a one-year working grant before from the Foundation and you are seeking for a continuation grant, choose "Continuation application".

If the question doesn't concern your project choose "No".

Is the grant meant for a one-year full-time postdoctoral research?

If the question doesn't concern your project choose "No".

Names and phone numbers of referees giving a reference letter

Fill in the names of the referees who have been asked to submit a reference. On the Foundation website is a digital Reference (or Lausuntolomake in Finnish) for use of the referees. The referee must submit the reference to the Foundation in terms of the application period and it can be modified up to the end of May. Once digitally submitted through the system the reference doesn't have to be sent in paper. The digital references will be added to the application after the

end of the application period by the name of the applicant. The Foundation does not return or hand over the submitted references

3. PLAN

When evaluating the applications, the evaluators take into consideration the scientific or artistic value, societal significance or topicality of the project. They also assess the applicant's ability to execute the presented project successfully. The evaluators are supposed to be able to make an initial evaluation about your project based on the information given on this page. In this section present your plan even if a more detailed research or work plan is attached. Refering to attachments is not sufficient.

Work plan and timetable for the execution

Describe concisely and in general terms the purpose to which you are applying for the grant and how and in what time you are intending to carry out your plan. You may also describe why it is important to receive funding.

A presentation of the main expenses of the project

Present the expenses of the project. If you are applying only for a working grant meant to cover living expenses, a detailed expense estimate is not required – instead you can present your living expenses as a single figure.

A financial plan

In your financial plan, present how you intend to organize the full financing of the project.

4. OTHER FUNDING

List all funding you have received previously and also your pending applications. If your financial situation changes after the application period has closed, e.g. you receive another grant, salary or adult education subsidy, let the Foundation know immediately.

Awarded grants and other funding

List the grants awarded to you for the same purpose you are now applying as well as other significant grants within the last three years (max. 10 grants). Remember to list all grants you have previously received from the Wihuri Foundation regardless of the year of awarding.

Pending applications

Make sure to include in your application other open applications for the same or other purpose.

5. ATTACHMENTS

All attachments must be pdf-documents. The maximum size of each document is 3 MB. See "Attachments".

6. COMMITMENT

Read the commitment carefully and then choose "I understand and accept the stated above".

7. SUBMIT

Remember to preview your application before sending it to make sure that all information fits into the given space.

The online grant service will ask you if you want to submit the application. To submit it press "Yes".

After submitting the application the following text should appear on the screen: "Your application has now been successfully submitted!"

You will not receive a separate email about the submission. On the landing page, the status of a successfully submitted application will show as "Submitted". After the application period has ended, the status will show as "Received".

Once submitted, the application can be reverted to the draft status and edited by clicking "Revert back to draft mode for editing". This must be done before the application round ends. Don't forget to send the application again if you wish it to be processed by the Foundation.

WHO CAN APPLY FOR A GRANT?

- a private individual
- a working group
- a registered legal entity/organization (such as association or cooperative) for expenditures of a project

If the applicant is a working group, the members of the group must elect a leader to submit the application in his/her/their own name. This person is also responsible of the grant towards the taxman. Only persons engaged in research or artistic work can qualify as members of a working group. A research assistant, for example, does not perform research in the legal sense. Hence, he or she is regarded as a salaried assistant.

WHAT PURPOSESES CAN GRANTS BE APPLIED FOR?

You can apply for a grant for research or artistic work, as well as for projects in the field of science, art and social activity. Typical examples include doctoral thesis, general work as an artist, and events.

Fields of science

Grants for scientific work

Grants for the fields of science are primarily awarded for research work. Grants are awarded broadly to different fields of science to both basic and applied research. However, we do not award grants in the fields of medicine and biomedicine, since they are furthered through funding the Wihuri Research Institute.

Grants can be applied for doctoral thesis work and post-doctoral research. In addition, it is possible to apply for a homing grant which is research funding for a person returning to Finland after post-doctoral research abroad, intended to the establishment of a research group of one's own. Also other research funding can be applied for by research groups, for example.

Grants for other activities that further the appreciation and impact of science

Grants may also be applied for other activities that further research or the appreciation and impact of science in the society.

Fields of art

Grants in the fields of art are intended to create prerequisites for artistic work and for encountering and experiencing art in the society.

For example, you can apply for a working grant for artistic work (music, dance or theater) or literacy, as well as grants for instrument purchases or organizing performances and events. It is also possible to apply for grants for initiatives and development projects in the fields of art.

In principle, we do not award grants for visual arts working or the organization of exhibitions. We support visual arts mainly by making art acquisitions to the Wihuri Foundation Art Collection in Rovaniemi Art Museum, and by maintaining visual arts residency programs.

Societal activities

Societal activities is all such work that contributes to building an active and inclusive civil society. Societal activities include, for example, youth work, voluntary national defense work, cultural activities, and promotion of entrepreneurial skills. However, societal activities may include other themes, too.

CAUSES GRANTS ARE NOT AWARDED FOR

- Proof reading nor printing costs of doctoral theses
- Overhead costs of equipment
- Undergraduate studies in the field of science
- Travel grants
- Post-doctoral research abroad that lasts for at least one academic year

In principle, we do not award grants in the fields of medicine and biomedicine, since they are furthered through funding the Wihuri Research Institute. Similarly, we do not award working grants in the field of visual arts working or grants for organizing exhibitions. We support visual

arts mainly by making art acquisitions to the Wihuri Foundation Art Collection in Rovaniemi Art Museum, and by maintaining visual arts residency programs.

Grants to be applied from the foundations' joint grant pools:

The Foundations' Post Doc Pool, which the Wihuri Foundation is a member of, funds post-doctoral research abroad (that lasts for at least one academic year). More information from www.postdocpooli.fi.

PoDoCo-program is aimed for young doctors who have recently completed or will soon complete their doctoral degree. PoDoCo program has two application rounds each year and awards some 10 post-doctoral grants in each round.

HOW MUCH CAN I APPLY FOR?

It is possible for you to apply for a working grant and an expenditure grant in the same application. (E.g. an application for a dance performance can include a personal working grant for the artistic work and an expenditure grant for props, rents etc.)

Working grants

The Foundation awards full-year, part-year and "undefined" working grants intended for scientific or artistic work. Working grants are intended mainly for continuous work. When assessing how much you are going to apply for, you must take into consideration how long you intend to work with the grant and whether you intend to work full-time or part-time (e.g. 50%). An organization can't apply for a working grant. If some sort of salaried work is involved in the organization's project, it is seen as applying a grant for the expenditures of the project.

One-year and six-month grants for full-time work

For you to be able to receive a full time working grant you must be on a leave from other salaried work. See "Conditions for a working grant".

One-year (12 months) grants for full-time work are:

- **26 000 € / doctoral thesis and artistic/literal work**
- **30 000 € / post doctoral research**

Six-month grants for full-time work are:

- **13 000 € / doctoral thesis and artistic/literal work**
- **15 000 € / post doctoral research**

A grant awarded for one-year full-time work covers the personal expenditures of the individual (at least 23 269,80 euros). In addition it covers for normal expenditures, regular travel, equipment and working space costs and the statutory social security (about 15 % of the grant, organized by Mela).

Undefined grants for working

The amount of a personal grant can also be freely chosen so that the applicant his/herself defines the duration of the work and the applied sum.

It is also possible to apply for grant that is not based on the amount of working months. If the grant is not applied for full time work, but in addition of other funded work the duration can be marked as ''0'' when filling in the application form.

The Foundation encourages applicants to full-time work especially in the fields of science – most grants awarded for scientific work are full-time grants.

Homing grant

For researchers returning to Finland, it is possible to apply for a homing-grant for independent research after the post doc -phase. The grant must be applied for at the latest a year after the researcher has arrived to Finland. The amount of the grant is 50 000 euros. It can be used as a working grant and/or to cover expenses.

Expenditure grants

The amount of an expenditure grant is undefined. Note, that the applied amount should be based on an expenditure and income estimate.

Expenditure grants are awarded for covering the expenditures of a project (such as the costs of a theatre production) or single purchases (such as an acquisition of an instrument). When applying for an expenditure grant for a project it is important for you to include a thorough and detailed financial plan.

Expenditure grants are mainly purposed for expenses that occur after the grants have been awarded.

FIELD OF SPECIALIZATION

The field of specialization you choose tells the Jenny and Antti Wihuri Foundation the field of expertise you would like the evaluators of your application to represent.
In your application please choose one of the existing categories. Only in case none of the given categories fit the field of your project choose the category ''Other causes''.

HOW LONG A PERIOD CAN I APPLY A GRANT FOR?

The Foundation awards grants for one year at a time. The grant is intended to be used for expenses that occur after the grant has been awarded.

Grantees who have been awarded a grant for doctoral thesis work, have a good chance of being awarded funding for second and third year too. When applying for follow-up funding the

Foundation requires that the applicant can show that the thesis work has progressed. Also a report from the supervisor of the project is required.

We advise that grantees start working with the grant before 9th October 2021. A grant that has not been used within three years from the date it was awarded will be cancelled. The grantees will not be notified about cancellations.

LANGUAGE OF THE APPLICATION

It is advised that native Finnish speakers write their entire application in Finnish. If the working language of the project is English the attachments can be in English but the application itself and the reasoning should be in Finnish. Foreign applicants can write the application completely in English.

GRANT OR SALARY?

The grants awarded by the Foundation are intended primarily to support personal, full-time artistic or research work, not as salary funding.

If the grantee decides to use expenditure grant to hire work labor, the grantee is responsible for the income tax and statutory social contributions. For instance a research assistant is seen as someone making scientific research but as extra labor who's remuneration should be paid as salary.

Organizations can't apply for a working grant. Therefore any remuneration paid by an organization is regarded as salary, for which the income tax and statutory social contributions must be paid. This should be taken into consideration when planning a budget.

TAXES

Grants awarded by private foundations are tax-free up to the state's annual grant to artists (23 269,80 euros/ 2020).

When a grant is used to hire salaried work the grantee is obligated to take care of withholding tax and other statutory liabilities of an employer.

The Foundation informs the taxman of all grants over 1 000 euros.

For more information about grants and taxes see www.vero.fi.

PLANNING YOUR PROJECT FUNDING

A broad funding base is an advantage in large-scale projects. Carefully planned self-financing (such as ticket revenue) creates an impression of a credible, viable project. Even if you are applying only for partial funding, the application should clearly state and itemize the budget for the whole project. Draw up a project budget carefully, and be realistic. A credible plan gives your project a better chance of succeeding.

ATTACHMENTS

The evaluators evaluate the applicant's ability to execute the presented project successfully based on the application and the attached curriculum vitae and other documents. Attach everything substantive but don't prolong your application.

All attachments should be submitted in PDF-form.

If you are a private individual applying for a grant, your application should include a work plan, a CV and a possible list of publications.

Working groups should attach the CVs of all members of the working group who intend to apply for funding.

Organizations should attach the latest audited annual report, financial statement and auditor's report.

In your work/research plan (3–10 pages) should be presented the following:

- The background, aim and purpose of the project
- Where it will be executed
- The current state of the project
- A schedule
- A budget

A personal working grant is intended for normal living expenses, which do not have to be specified.

If the work plan fits in to the ''Plan'' part of the application form you do not have to upload a separate work plan.

Applications are assessed mainly in the online grant service Therefore it is important that all documents are attached to the online application. Please take into consideration that our evaluators rarely have the time to look for extra information through links. If for some reason you receive important attachments considering your application after the application period you can add them through the online grant service. See "Can I edit my application after the application period has ended?"

REFERENCES

- Inform your referee in time.
- Consider if you need references to support your application. If you are working on a doctoral thesis the reference of someone familiar with your project is very important. When applying for a grant in the field of art you may want to have a reference, especially if you are in the beginning of your career. You can attach more than one reference to your application.
- Ask your referee to submit his/her reference through the online reference system. In case you have received the reference in paper form you may add it to your application as an attachment. For further information please read ''For the referee''. The reference can be submitted through the system even if the applicant has not yet sent his/her grant application. The reference and the application will be reconciled after May.

WHAT MAKES A GOOD GRANT APPLICATION?

A good application is well planned and reasoned. It is also presented in a clear, understandable and compact manner.

- You should put effort into the reasoning of your grant. Its purpose is to spark the interest of the reader. In other words: say what you want to say already in the first sentence. What is it that you need a grant for?
- If you are applying for a working grant, present a realistic and credible work plan.
- If you are applying for an expenditure grant, pay special attention that your budget is thorough, well-structured and easy to read. (Also cost and income evaluations must add up)
- Tell us what you are really going to use the grant for. Don't talk vaguely about production expenditures if what you really mean is a producer's salary. The expert assessing your application should be able to easily understand what the grant will be used for.
- References count. They are very important especially if you are working on a doctoral thesis. When applying for a grant in the field of art you may want to have a reference, especially if you are in the beginning of your career.
- Make sure that important attachments are submitted to the Foundation.

CONDITIONS FOR A WORKING GRANT

What is considered as being on leave from other salaried work?

You cannot be awarded with a full-time working grant and be paid for working, use another working grant or student allowance comparable to a working grant at the same time. It is however possible to have a paid job maximum 25% of the working time during the full-time working grant period. The purpose is for the grantee to be able to do occasional or regular hourly work. This will not affect the time of the working grant (e.g. a one-year working grant is meant for 12 months of working free of salaried work).

Am I required to pay statutory insurance contributions?

The grantee has a legal obligation to apply for Mela insurance if he/she meets certain conditions: The grantee, who is between the ages of 18 and 68 but not yet on an old-age pension, is obligated to take care of statutory insurance contributions (altogether approximately 15 % of the grant sum). Mela (Farmer's Social Insurance Institution) collects pension, accident and group life insurance payments during the grant period (in other words, when the insurance is valid). The taxman collects health insurance payments. If the grantee works continuously for four months and receives at least 1 326,67 (year 2020) euros as payments he/she is obligated to taking an insurance. In this case the grantee must him/herself inform Mela about the grant. The insurance obligation doesn't concern grantees of undergraduate studies. When certain conditions are met insurance can be taken for grant work that takes place abroad or for foreign grantees working in Finland. For more information see www.mela.fi.

CAN I EDIT MY APPLICATION AFTER THE APPLICATION PERIOD HAS ENDED?

You can't edit the information on your application after the application period has ended. Instead on the online grant service you can

- Inform the Foundation about other funding you have received
- Delete your application
- Upload important documents considering your application (such as a financial statement)