Guidelines for Grant Applicants 2022

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

The application period for spring 2022 will be organized 8th May – 31st May 2022. The Online grant service closes 31st May at 24.00 PM local Finnish Time.

It is possible to create and submit applications in the online grant service only during the application period. 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

- Grants are awarded for a maximum of one year at a time.
- Grants are mainly intended for expenses that occur after the grants have been awarded (9th October).

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.

TABLE OF CONTENTS

INSTRUCTIONS FOR THE ONLINE GRANT SERVICE

Registering and logging in to the online grant service

- Log in by using your online banking personal user ID of a Finnish bank or mobile credentials.

- Alternatively you can log in to the online grant service by giving your username and password by choosing *"I want to log in using a username and password"*. If it is your first time using the service, create a user account by choosing *"Register"*.

- Grant applications are user-specific, so if you want to edit an existing grant application, you must log in with the same user name and password that were used to create the application.

- Please note that logging in with your bank ID and mobile credentials is a feature that was introduced in 2021 in the online grant service. If you have used the username and password earlier, your previous applications, payment requests or reports are not visible to you when logging in to the service with your bank ID or mobile credentials. Log in to the service with the username and password that you have used when creating the documents if you wish to view them. It is possible to transfer the documents to the logging in with your bank ID and mobile credentials.

- Please also note that if a grant is awarded, a request for payment of a grant on the Online grant service may only be made with the same codes as the grant application was made.

- In particular, when an organization is the applicant, one needs to make sure who is managing the user credentials, so that the grant application process and possible grant can be processed smoothly on the online grant service, regardless of possible changes in personel of the organization.

Creating, editing and sending an application

- 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 a Grant application will appear on the drop-down menu.

- You don't have to finish your application at 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 choosing *"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. For more information, see "Can I edit my application after the application period has ended?".

- When in preview mode, make sure that all text 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 FORM

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. It is not necessary to complete the application at 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 fill in the appropriate sections: you do not need to write something in every field. Some of the required information is mandatory though and the system will not let you submit the application without filling in these parts. There is a question mark next to some of the answer fields. By clicking on it, you are given a tip for filling in the field.

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.

- Private person = individual
- Working group (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.
- Organization

Last name or name of organization: Fill in your last name if the applicant is you as a private person or the leader of the working group. If you're filling in the form for an organization, write the name of the organization.

First name: Fill in if you are a private person or the leader of the working group. Leave the space empty if applying a grant for an organization.

Degree = Write your academic degree in full form, not using abbreviations (e.g. Master of Science, Doctor of Philosophy). Please fill in your current degree.

Personal ID, date of birth or business code = In the form ddmmyy-(xxxx). Date of birth is also sufficient (in the form: ddmmyy, e.g. 8 May 1991 = 080591). If the applicant is an organization, fill in it's business code.

We ask for your personal identity number, because submitting it in the application phase speeds up the process if you will be awarded a grant. We need your personal identity number for the annual notification to the tax authorities and for the notification to the Farmers' Social Insurance Institution MELA if the grant is awarded and paid to you.

Gender = For statistics. If you're filling in the application form for an organization, leave this part blank.

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 organization.

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 you are is e.g. temporarily living in another city for your studies, you should fill in your actual hometown (not using abbreviations).

Contact person of your organization = Fill in if you are submitting an application in behalf of an organization.

Address = In the form: street address (line break) postal code and city E.g.
Kalliolinnantie 4
00140 Helsinki

Phone: Fill in the phone number of the applicant.

Email: Fill in an email address to which you would like to receive information concerning the application.

Working group = If you are applying for a grant as a working group, please fill in the information concerning those members of the working group to whom you are applying a grant for (except for leader's whose information has already been given as a main applicant). 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 key members.

2. GRANT

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

- doctoral studies
- post-doctoral studies: up to 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 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 science
Social sciences
Media and Communication 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 - Folk music
Music - Pop/rock
Music – Jazz
Music - Classical singing, opera
Music - Choral singing, choral conducting, orchestral conducting
Music - Classical instrumental music
Music - Composing classical music
Music, other *(only if other music categories are not suitable)*
Musicology and research in 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 art 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:

- Post-doctoral research "The name of the research"
- Attending cello studies led by Professor X in the city of Y
- Writing a screenplay about dancers in the 19th 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 assisting work, material, travel and/or other expenses. "Total" stands for the total amount you are applying for from the Wihuri Foundation.

- 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, usually full-time or part-time free from salaried work. It is meant to be used to cover living expenses.
  Working groups fill in the total amount that the group members apply from the Wihuri Foundation to cover their working.
- 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 you started the project/studies or when are you intending to start it. For example: if you are writing a dissertation, what year did you start your doctoral studies.

Are you on leave from paid employment during the grant period?

See "Conditions for a working grant". If you are applying a grant for an individual or working group, this question concerns you. If you are applying a grant for working group, this question concerns those members of the group who intend to use the grant for working.

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

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

Are you applying for a grant for full-time doctoral thesis work for one year from Wihuri Foundation?

If you haven't received a one-year (12 months) working grant specifically from the Wihuri Foundation before and you're applying for one now, select "First year". Choose this even if you've worked on your thesis for several years with funding from other foundations.

If you've received a one-year (12 months) working grant before from the Wihuri Foundation and you are applying for a one-year 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 or emails of referees giving a reference letter =

Fill in the names of the referees who you have asked to submit a reference. On the Foundation website there is a link to the online reference service (Lausuntojen verkkopalvelu in Finnish). Please advise your referee to use it. The referee must submit the reference to the Foundation within the application period and it can be modified up to the end of May. Once digitally submitted through the online reference system, the reference doesn't have to be sent in paper form. We will match the digital references with your application after the end of the application period. If the reference letter has been sent straight to you, add the reference to the application as an attachment (pdf). The Foundation does not return or hand over 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. Referring 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 a grant for. Also describe how and in what time you are intending to carry out your plan. You may also describe why it is important for you to receive funding. (Maximum 4000 characters including spaces.)

A presentation of the main expenses of the project
Present the expenses of the project. If you are applying for a working grant meant to cover living expenses, you can present your living expenses as a single figure. (Maximum 1500 characters including spaces.)

A financial plan
In your financial plan, present how you intend to organize the full financing of the project. The evaluator of the application should get an overall picture of the actual and planned funding of the project. (Maximum 1500 characters.)

4. OTHER FUNDING

Awarded grants and other funding

List the grants awarded to you for the same purpose you are now applying as well as other significant funding within the last three years (max. 10 grants). Remember to list all grants you have previously received for the same purpose 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. If your financial situation changes after the application period has ended, e.g. you receive another grant, salary or adult education subsidy, let the Foundation know immediately.

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" (bottom of the page).

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 choose "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 "Sent". After the application period has ended, the status will show as "Received".

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

WHO CAN APPLY?

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

In principle, the grant applicant seeking funding should be Finnish, the project should take place in Finland or it should have a strong link to Finland.

Please present all members of the working group who are applying for funding (the group of people participating in the project can be larger than the working group applying for a grant). Only people 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/she/they is regarded as a salaried assistant.

Grant-receiving organizations are typically ones of non-profit nature. Technically also a company (Ltd.) can apply for a grant to cover specific costs of a project within the fields of research, art and societal activities.

WHAT PURPOSES CAN GRANTS BE APPLIED FOR?

Grants for science

Doctoral thesis work

The grant intended for one-year full-time work is 28 000 euros (including expenses).

Grantees who have been received a one-year 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 in May the Foundation requires that you can show that the doctoral thesis work has progressed. Also a reference from the supervisor of the project is required.

Post doctoral research

Post doctoral research is research conducted by someone who has received their doctoral thesis within five years. The grant intended for one-year full-time work is 32 000 euros (including expenses).

Other research

Doctors who have received their PhD longer than five years ago can also apply funding for research. The grant intended for one-year full-time work is 32 000 euros (including expenses).

Homing grant

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. The homing grant is intended for establishing a research group of one's own. The amount of the grant is 75 000 euros.

Funding for research groups

Research groups can apply for part-funding of their research projects.

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.

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.

Grants for 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 in the fields of music, literature, dance or theater, 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 and culture.

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

Grants for societal activities

Societal activities is all such work that builds 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 costs nor printing costs of doctoral theses or research work
- Overhead costs of equipment
- Undergraduate studies in the field of science
- Travel grants
- Post-doctoral research abroad that lasts for one academic year or more (The Foundations' Post Doc Pool)

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 art 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).

Post Docs in Companies -program is aimed for young doctors who have recently completed or will soon complete their doctoral degree.

HOW MUCH CAN I APPLY FOR?

The amount of applied grant depends on your project – for artistic and scientific work we have recommendations for the amount of grant but for expenses of a working group or an organization you may apply whatever feels appropriate.

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

Please note that grants are awarded for a maximum of one year at a time.

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 (including some expenses, e.g. statutory Mela-insurance) are:

- **28 000 € / doctoral thesis and artistic/writing work**
- **32 000 € / post doctoral research, doctors**

Six-month grants for full-time work are:

- **14 000 € / doctoral thesis and artistic/writing work**
- **16 000 € / post doctoral research, doctors**

A grant awarded for one-year full-time work covers the personal expenditures of the individual (minimum about 24 475 euros in year 2022). In addition it covers for normal expenditures, regular travel, equipment and working space costs and the statutory social security (about 15 % of the working grant, organized by Mela).

Undefined grants for working

You can also freely choose the amount of a personal grant and define 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 you are not applying a grant for full time work but instead in addition to 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 75 000 euros. It can be used as a working grant and/or to cover expenses. The grant can be applied for as a working group if the other members of the group are doctors or doctoral students.

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 (9 October).

OVERHEAD COSTS

Overhead costs regard mainly grants in science.

Working grants

If necessary, you can pay your university or research institute 1 600 euros overheads of a personal annual working grant. Overhead costs of a half-year grant can be 800 euros.

Expenditure grants

If necessary you can pay overhead costs to your university or research institute but it must not be more than 15 percent of the other expenses of the project than the personal working grant. Overhead costs of equipment are not accepted.

Any overhead costs must be stated in the grant application (costs of the project).

FIELD OF SPECIALIZATION

The field of specialization you choose tells the 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 science
Social sciences
Media and Communication 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 - Folk music
Music - Pop/rock
Music – Jazz

Music - Classical singing, opera
Music - Choral singing, choral conducting, orchestral conducting
Music - Classical instrumental music
Music - Composing classical music
Music, other *(only if other music categories are not suitable)*
Musicology and research in 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 art 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.

HOW LONG A PERIOD CAN I APPLY A GRANT FOR?

The Foundation awards grants for a maximum of one year at a time. The grant is intended to be used for expenses that occur after the grant has been awarded (9 October).

Grantees who have been awarded a one-year 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 in May, the Foundation requires that you can show that your doctoral thesis work has progressed. Also a reference from the supervisor of the project is required.

We advise that grantees start working with the grant before 9th October 2023. 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.

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. "*Personal working grant*"

If you decide to use the expenditure grant to hire work labor, you are 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. *"Assisting work"*

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 the budget.

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.

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.

If you are a non-Finnish speaker, you can write the application completely in English.

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/research plan and a CV.

In the field of science also: possible list of publications, a transcript of record, degree diploma, or permission to defend dissertation from the faculty, if post doc and you have not got your degree diploma.

Working groups should attach the CVs of all members of the working group who intend to apply for funding.
See also "private individual's" attachments.

Organizations should attach the latest audited annual report, financial statement and auditor's report and work plan. However if the applicant is a university or a public entity, it does not need to attach financial statement documents to the application.

Possible reference letters, usually 1–3. Inform your referee in time. The reference is important if you are working on a doctoral thesis or in the field of art if you are in the beginning of your career. **Note!** As a general rule, the referee should send the reference via the online reference service. However, if you have received a free-form reference (pdf) straight from your referee, you should attach it to your application.

In your work/research plan (normally 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
  Briefly describe the total funding of the project. Has the project in question been funded in the past? If so, at what time and how much. If you have done the project in question with salary funding, mentioning this is enough. The evaluator of the application should get an overview of the funding of your project. Costs of the project should be equal with financing.

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

If you have received prior funding for the same project from Jenny and Antti Wihuri Foundation, clarify its progress and the relationship of the new application to the previously funded project.

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 (pdf) 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?"

TAXES

Grants awarded by foundations for scientific or artistic work are tax-free up to the state's annual grant to artists (24 761,09 euros from 1 June 2022).

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 over 1 000 euro-grants awarded to private persons.

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

REFERENCES

- 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.
- **Inform your referee in time**. Ask your referee to submit his/her/their 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 (pdf). For further information please read ''For the referee''. The reference can be submitted through the system even if you haven't submitted your grant application yet. We will match the reference and the application after May.
- The reference made by the referee in the online reference service is application-specific - a reference can be attached to only one grant application. Please take this into consideration if you have more than one grant application and you need references from the same referee.
- The referee will not see your grant application unless you send it separately to your referee. You also do not see the reference made by the referee on the online service.

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.

- Put effort into the section "Work plan and timetable" in your application. Its purpose is to spark the interest of the evaluator. In other words: say what you want to say already in the first sentence. What is it that you need a grant for? Why is your project important?
- 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 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. (Ask referee to write Online reference or reference letter (pdf))
- Make sure that important attachments (pdf) are submitted to the Foundation.
- See Preview of your application before sending the application online - make sure all information fits into the given space and the text is readable!
- Submit your application in time.
  The application service closes at 24 pm local Finnish time on the deadline day. Take into account that the service might become congested in the final hours. After submitting the application, make sure that the status of your application changes to "Sent" on the Online grant service. The Foundation does not process application drafts. It is not possible to submit your application through any channel whatsoever once the deadline has passed.

COMMITMENT

Jenny and Antti Wihuri Foundation requires that you commit to following the guidelines concerning applying, that you inform us about any other comparable funding you receive and to acting according to what you have preseted in your application. You can find the commitment on our website and on the last page of the application form.

Any information concerning the application can be archived. It can also be handed over to authorities. The Foundation is also allowed to publish information about the grant even if the awarded amount is less than what was originally applied for.

In addition the Foundation expects you to assure that all information given by you is correct. We also expect you to give you consent to passing on your information in the assessment and decision making process of the grants. Information about awarded grants will be exchanged between foundations and other funders to avoid overlapping funding. This is to ensure proper supervision of awarding and use of grants.

Grantees are required to provide a report of how the grant was used every calendar year.

CONDITIONS OF 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). However, if you are a full-time grant must inform the Foundation if, during the grant period, you intend to transfer for a period of more than one month, e.g. full-time to another research post, to perform military service or to take family leave.

Am I required to pay statutory insurance contributions?

The grantee, who is between the ages of 18 and 68 but not yet on an old-age pension, is legally obligated to take care of statutory insurance contributions (altogether approximately 15 % of the working grant sum) if certain conditions are met. 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 you work continuously for four months and receive at least 1 377 (year 2022) euros as payments during that time you are obligated to taking an insurance. In this case you must inform Mela about the grant yourself. The insurance obligation doesn't concern grantees of undergraduate studies. When certain conditions are met an 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 that you have received after the application deadline, such as a financial statement. Please note, that documents such as a work plan should be attached already during the application period.