

This document is a translation of the original document in Swedish "Instruktion för MF:s särskilda verksamhetsstöd". If the information in English is different from the Swedish version, it is the Swedish version that applies.

Instruction for MF's special funding of operations

Adopted: 2001-09-19

Translated: 2021-03-11

§ 1 About the funding of operations

Medicinska Föreningen's special funding of operations is meant to enrich Medicinska Föreningen (MF) by giving financial support to activities and operations that will benefit the Association's members and that MF has not budgeted for.

§ 2 Application for special funding of operations

Applications for special funding of operations are made to the Board. The application must include a budget with expected revenues and expenses for the operation for which you seek support. The application must clearly state which members, what society or what union body that is/are applying for the funding of operations. The applicant(s) must, when applying, commit to following these instructions and the conditions the Board sets for granting the funding.

§ 3 Demands for receiving special funding of operations

The following is demanded of the operation/activity that is the potential recipient of the special funding of operations:

1. The activity must be open for as many members as possible and as many study programmes as possible.
2. The activity must complement MF's already existing activities.
3. The cost must, as far as possible, be in proportion to the number of members that the activity attracts.
4. The participants who are MF-members should be in majority, if the activity is open for non-members.
5. Total transparency must be exercised before MF's Board and auditors, upon demand.

§ 4 Decision on distribution of special funding of operations

The Board decides upon distribution of special funding of operations by refusing or approving applications that have been submitted to them. If the amount equals to more than the Board has the right to decide upon themselves, the application will be submitted to the Union Council for treatment. The applicants must hastily be informed about the decision made by the Board or the Union Council concerning their application or if the matter has been submitted to the Union Council by the Board.

§ 5 Accounting of special funding of operations

For committees, sections and other union bodies who have received special funding of operations no other accounting than the usual is demanded. However, the activity that has been funded by the special funding of operations is to be mentioned in the union body's account of operations. For societies who have received special funding of operations for certain activities this is demanded: It must be possible to find out the revenues and expenses connected to the activities that has been funded by the special funding of operations in the account of operations and/or in a financial report.

Remaining recipients of the special funding of operations must, within two months after the

operation is over, hand in a financial report to the Board. This report must include information on all revenues and expenses connected with the operation in question, and also a general description of how the operation went down.