

# Checklist for associations applying for municipal grants or assignment of premises



A	-1.234
B	+2.365
C	+3.648
D	-3.567
E	+3.658
F	+4.597
G	+6.123

## 1 Object and articles of the association

- Make sure to write down the object and articles of the association.
- Make sure that the object of your association is for a *common good* (*Almennyttigt\**) or has a *social improvement purpose* (*Socialt formål\**). Your object must be of benefit to other people and the society in a broader sense.
- Remember that the municipality can request to see the articles of the association when you apply for grants or assignment of premises.

**STOP** If the object of your association is Non-formal adult education (*folkeoplysende\**), your articles of the association must fulfil specific demands to allow the provision of grants or assignment of premises. Your association must have a democratic structure, be open for all kinds of members and have a board.



## 4 Child protection certificate (*Børneattest\**)

- Your association is required to collect child protection certificates (*børneattester\**) from all volunteers who are in contact with children under the age of 15.
- When completing an application to the municipality, you have to sign that your association has collected child protection certificates (*børneattester\**).

*\*For further explanation, see the explanatory index attached to this guide*

## 2 CVR-number\*, bank account and digital mail

- Make sure you have a CVR-number\*, an association account in the bank (*NemKonto\**) and a digital mailbox (*e-Boks\**).
- Remember, your municipality will provide grants only to your association account (*NemKonto\**), not to your private bank account.



## 5 Openness

- Make it easy for all parts to look into the object, management, economy and activities of your association.
- Make sure that your articles of the association are accessible – put them on your website or Facebook-page. Also, remember to highlight who is in charge of the association and who the board members are.
- Be sure that your financial accounting clearly shows where the money comes from and for which purpose it is used.

## 3 Economy and accounting

- Make sure that the financial accounting of the association clearly shows from where and whom your association receives money and how it is spent.
- Keep in mind that the municipality sets requirements for auditing and can require seeing last year's financial report of your association. The municipality can choose to do so before they provide grants or assign premises to your association.

**STOP** If you are organized as a non-formal adult educational association (*folkeoplysende\**), your financial accounting must be audited yearly by a person chosen at the general meeting or by an external accountant.

### Special requirements on Non-formal Educational associations and democratic voluntary organisations (*folkeoplysende\**)

Be aware that the Act on Non-formal Education and Democratic Voluntary Activity (*folkeoplysningsloven\**) has special requirements on Non-formal Educational associations and democratic voluntary organisations (*folkeoplysende\**) regarding articles and accounting of the association. If in doubt about your type of association, you can contact the volunteer consultant in your municipality.

If you are not organized as an association, but instead as an informal group or network, can contact your municipality, and they can help you with information about regulations and your opportunities.

## Find answers on important questions about volunteering and associational life.

The Danish Institute for Voluntary Effort (DIVE) is the national, independent center for development, competences and knowledge for volunteering in the social welfare sector. Our purpose is to strengthen and develop volunteering, active citizenship and civil society in Denmark.

Our role is to bring together knowledge and experience from practice from stakeholders involved in social volunteering.



Albanigade 54 E, 1. sal · 5000 Odense C  
Telefon 66 14 60 61 · info@frivillighed.dk  
www.frivillighed.dk