

**1. Leader of the working group**

Surname (Family name) and forenames		Finnish personal ID no.
E-mail		Telephone
Street address		
Postal code and postal district	Country	
Are you working on the grant or scholarship mentioned in section 2 yourself?		
no                      yes, please make your own insurance application separately		

**2. Grant or scholarship**

Issuer of the grant or scholarship		Date of issue
Work period		
starts, date	ends, date	
How do you intend to use the grant or scholarship		

**3. The amount of grant or scholarship**

Gross amount of the grant or scholarship awarded to the group	_____	€
Deductible expenses, please itemize	—	
_____	—	€
_____	—	€
_____	—	€
_____	—	€
Amount of the grant or scholarship to be used for the group members' work	_____	€

**4. Group members working on the grant or scholarship**

Name	Telephone
Address	
Name	Telephone
Address	
Name	Telephone
Address	
Name	Telephone
Address	

<b>6. Signature</b>	<i>I hereby declare that the information provided in this application is true and correct.</i>
Date	Signature and name in block capitals

## How to fill out this notification

When a Finnish grant or scholarship is awarded to a working or research group consisting of individual artists or scientists, the leader of the group, to whom the grant or scholarship was awarded, must give a notification to Mela (the MYEL pensions Act, section 141 a §). In this notification, the leader of the group must name the group members working on the grant or scholarship mentioned in section 2. The notification is used to confirm or to examine the obligation of the individual recipients of the grant or scholarship to insure themselves.

- 1. Leader of the working group** Please provide your contact information. If you are working on the grant or scholarship yourself, you will need to apply for the MYEL insurance for yourself separately.
- 2. Grant or scholarship** Please give the name of the issuer. The issue date is the date on which the grant was awarded by the issuer. If the grant was awarded for a specific period of time, please give the dates here. If the dates are not known you can also give a duration (e.g. x years x months).
- 3. Amount of grant or scholarship** Please give the gross amount of the grant and list any deductions. A working group can deduct for example material, administration or general expenses. Please provide the details of any other deductions in section 5 (further information).  
  
After the deduction of expenses, the amount remaining is allocated for grant work. This can be shared between group members according to your agreement. Each group member will then give the amount of their personal share and personal deductions in their own application form.
- 4. Group members working on the grant**  
  
Please give the names and contact details of the members working in the group. If necessary, carry on in section 5. Please do not list any employees or self-employed people taken on by the group, even if their salary is paid from the grant. Salary costs like these are given in the working group's deductions in section 3.
- 5. Further information** Possible additional information on the use of the grant, the expenses or the members of the group, can be given here.
- 6. Signature** Please sign the notification and send it to Mela.

### Mela

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Espoo

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