

APPROVED
by the General Director
of the Vladimir Potanin Foundation
Oksana Oracheva
April 24, 2020

PRINCIPLES AND GUIDELINES FOR PROVIDING “PHILANTHROPY SCHOOL” SUPPORT

General Provisions:

This document was developed pursuant to the Effective Philanthropy charitable program (the “Program”) of the Vladimir Potanin Foundation (the “Foundation”) and establishes the rules for participating in the “Philanthropy School” competition (the “Competition”), the principles of the selection of experts and conducting an evaluation, the criteria for evaluating competitive applications, the conditions for receiving grants, and reporting requirements.

The Competition is held on a single occasion and meant to supplement the set of interventions pursued by the Foundation to support the Russian non-profit sector, philanthropy, and volunteerism during the time of an epidemically unfavorable situation (crisis), decreased access to funding for non-profit organizations and initiative groups, and reduction in the volume of their services and assistance to socially vulnerable groups and local communities.

The Competition’s primary goal is to support a broad variety of initiative groups and non-profit organization in their implementation of social projects at a local level, designed to overcome the adverse consequences of the crisis and provide a decent quality of life for their target vulnerable groups, as well as contribute to their successful adaptation to the new realities, and to inform the public of the best practices and modern models used by the non-profit sector to deal with the consequences of the epidemically unfavorable situation (crisis).

Grants / charitable assistance (the “Grant”) are special-purpose funding provided by the Foundation to groups of individuals without a status of legal entities (“Initiative Groups”, also see the *Competition Participants* section below) and non-profit organizations (“NGOs”) for the purposes of implementing short-term social initiatives (“Project”).

The support is provided on the basis of a charitable assistance/grant agreement.

Our Goals:

- expressing solidarity with and contributing to the consolidation of the non-profit sector in times of NGOs’ heightened vulnerability;
- creating conditions for an increase in the number and quality of charitable and volunteer initiatives to overcome the crisis at various levels, from local communities to inter-regional and cross-sector efforts;
- raising awareness of charitable activities among Russians, ensuring public support and attention to charitable initiatives at various levels.

Our Objectives:

- stimulating engagement of private individuals, local and professional communities in social activities and efforts to organize mutual help and support, including through expanding the range of formats for cooperation and access to resources;
- providing financial and expert assistance to Initiative Groups and NGOs that would enable them to implement programs and initiatives to help socially vulnerable individuals and local communities, thus contributing to overcoming the adverse consequences of the epidemically unfavorable situation;
- raising awareness of successful scalable assistance programs among a broad range of Initiative Groups and NGOs in the regions, including those seeking to ensure a decent quality of life for beneficiaries / target groups in the new realities;

- providing opportunities for Initiative Groups’ members and NGOs’ staff to acquire skills and competencies necessary for their successful charitable and volunteer activities, implementation and scaling of assistance programs.

Expected Outcomes:

The winners of the Competition are initiative groups and NGOs of varying scale and with varying experiences of social activism. Some work at the level of a neighborhood center, parents’ group, or city district. Others may be community foundations, expert or resource centers implementing their own programs of assistance to socially vulnerable groups or supporting social programs at the level of a city, region, or several regions of the Russian Federation.

They assume responsibility, personally and organizationally, for the ways in which the society will be able to improve quality of life after the epidemically unfavorable period. They are prepared to offer new approaches to organizing the lives of their beneficiaries, experiment, and respond to new challenges.

The Competition winners’ local initiatives and large-scale social programs alike will help their beneficiaries, socially vulnerable groups and local communities, to return to their normal quality of life — or improve it — in a faster and more efficient manner. Flexible project-based support will enable them to quickly respond to their target audiences’ changing needs and propose adaptation interventions that do not require significant time or resources.

The winners of the Competition by invitation will be able to scale their own successful assistance programs and improve their organizational and expert capacity.

The tools that will have emerged as a response to the epidemically unfavorable situation may subsequently be of interest for the whole non-profit sector as mechanisms of long-term support for various groups or communities.

Competition:

The Competition is conducted in two formats: open competition and competition by invitation (“Open Competition”, “Competition by Invitation”).

The Open Competition is conducted in two cycles:

- from May 5 through August 1, 2020 (application period from May 5 through June 5);
- from July 5 through October 1 (application period from July 5 through August 5).

The Competition by Invitation is conducted during a five-month period (from May 15 through October 15, 2020); applications from pre-selected applicants, who have received a special invitation from the Foundation, will be evaluated on an ongoing basis but at least once every month.

Any applications for the Competition by Invitation submitted without the Foundation’s invitation (through the Foundation’s portal zayavka.fondpotanin.ru or in any other form) will be left without consideration. No replies to applications submitted to the Foundation without its invitation will be provided.

The total Competition grant budget is 300,000,000 (three hundred million) rubles.

The schedule of the Competition is approved by the General Director of the Foundation and published on the website fondpotanin.ru (the “Website”).

Open Competition Operator:

The Open Competition is held with the assistance of an organization contracted by the Foundation (the “Operator”), whose functions include organizational and communications support of the Competition, including:

- organizing and conducting an information campaign, including consultations and webinars for Applicants;
- organization of collection and examination of applications as to their compliance with the Open Competition’s formal criteria;
- organizing expert evaluation and coordinating the experts’ work.

The Operator may hire coordinators to perform its work in the regions.

Competition Participants:

The following entities may participate in the Open Competition (see also the *Competition Nominations* section below):

1. Initiative groups: voluntary associations of three or more citizens of the Russian Federation sharing common interests and goals and engaged in common activities to design and implement Projects to achieve these goals.
2. Non-profit organizations: located in the Russian Federation and registered in accordance with the current legislation, including but not limited to substantive activities of such non-profit organizations as resource centers, community foundations, neighborhood centers, etc.

The Competition by Invitation is open for non-profit organizations located in the Russian Federation and registered in accordance with the current legislation, which have received a special invitation from the Foundation.

The above initiative groups and non-profit organizations may participate in the Open Competition or Competition by Invitation provided that they work for the benefit of / their Project aims to support one or more socially vulnerable target groups, including but not limited to:

- senior citizens;
- patients of psychiatric (PNI) and nursery (assisted living) homes;
- homeless individuals;
- indigent individuals;
- individuals with special needs and disabilities;
- individuals in a difficult life situation;
- orphaned children; children left without parental care; neglected children; children in a difficult life situation;
- families with many children;
- individuals living in remote and hard-to-access locations; etc.

The above initiative groups may participate in the Open Competition as long as members of such groups are not:

- foreign citizens or stateless persons whose stay (or residence) in the Russian Federation was deemed undesirable following the procedure established by the legislation of the Russian Federation;
- persons included in the list as required by Art. 6(2) of the Federal Law No. 115-FZ dated August 7, 2001, “On Counteracting the Legalization of Profits Derived by Criminal Means (Money-Laundering) and Financing of Terrorism”;
- persons whose acts were found to resemble extremist activities by a final court decision;
- persons whose monetary or other assets were frozen (blocked) pursuant to a decision of the inter-agency coordination body in the field of counteracting the financing of terrorism, as required by Art. 7.4 of the Federal Law “On Counteracting Legalization of Profits Derived by Criminal Means (Money-Laundering) and Financing of Terrorism”, until such decision is discontinued;
- former leaders or members of governing bodies of a non-governmental or religious group or other organization, against which there was a final court decision on its liquidation or ceasing of its activities on any of the grounds provided for in the Federal Law “On Counteracting Extremist Activities” or Federal Law No. 35-FZ dated March 6, 2006, “On Counteracting Terrorism”;
- disqualified persons;
- persons who were prosecuted for misdemeanors / crimes against members of the above vulnerable groups.

The above non-profit organizations may participate in the Open Competition or Competition by Invitation if:

- they are not undergoing liquidation;
- no insolvency (bankruptcy) proceedings have been initiated in their respect;
- the activities of the organization have not been suspended in the statutory manner.

An application for participation in the Competition is submitted by Project Managers (the “Applicants”).

The applying organization needs to demonstrate that the proposed Project conforms with its priorities/strategy and show what impact the Project outcomes will have on its further sustainability and on its target groups’ quality of life.

Each applicant, be it an initiative group or non-profit organization, may submit no more than one application for the Competition.

The following entities may not participate in the Competition:

- structural subdivisions of non-profit legal entities: sections, departments, branch offices, representative offices, territorial subdivisions;
- individual entrepreneurs and for-profit organizations of any form: business partnerships and companies, economic partnerships, production cooperatives, state and municipal unitary enterprises as well as their separate subdivisions (branch and representative offices);
- consumer cooperatives, including housing, housing and construction, and garage cooperatives, mutual insurance associations, credit cooperatives, rental funds, and agricultural consumer cooperatives;
- real estate owners partnerships, including residential real estate owners partnerships and gardening non-profit partnerships;
- city/territorial development agencies;
- microfinance organizations;
- registered Cossack associations;
- public corporations;
- public-private corporations;
- bar associations and legal practices;
- notary chambers;
- political parties;
- religious organizations;
- self-regulating organizations.

The following individuals may not be Project Managers/Applicants:

- state and municipal officials;
- applicants who have not been permitted to participate in any competition of the Foundation due to plagiarism over the past two (2) calendar years.

Competition Nominations:

- **Personal Practices**

Open Competition. Participants: Initiative groups

Local initiatives / actions in small localities (including spaces surrounding residential buildings), in small communities, or in specific organizations, seeking to mobilize local residents, staff, students, local or

professional communities etc. for the purposes of overcoming the adverse consequences of the epidemically unfavorable situation and adapting to change.

Activities to organize personal volunteerism, charity, mutual help and support. Actions to support responsible or shared use of resources. Initiatives to organize collective leisure or learning activities. Development and consolidation of neighborly and inter-generational connections.

Education / awareness raising in relevant “new literacies”, including epidemiologic, environmental, social, financial, legal, IT literacy, etc.

Project period: no more than 12 (twelve) months.

Maximum charitable assistance amount: 150,000 (one hundred fifty thousand) rubles.

- **Growth Points**

Open Competition. Participants: Non-profit organizations

NGOs’ rapid-response projects seeking to mobilize local and professional communities, beneficiaries, and partners for the purposes of overcoming the adverse consequences of epidemiologic and economic instability, adaptation to change, and helping those in need.

Activities to organize various forms of volunteerism, charity, and mutual help. Information, legal, and psychological support, counseling (including distant) for beneficiaries.

Fundraising events, collaborative project design events, and resource sharing events. Organization of offline and online events, including but not limited to leisure, educational, and awareness-raising events. Development and consolidation of neighborly, inter-generational, and interdisciplinary connections.

Project period: no more than 12 (twelve) months.

Maximum grant amount: 300,000 (three hundred thousand) rubles.

- **Systemic Effect**

Competition by invitation. Participants: Non-profit organizations that have received a special invitation from the Foundation and provided letters of recommendation from at least three representatives of the NGO sector

Implementation of large-scale charitable programs seeking to improve quality of life among their target vulnerable groups, develop territories, support and mobilize local communities, develop mutual and neighborly help, etc.

Programs seeking to engage communities and NGOs within a specific territory in addressing social issues and developing charity in a city, region, or nationally, including those in partnerships with other organizations, initiative groups, and/or volunteers.

Restructuring and transformation of activities into more flexible formats to scale the organization’s own practices in a context of increased demand among target audiences. Strengthening organizational and technical capacity to ensure adequate work environment, quality of management and interactions with partners and beneficiaries.

Project period: no less than 12 (twelve) months.

Maximum grant amount: 10,000,000 (ten million) rubles.

Grant funds may be used for:

- payment for the work of staff members and other experts involved (only for *Growth Points* and *Systemic Effect* nominations);
- training the project team, organization staff and its partners (designing and managing charitable projects, fundraising, partnership building, collaborative project design, IT, communications, working with social media, etc.);
- conducting charitable programs/events/actions (space and equipment rental for in-person and remote formats, arranging interpretation and translation, photography, videography, streaming, coffee breaks, cultural program for participants, etc.);
- creating and distributing project products, including charitable, educational, awareness-raising, counseling, informational, and other products (manuals, print and multimedia content, channels,

social media accounts, collaborative project design spaces, products for organizational management, interaction management, fundraising, awareness-raising and leisure programs, courses, etc.);

- outfitting premises (including rent, preparatory work, purchase of furniture, etc.) — only for *Systemic Effect* nomination;
- purchase of equipment, software, components, supplies, and associated costs;
- travel directly related to the implementation of charitable programs and organization of events, including air fare, train and car/bus travel, accommodation, and meals;
- communications support (design, layout, printing, or copying, online promotion, electronic newsletters, etc.);
- other expenses not included in the list above but related to the implementation of the project (Internet access and service provider charges, mobile communications, etc., to be specified);
- general and administrative expenses (postal expenses, bank charges, office supplies, etc., but not more than:
 - 20 % of the total amount for the remaining budget items for *Personal Practices* nomination;
 - 10 % of the total amount for the remaining budget items for *Growth Points* and *Systemic Effect* nominations.

Grant funds may not be used for:

- paid publications in academic journals, other specialized journals, mass media;
- acquisition of real estate (including land), capital construction of new buildings, major repairs;
- acquisition of alcohol, tobacco products, or luxury items;
- purchase of vehicles;
- repayment of the organization’s debts;
- payment of overdue taxes, fees, fines, or penalties;
- acquisition of cultural property, replenishment of archival and museum collections and/or their automation;
- contingency expenses, representation expenses, any other expenses not directly related to the implementation of the Project.

List of Documents to be Submitted:

- online application form filled in in accordance with the requirements of the Competition at the personal account of the applicant on the portal zayavka.fondpotanin.ru (the “Portal”), including:
 - description of the Project;
 - budget in the approved format.

For Initiative Groups:

- notification of account opening / information on the account opened by a bank in the Applicant’s name;
- tentative consent(s) to participate in the Projects by the Initiative Group members;

For Non-Profit organizations:

- the organization’s Charter (as most recently amended);
- certificate of the state registration of the legal entity;
- certificate of the tax registration number (INN);
- information concerning the legal entity from the Unified State Register of Legal Entities;
- Report on Designated Use of Funds (annual bookkeeping record for 2019);
- tentative consent(s) to participate in the Projects by the Project team members;

- cover letter from the head of the organization that employs the Applicant indicating his/her support for the Project (if the Applicant is the organization’s director, the cover letter should be submitted on behalf of its Founder or highest governing body) — for *Growth Points* and *Systemic Effect* nominations;
- letters of recommendations from three representatives of the NGO sector — only for *Systemic Effect* nomination;
- description of the charitable program — only for *Systemic Effect* nomination.
- Applicant’s representations concerning (the relevant section to be checked):
 - having read and understood these Principles and Guidelines and obligation to follow them;
 - relevance and accuracy of the information provided in the application and the documents attached thereto;
 - non-violation of exclusive rights to the products of intellectual activities and other intellectual property rights (intellectual rights) belonging to third parties when filling in the application sections and preparing the documents attached;
 - having read and understood and undertaking to comply with the terms of the Foundation’s Anticorruption Policy and its Principles and Guidelines for Conducting Charitable Activities and Risk Management when preparing and submitting the competition application and the documents to be attached thereto, including any amendments to these documents made from time to time, as published on the Foundation’s official website at: www.fondpotanin.ru;
- consent to the processing of personal data (the relevant section to be checked).

Evaluation Criteria:

For the Applicant:

- leadership skills and experience in teamwork/ organizational management;
- experience in non-profit / charitable / volunteer activities.

For the Organization:

- organizational capacity: the team’s experience, achievements, reputation in the professional community;
- scope of activities: size of the target audience, regional/federal presence;
- openness and transparency about the organization’s operations, including financials; this criterion applies to all organizations, including organizations with endowments/specialized endowment management organizations;
- financial sustainability (prior to the period of uncertainty): tools and scope of fundraising and/or forming/replenishing/using the endowment; partners and donors.

For the Project:

- relevance of the idea for the target group;
- innovation: uncommon approach to the promotion of the idea, creativity in selecting methods and tools;
- practicality: capability of exacting meaningful positive change for the target group;
- replicability: usability of the proposed tools by other organizations;
- realistic budget: conformity of the expenses with the stated goals and results.

Application Submission and Consideration Procedure:

Organizations that have received the Foundation’s invitation and are willing to participate in the Competition are expected to submit their set of documents between the time they created a personal account at the Portal and the date specified in the invitation. The Applicant is provided access (login and password) to his/her member account at the Portal individually by the Foundation staff member responsible for conducting the Competition by Invitation.

Organizations willing to participate in the Open Competition are expected to submit their set of documents between the time of the Competition’s official launch and the deadline for application in a respective cycle. Applications shall be accepted for consideration if they were submitted before 12:00 AM (midnight) on June 5 and August 5, respectively.

The announcement of the Competition launch shall be published on the Website, in printed and electronic media. Participation in the Competition means that the Applicant shares the goals of the Program, confirms his or her acceptance of all the terms and conditions set forth in this document, and is prepared to fully comply with them.

The Competition documents shall be submitted online using the Portal. The Applicant (head of the organization) needs to register on the Portal and create a member account.

The Applicant may work on his or her application (filling out and editing the form, and attaching the required documents) during the official application acceptance period. The application may not be edited any longer once the *Finish editing and submit the application* button is clicked at the member account. Since that time, the application status automatically changes to *Submitted*, and the application is stored at the Applicant’s member account in the read-only mode. Editing of all applications that Applicants are planning to submit for the Open Competition in the current cycle must terminate at 12:00 AM (midnight) Moscow time on June 5 and August 5, respectively. If the application has not been submitted by this time (the *Finish editing and submit the application* button has not been clicked), it remains at the member account in *Draft* status and is not accepted for participation in the Competition in its current cycle. An Application that was not submitted for the Open Competition in the first cycle may be edited and submitted (by clicking the *Finish editing and submit the application* button) in the second cycle.

In the event of the Portal’s technical failure, the Foundation reserves the right to extend the period for the acceptance of applications by 1 (one) calendar day from the date of the elimination of the technical problem. A notice regarding the elimination of technical failures and the extension of the acceptance period is published on the Foundation’s Website and sent to all Competition participants at the email address specified in the process of their member account registration on the Portal.

All applications are automatically assigned an individual registration number. After checking whether the application is complete (see the *List of Documents to be Submitted by the Applicant* section) and complies with the formal criteria (see the *Competition Participants* section), the application is accepted for participation in the Competition. Incomplete applications are not allowed. Notification of admission/non-admission is sent to the Applicant at the email address specified in the process of his or her personal account registration on the Portal. The Competition working language is Russian. During the registration and examination of received applications, the Applicant may be asked additional questions, and necessary documents may be requested.

Applications that do not meet the formal criteria, including those with an incomplete set of documents, shall not be accepted for participation in the Competition. Notification of non-acceptance of the application is to be sent to the Applicant at the email address specified in the process of his or her member account registration on the Portal.

Applications accepted for participation in the Competition based on the formal criteria, containing a complete set of documents, but not correctly drawn up in terms of their format, are sent back for revision. Notification of the need to revise the application and recommendations for its revision are sent to the Applicant at the email address specified in the process of his or her member account registration on the

Portal. 3 (three) business days shall be allowed to revise the application. Only one revision of the application is allowed.

Notification of acceptance of the application for participation in the Competition is sent to the Applicant at the email address specified in the process of his or her member account registration on the Portal.

If the Applicant breaches the representations made during the Competition application submission, the Foundation shall disqualify the Applicant from the Competition without notice.

Stages of the Competitive Selection:

Competitive selection takes place in 1 (one) stage.

All applications accepted for participation in the Open Competition by formal criteria / accepted for the Competition by Invitation are evaluated in absentia by experts invited by the Foundation (see the *Principles of Selection of Experts and Expert Evaluation* section, the “Experts”). Each application is assessed by at least two Experts independently of each other according to the approved criteria on a 10-point scale (see the *Evaluation Criteria* section). If the grades assigned to an application by Experts differ by more than 50 % of the maximum possible total grade, it is given to a third Expert for additional examination. Based on the results of the in absentia assessment, a consolidated rating is automatically generated.

Applicants holding top positions in the Open Competition rating become the winners regardless of their nominations, provided that the Competition total grant budget is not exceeded.

The final decision on the selection of the Competition by Invitation winners is made collectively, at least once every month, by an in-person meeting of the Expert Council and documented by its minutes.

The lists of winners are approved by an order of the Foundation’s General Director and published on the Website.

Notification of the Competition results is sent to the email address specified in the process of the member account registration on the Portal.

Appeal against the Competition results is not accepted. The Foundation is not obliged to explain the reasons for which applications were not supported, including reporting information about the grades and conclusions of the Competition Experts.

An application that has not become a winner of the Competition cannot be resubmitted.

Principles of Selection of Experts and Expert Evaluation:

To conduct the evaluation and select the Competition Winners, the Foundation employs independent experts in the fields of non-profit work, charity, social sector, and fundraising from various regions of the Russian Federation.

The minimum number of Experts is 4 (four). The Foundation’s General Director serves on the Expert Council *ex officio* as Chair. The maximum number of Experts is not specified.

The persons nominated as Experts, as well as their number, are approved by the General Director of the Foundation. Information on the Experts is not publicly disclosed.

In their work, the Experts are guided by this document and other documents of the Foundation approved within the framework of the Program. The content of the Expert conclusions is confidential information and may not be disclosed.

Confidentiality and Conflict of Interest:

Experts who participate in expert evaluation of the applications submitted to them undertake:

- to observe confidentiality of the information and personal data that have become known to them and ensure their security, namely:
 - not to disclose their status publicly on the Internet, including through publications and/or contacts by the Expert and/or Expert Council Member with an Applicant and his or her representatives;
 - not to discuss the content of the applications and their evaluation with the Applicants and/or their representatives;
 - not to use the application contents to his/her personal benefit or for any purpose, other than the purposes of evaluation thereof.

- to comply with the conditions as to the absence of circumstances that could affect the participation of Experts in the consideration of applications submitted for the Competition, namely, neither the Expert nor members of their immediate family:
 - shall be current Grantees/Beneficiaries of the Foundation in any competitions having, at the time of consideration of the applications, an active agreement with the Foundation, except:
 - competitions for special grants and competitions for special support of professional mobility;
 - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
 - competitions for attending educational programs/workshops not exceeding 72 hours;
 - shall be Applicants in any ongoing competition of the Foundation in the current year, except:
 - competitions for special grants and competitions for special support of professional mobility;
 - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
 - those for attending educational programs/ workshops not exceeding 72 hours;
 - shall be participating or have participated during the last calendar year in the activities of the organization where the Project announced for the Competition will be implemented as founders, members of the collegial body, or as the sole executive body;
 - shall be or have been, during the last calendar year, staff members/part-timers in the organization where the Project announced for the Competition will be implemented;
 - shall have or have had contractual relationship, during the last calendar year, with the organization where the Project announced for the Competition will be implemented;
 - shall have received, during the last calendar year, money, other property, or financial benefits (including those in the form of work or services for free) from the organization where the Project announced for the Competition will be implemented;
 - shall be related to the Applicant;
 - shall have any personal interest in the results of the applications' consideration.

The Expert undertakes to maintain confidentiality and comply with conditions of no conflict of interests by accepting the terms of the agreement being concluded with him/her (performing its acceptance) and checking relevant fields in the “Representations on and consent to maintain confidentiality and not to have any conflict of interest”) section at the Expert’s personal account on the Foundation’s portal zayavka.fondpotanin.ru.

If an Expert is personally, directly or indirectly, interested in the results of the consideration of an application on the grounds listed above, he or she is obliged to inform the Foundation in writing within one (1) calendar day and recuse him- or herself from the consideration of such an application. Applications for which an Expert is found to have a conflict of interest are given for evaluation to another Expert.

If an Expert or Expert Council Member is found to have violated the Competition requirements, he or she is disqualified from being an Expert, and the grades assigned by such Expert to the evaluated applications are not taken into account.

Conclusion of Agreements and Conditions of the Grant Use:

After the list of winners is published on the Website, the initiative groups and organizations whose applications are declared the Winners of the Competition become entitled to conclude charitable support agreements or grant agreements with the Foundation (“Agreement”).

This entitlement must be exercised no later than the last day of the month in which Competition winners were announced.

The entitlement to conclude the Agreement shall be forfeited in the event of:

- failure of the Winner (Project Manager) to submit data for the conclusion of the Agreement within the above time limits, including
 - passport and banking information — for Initiative Groups;
 - full title of the organization, its legal address, payment details, etc. — for Non-Profit Organizations;
- provision by the Winner of incomplete or incorrect data for the conclusion of the Agreement, including:
 - passport and banking information — for Initiative Groups;
 - full title of the organization, its legal address, payment details, etc. — for Non-Profit Organizations;within 7 (seven) calendar days after the Foundation discovers such a fact and notifies the Winner (Project Manager) thereof;
- dismissal of the Project Manager from the successful organization;
- liquidation of the successful organization;
- initiation of insolvency (bankruptcy) proceedings in respect of the successful organization;
- suspension of the activities of the successful organization in the manner prescribed by law;
- non-compliance of the successful organization with the formal criteria of the Competition.

The Foundation is not responsible for any data incorrectly specified by the Winner (Project Manager) (passport information / title of the organization, its legal address, payment details, etc.).

The Grant period starts on the date of signing the Agreement with the Foundation and lasts for no more than 12 (twelve) months for the Open Competition Winners and no less than 12 (twelve months) for the Competition by Invitation Winners.

The amount of the Grant is transferred to the settlement account of the Winner / successful organization, which concluded an agreement with the Foundation (the “Grantee”):

- for the Open Competition Grantees — in one tranche
 - within 30 (thirty) calendar days after the date the Agreement was concluded.
- for the Competition by Invitation Grantees — in two tranches:
 - the first tranche is transferred within 30 (thirty) calendar days after the date the Agreement was concluded.
 - the second tranche is transferred within 30 (thirty) calendar days after the date on which interim reporting was approved (see Grantees’ Reporting to the Foundation section below).

Reallocation of Grant amounts from one budget item to another, whether they are increased or decreased, (with the exception of the “Overhead expenses” item), is made:

- for the Open Competition Grantees: by means of sending a notification thereof to the Foundation by email, and has to be reflected in the final financial report (see *Grantees’ Reporting to the Foundation* section below). No additional agreement supplementing the Grant agreement is required.
- for the Competition by Invitation Grantees: as long as no more than 30 (thirty) percent of the total Grant amount are reallocated, by means of sending a notification thereof to the Foundation by email, and has to be reflected in the final financial report (see *Grantees’ Reporting to the Foundation* section below). No additional agreement supplementing the Grant agreement is required. Any reallocation of more than 30 (thirty) percent of the total Grant amount is made by submitting a written request to the Foundation by email and concluding an additional agreement supplementing the Grant Agreement.

The entitlement to use the Grant is lost in the event:

- when it is revealed in the course of monitoring that false information regarding the Applicant, organization, progress, or results of the Project was or is being provided;
- of liquidation of the Grantee organization;
- of initiation of insolvency (bankruptcy) proceedings against the Grantee organization;
- of suspension of the activities of the Grantee organization in the manner prescribed by law;
- of breaching representations made in the course of applying for the Competition and concluding the Agreement (Grantee’s undertakings);
- of violating the terms and conditions for the designated use of the Grant as specified in the Agreement and the Foundation’s public documents;
- of other circumstances making the implementation of the Project impossible.

The Project Manager shall notify the Foundation in writing of the changes within 10 (ten) calendar days. The balance of the already transferred but unused amount of the Grant shall be returned to the Foundation within 30 (thirty) calendar days after notification of the Foundation by transfer to the Foundation’s bank account.

The exclusive rights in the intellectual property created as a result of the Project implementation and the use of the Grant belong to the Grantee. When creating its materials, the Grantee shall respect the intellectual rights of third parties when using their materials (quotation).

When using materials created as a result of the Project implementation in public, the Grantee shall invariably refer to the Grant provided by the Foundation.

In other cases not provided for herein, the Foundation is guided by the terms of the Agreement concluded with the Grantee, applicable laws, and other regulations, and makes a decision taking into account the circumstances of each particular case.

Transfer of the Entitlement to Receive and Use the Grant

In the event of a restructuring (merger, accession, separation, spin-off, or transformation) of the Winner organization, the Foundation shall consider the possibility of transferring the entitlement to receive and use the Grant to the newly-emerged legal entity separately in each specific case.

Within 15 (fifteen) calendar days from the date the new legal entity was created, the newly-emerged legal entity shall submit to the Foundation the following set of documents:

- a letter of request for the transfer of the entitlement to receive and use the Grant to a newly-emerged legal entity;
- documents confirming the restructuring of the organization that won the Competition;
- Charter of the newly-emerged legal entity;
- information on the legal entity from the Unified State Register of Legal Entities;

- a cover letter from the head of the organization indicating support for the project.

The decision to transfer the entitlement to receive and use the Grant to a newly-emerged legal entity shall be made by the General Director of the Foundation on the basis of the documents submitted.

In case the request to transfer the entitlement to receive and use the Grant to a newly-emerged legal entity was rejected, the balance of the Grant amount already transferred but not used shall be returned to the Foundation within 30 (thirty) calendar days from the date of notification of the Foundation by transferring to the Foundation’s bank account.

The Foundation is not obliged to explain the reasons why the request to transfer the entitlement to receive and use the Grant was rejected.

Replacement of the Project Manager

Open Competition:

If, in the course of the implementation of the Project, the Project Manager is dismissed from the Grantee organization, or if further Project implementation under his/her leadership becomes impossible for other reasons, then such Grant period shall be completed ahead of schedule. The balance of the already transferred but unused amount of the Grant shall be returned to the Foundation within thirty (30) calendar days from the date of notification of the Foundation by transfer to the Foundation’s bank account.

Competition by Invitation:

If, in the course of the implementation of the Project, the Project Manager is dismissed from the Grantee organization, or if further Project implementation under his/her leadership becomes impossible for other reasons, the Grantee organization must notify the Foundation thereof in a timely manner.

The Grantee Organization shall send an official request letter to the Foundation asking to replace the Project Manager. An interim report (substantive and financial) and a curriculum vitae of the successor Project Manager shall be attached to the request letter. The Grantee organization is required to obtain consent for the processing of personal data from the new Project Manager in connection with the sending of his/her curriculum vitae to the Foundation. The Grantee organization shall bear responsibility in case of failure to obtain such consent.

The Program Director during a face-to-face visit, or other form of interaction with the Grantee, assesses the viability of continuing the implementation of the Project under the guidance of the successor Project Manager, and makes a written recommendation. The decision on the appointment of the successor Project Manager is made by the Foundation’s General Director on the basis of a written recommendation from the Program Director.

The appointment of the successor Project Manager is possible only at the end of a half of the Project implementation period. Only a member of the Project team or the head of the Grantee organization may be appointed the successor Project Manager.

The Foundation is not obliged to explain the reasons why requests for the appointment of a successor Project Manager were rejected.

Grantees’ Reporting to the Foundation

During the entire Grant period, the Foundation monitors the Grant use, which includes attendance of project events by the Foundation’s staff and representatives.

Once every three (3) months, the Project Manager posts a record of the Project progress in the “project diary” at his/her personal account on the Portal, where he/she notes the main achievements and difficulties encountered during the use of the Grant, shares upcoming plans and other facts that may be useful and interesting to other initiative groups or organizations working in the same field.

During the Project implementation period, the Project Manager posts interim and final reports on the Portal, which include:

- a substantive report describing the progress in Project implementation, its main results and achievements over the specified period (to be filled in according to the approved format at the personal account);
- scans of the key Project materials (uploaded as a single file in .pdf or .jpg format); photos from public events, event programs and lists of participants, copies of publications in the media, etc.;
- materials intended to disseminate information about the Project and its results (uploaded as a single file in .pdf or .jpg format or as links): training manuals, collections, research reports, presentations, case studies, best practices, etc.;
- a financial report (filled in according to the approved format at the personal account);
- a roster of documents confirming expenses incurred (filled in according to the approved format at the personal account).

Interim reports are to be provided for Projects with project periods exceeding 12 (twelve) months; they should be submitted within 30 (thirty) days after the first half of the project period. Final reports are to be provided for all Projects within 30 (thirty) days after the end of the project period.

After the Foundation approves the final reports, a notice of the Grant closure and assignment of the *Program Graduate* status to the Grantee shall be sent to the Project Manager at the email address specified when registering his/her personal account on the Portal.

The Foundation reserves the right to:

- use the description of the Project, published materials about the Project, and the Grantee’s final substantive report for posting on the Website or using in other materials published by the Foundation;
- inform stakeholders about the results of the Project and post this information on the Website.

Applicants’ Personal Data and their Consent:

By deciding to participate in the Competition, the Applicants consent that any data voluntarily provided by them, including personal data, may be processed by the Foundation and/or its authorized representatives contracted by the Foundation in the Competition for the purposes of the Applicants’ participation in the Foundation’s Competition and in the Foundation’s charitable programs (including but not limited to, mailings, research, questionnaires, interviews, evaluation of the Foundation’s charitable programs, public information about the Foundation’s activities and supported projects, monitoring and internal evaluation events).

The Applicants understand and agree that the personal data they have provided to participate in the Competition will be processed by the Foundation or its authorized representatives using the following main methods but not limited to them: retention, copying to electronic carriers and their storage, preparation of lists, labelling as specified in Federal Law “On Personal Data” No. 152-FZ of July 27, 2006.

The Competition Applicants also provide their consent to the Foundation for their photo and video recording, for the Foundation to publish and use their photos and videos made during the Competition/charitable programs carried out by the Foundation in accordance with Article 152.1. of the Civil Code of the Russian Federation.

The Applicants’ consent to the processing of their personal data and use of their photos and videos is confirmed by the fact that they have filed applications for participation in the Competition in the manner provided for herein.

Applicants undertake to arrange for obtaining from the other members of the project team their consent to the processing of their personal data and to the use of photos and videos with them, and are fully responsible

for such consent having been given in accordance with the legislation of the Russian Federation in the field of personal data.

The Foundation and/or authorized representatives acting on its instruction/assignment guarantee the necessary measures to protect personal data from unauthorized access in accordance with the current legislation of the Russian Federation, the Regulation on the Processing of Personal Data by the Foundation, and other local regulatory documents of the Foundation.

Consent to the processing of Applicants’ personal data and to the use of photos and videos with them by the Foundation is provided by the Applicants before the expiration of the period for retaining the relevant information or documents containing the above information and determined in accordance with the legislation of the Russian Federation, and can be revoked by sending a written notice to the Foundation.

An Applicant’s withdrawal of his or her consent to the processing of personal data automatically entails such Applicant’s withdrawal from participation in the Competition and makes it impossible for the Applicant to continue to participate in the Competition. After receiving the notification of the Applicant who submitted the application to withdraw his or her consent to the processing of his/her personal data, the Foundation shall stop processing them and ensure that such processing is terminated by the person acting on the Foundation’s instruction/assignment. If the retaining of personal data is no longer required for the purposes of processing personal data, the Foundation shall destroy such personal data or ensure their destruction (if personal data are processed by another person acting on the Foundation’s instruction/assignment) within a period not exceeding ninety (90) days from the date of receipt of the said withdrawal, except for the cases when the Foundation has the right to process personal data without the consent of the personal data subject on the grounds provided for by Federal Law No. 152-FZ dated July 27, 2006, “On Personal Data.”

Reference Information

Further information regarding the Competition is provided by the Foundation’s employees by telephone +7 (495) 149 3018 and by email at help@fondpotanin.ru.