

**APPROVED**  
**by the General Director**  
**of the Vladimir Potanin Foundation**  
**Oksana Oracheva**  
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## **PRINCIPLES AND GUIDELINES FOR PROVIDING “NEW DIMENSION” 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 “New Dimension” 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 pilot basis and is meant to ensure opportunities for stable operations and long-term development for leading Russian non-governmental non-profit organizations that serve the most vulnerable groups. The coronavirus pandemic has become a double challenge for the non-profit sector: while access to traditional toll has shrunk, the demand for urgent targeted assistance and support has grown. NGOs are forced to quickly adapt to the crisis environment and change their work methods in order to ensure that their beneficiaries’ quality of life does not deteriorate.

The Competition’s primary goal is to strengthen the long-term development and financial sustainability capacities of NGOs working in highest risk areas and with the most vulnerable audiences through:

- their institutional support; and
- formation and replenishment of their endowments.

Grants/Donations (the “Grant” or “Donation”) are special-purpose funding/revenue provided by the Foundation to non-governmental non-profit organizations (“NGOs”) for the purposes of strengthening the role of non-profit and charitable organizations as hubs for innovation, intersectoral collaboration, and partnerships.

### **Our Goals:**

- contributing to the successful long-term development and financial sustainability of the Russian non-profit sector;
- helping in consolidation of non-profits during the period of heightened vulnerability and creating replicable models for their quick adaptation to the new circumstances;
- strengthening leading NGOs’ organizational and financial capacity so that they can help their beneficiaries, most vulnerable social groups, to overcome the period of uncertainty without a significant decrease in quality of life.

### **Our Objectives:**

- ensuring financial and organizational stability of leading NGOs serving most vulnerable groups, thus enabling them to continue/expand their operations through the period of crisis and afterwards;
- providing opportunities for NGOs’ staff and partners to acquire skills and competencies necessary for reformatting their operations in the crisis environment and developing their services for their target groups in the future;
- increasing NGOs’ preparedness to use endowments as a tool of long-term financial sustainability;
- introducing a broad range of NGOs to effective tools for adaptive organizational, communications, and financial management, which will ensure their survival in the new situation and preservation of their services for their target audiences.

### **Expected Outcomes:**

The winners of the Competition are leading non-governmental non-profit organizations who shape the Russian social landscape and non-profit sector’s development trajectory in its service to the most vulnerable groups in the society. They know the details of their target groups’ needs and know how to meet their demands in a timely manner. These NGOs’ professional reputation and standards are exemplary for other social organizations, while their tools and practices are models for scaling. Their presence in the non-profit field and the stability of their operations impact the quality of life in specific groups and in the society at large.

In periods of uncertainty, the sustainability of such organizations is more at risk than ever due to simultaneous increase in the demand for their services, the need to quickly adapt these services to the changing situation, and decrease in traditional funding sources to support these services. It is most flexible institutional support for their operations and opportunities for forming or replenishing their endowments that will guarantee the sustained provision of direct services to their many beneficiaries and ensure their financial sustainability in the future.

We expect that participation in the Program will help the winning organizations to successfully overcome the period of instability, avoid downsizing their activities, and facilitate much-needed volumes and forms of support for their target audiences, as well as increase their capacity for long-term development.

The Competition complements the Foundation’s initiatives to promote the endowment model. Its more active utilization by leading NGOs will additionally increase trust in this long-term financial sustainability tool in the sector and the society at large.

### **Forms of Support:**

Support will be provided to the Competition winners (non-governmental non-profit organizations serving vulnerable groups) for the purposes of reorganizing and developing their current operations in order to preserve and broaden their scope in the situation of target audiences’ increased demand for their services and the need to ensure these audiences’ satisfactory quality of life through the period of uncertainty and afterwards.

NGOs may use the funds they receive to preserve their core team, hire additional staff, help their staff and volunteers to acquire vital skills for working in the new environment, and preserve the organization’s strategic capacity.

NGOs may strengthen their organizational and technological capacity in order to provide adequate work conditions, high-quality management for the organization and its interactions with partners, as well as preserve and expand the volume of its services for beneficiaries. The organization’s operations may be transformed into more flexible formats that would enable it to quickly respond to the target groups’ changing demands or quality of life.

Social NGOs interested in long-term financial sustainability will be able to form or replenish their endowments.

An NGO’s long-term financial sustainability may be also strengthened through organization/reorganization of its fundraising system. This may include, for example, engaging experts in fundraising/endowments, organizing their training, launching or connecting with web resources, organizing endowment fundraising events, which may include engaging with volunteers, etc.

### **Competition:**

The Competition is conducted in 2020 only.

The total Competition grant budget is 500,000,000 (five hundred million) rubles.

The maximum Grant/Donation amount is 10,000,000 (ten million) rubles. The Grant period is no more than 12 (twelve) months.

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

**Competition Participants:**

Non-governmental non-profit organizations (NGOs), located in the Russian Federation and registered in accordance with the current Russian legislation, may participate in the Competition, provided that they:

- serve one or more target groups (categories) that are most vulnerable in the period of epidemiologically unfavorable environment:
  - senior citizens;
  - patients of psychiatric (PNI) and nursery (assisted living) homes;
  - homeless;
  - indigent;
  - 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.
- implement one or more of the following types of activities in the field of:
  - social support and security for citizens, including social services and material assistance to the indigent, social rehabilitation for the unemployed, individuals with disabilities and other individuals unable to pursue their rights and legal interests due to their physical or mental state, or to other circumstances;
  - education, awareness-raising, sciences, culture, arts, health care, prevention of diseases and health protection, promotion of healthy lifestyle, moral and psychological support, physical culture and sports, as well as support for such activities, and support for personal spiritual development;
  - support for activities in the fields of prevention of diseases and health protection, promotion of healthy lifestyle, and moral and psychological support;
  - training citizens in the fields of protection measures in emergency situations, awareness-raising in the field of measures to protect the population and territories in emergency situations.
- are registered no later than 3 (three) years before the date on which they apply for the Competition;
- are not undergoing liquidation; no insolvency (bankruptcy) proceedings have been initiated in their respect; their activities have not been suspended in the statutory manner.

An organization meeting the above criteria may request funding for forming/replenishing their endowments (see section *Grant/Donation funds may be used for:*) if:

- the organization’s corporate format is “foundation”, “autonomous non-profit organization”, “public organization”, or “public foundation”; or
- the organization participates, in any capacity, in a specialized endowment management organization (special fund).

At the time of the Competition, such organization’s or specialized endowment management organization’s endowment may be:

- registered and formed; or
- registered but not formed; or
- not registered and not formed.

Application for participation in the Competition is submitted by heads of organizations (the “Applicants”).

The applying organization needs to demonstrate that the proposed institutional support, including that for forming/replenishing its endowment, conforms with its priorities/strategy and show what impact this support will have on its further sustainability and activities.

Each organization may submit no more than one application for the Competition.

The team may include employees of the organization, which is represented by its head (the Applicant), as well as invited experts.

**The following entities may not participate in the Competition:**

- state, municipal, and private institutions;
- specialized endowment management organizations (special funds);
- consumer cooperatives, including housing, housing and construction, and garage cooperatives, mutual insurance associations, credit cooperatives, rental funds, and agricultural consumer cooperatives;
- microfinance organizations;
- real estate owners partnerships, including residential real estate owners partnerships and gardening non-profit partnerships;
- registered Cossack associations;
- small indigenous communities of the Russian Federation;
- public corporations;
- public-private corporations;
- bar associations and legal practices;
- notary chambers;
- political parties;
- religious organizations;
- self-regulating organizations;
- 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);
- structural subdivisions of non-profit legal entities: sections, departments, branch offices, representative offices, territorial subdivisions.

**The following individuals may not be Applicants:**

- employees who are not heads of their organizations;
- state and municipal officials;
- current partners of the Foundation: managers or team members who have active contracts for services or agency agreements for the Program under which the Competition is held, or members of their immediate family;
- applicants who have not been permitted to participate in any competition of the Foundation due to plagiarism over the past two (2) calendar years.

**Grant funds may be used for:**

- payment for the work of staff members and other experts involved;
- training the project team;
- creating products, including digital and remote ones (products for organizational management, interaction management, and fundraising; for managing traveling and distant services, volunteer services; educational and awareness-raising content, including multimedia content; collaborative project design spaces; online courses, online advice sessions, etc.);
- outfitting premises (including rent, preparatory work, purchase of furniture, etc.);
- purchase of equipment, software, components, supplies, and associated costs;
- holding events, including remote formats (rental of webinar rooms, commutation equipment, arranging interpretation and translation, photography, videography, streaming, etc.);
- awareness-raising and communications support;

- trips directly related to the organization of activities and provision of services to target groups, including airfare, train and car/bus travel, accommodation, and meals;
- formation or replenishment of endowments;
- 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);
- overhead expenses (calculated automatically as 10 percent from the total amount of all other budget items).

**Grant/Donation 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;
- purchasing business class airfare or train tickets above standard class (1<sup>st</sup> class, luxury car) for the organization’s staff;
- purchasing accommodation in hotel rooms above standard category for the organization’s staff;
- expenses not directly related to the support of target groups.

**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](http://zayavka.fondpotanin.ru) (the “Portal”), including:
  - description of the activities during the Grant/Donation period;
  - budget in the approved format;
  - information on any grants, subsidies, crowdfunded donations, and recurring donations the organization has received over the last three years.
  - Information on the organization’s endowment and its amount (if formed).
- scans of supporting documents (uploaded in .pdf or .jpg format on the letterhead bearing the seal of the organization, certified by the signature of an authorized person):
  - the organization’s Charter (as most recently amended);
  - certificate of the state registration of the legal entity;
  - certificate of the tax registration number (INN);
  - report of the audit of annual bookkeeping records (if the organization’s activities are subject to mandatory audit) for 2019, if available, or for 2018 if the 2019 audit has not been conducted/completed due to the emergency situation;
  - information concerning the legal entity from the Unified State Register of Legal Entities;
  - Report on Designated Use of Funds (annual bookkeeping records for 2019);
  - report submitted to the Ministry of Justice / report on continuation of activities (or link to the Ministry of Justice’s portal) for 2019, if available, or for 2018 if the 2019 report has not been submitted/accepted due to the emergency situation;
  - decision of the formation of the organization’s endowment (if formed);
  - composition of the organization’s endowment board (if endowment is formed).
  - document authorizing the Applicant to sign the Grant/Donation agreement.
- 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](http://www.fondpotanin.ru);
- consent to the processing of personal data (the relevant section to be checked).

**Evaluation Criteria:**

**For the Applicant (organization head):**

- personal competence and professional achievements;
- leadership skills and experience in organizational management.

**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 Proposed Transformations:**

- conformity with the Competition objectives and priorities;
- demand for the proposed transformation in the organization itself, its target audience, and its field;
- relevance and timeliness: feasibility in light of the organization’s maturity level and capabilities;
- comprehensive nature of proposed solutions, technologies, and methods;
- 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 willing to participate in the Competition are expected to submit their set of documents between the time of the Competition’s official launch and the deadline for application. The announcement of the Competition launch shall be published on the Website, in printed and electronic media. Submitting an application for the Competition means that the Applicant shares the goals of the Programs, 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 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 terminates automatically at 12:00 AM (midnight) on the date when the official application acceptance period ends. 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 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 2 (two) stages.

At the first stage, all applications accepted for participation in the Competition by formal criteria 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. First 75 (seventy-five) applications in the rating become the finalists.

At the second stage, the applications that have become finalists are evaluated *in absentia* and *in person* by members of the Expert Council (“Expert Council Members”) according to the approved criteria on a 10-point scale (see the *Evaluation Criteria* section). Evaluation is carried out in the format of Skype interviews attended by the Foundation representative/representatives. Based on the results of the second stage evaluation, a consolidated rating is automatically generated.

The final decision on the selection of the Competition winners is made collectively by an in-person meeting of the Expert Council and documented by its minutes. No more than 50 (fifty) applications become the winners, provided that the approved Competition budget is not exceeded.

The list of winners is 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 personal 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 or Expert Council Members.

**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, endowments, fundraising, law, social sector, culture, and IT from various regions of the Russian Federation.

The minimum number of Experts is 6 (six). The minimum number of Expert Council Members is 4 (four). The Foundation’s General Director serves on the Expert Board *ex officio* as an additional member and Chair. The maximum number of Experts and Expert Council Members is not specified.

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

In their work, the Experts and Expert Council Members 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 and Expert Council Members 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 Board 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 / Expert Council Members in the consideration of applications submitted for the Competition, namely, neither the Expert / Expert Council Member 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 or Expert Council Member 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](http://zayavka.fondpotanin.ru).

If an Expert or Expert Council Member 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 or Expert Council Members is found to have a conflict of interest are given for evaluation to another Expert or Expert Council Member.

An Expert Council Member who has a conflict of interest with regard to an application does not vote on such application during the in-person Expert Council meeting.

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

#### **Conclusion of Agreements and Conditions of the Grant/Donation Use:**

After the list of winners is published on the Website, the organizations whose applications are declared the Winners of the Competition become entitled to conclude the following grant agreements with the Foundation (hereinafter the “Agreement”/”Agreements”):

- grant agreements;
- donation agreements for the purposes of forming/replenishing endowments.

This entitlement must be exercised (the signed Agreement must be received by the Foundation) no later than 30 (thirty) calendar days from the date when the Competition winners were announced.

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

- failure of the head of organization to submit data for the conclusion of the Agreement within the above time limits, including the full title of the organization, its legal address, payment details, etc.;
- provision of incomplete or incorrect data for the conclusion of the Agreement by the head of organization, including the full title of the organization, its legal address, payment details, etc., within seven calendar days after the Foundation discovers such a fact and notifies the head of organization thereof;
- dismissal of the head of 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 head of organization (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, regardless of the nomination.

The amount of the Grant/Donation is transferred to the settlement account of the successful organization, which concluded an agreement with the Foundation (hereinafter the “Grantee”), in one tranche within 30 (thirty) days after the date the Agreement was concluded.

Reallocation of Grant amounts from one budget item to another, as long as they are increased or decreased by no more than 30 (thirty) percent of the total Grant amount (with the exception of the “Overhead expenses” item) is made by the Grantee by means of sending a notification thereof by email to the Foundation, and has to be reflected in the final financial report (see *Grantees’ Reporting to the Foundation* section below).

Reallocation of Grant amounts from one budget item to another, if they are increased or decreased by more than 30 (thirty) percent of the total Grant amount (with the exception of the “Overhead expenses” item) is made by the Grantee only by means of sending a written request to the Foundation by email with subsequent conclusion of 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 activities 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 other circumstances making the implementation of the Grantee’s activities impossible.

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

- when it was not used for the special purpose indicated in the Donation Agreement, or if amendment of this purpose was introduced in breach of the rules established in Section 4 of Article 582 of the Civil Code of the Russian Federation, as well as when the interest accrued on special-purpose capital was not used according to this special purpose.

The head of organization 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 use of the Grant/Donation 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 use of the Grant/Donation in public, the Grantee shall invariably refer to the Grant/Donation 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.

In cases where a non-profit organization is liquidated and this organization owns an endowment, the assets comprising such endowment are to be used following the rules established by the Federal Law No. 275-FZ dated 30.12.2006 *On the Rules of Forming and Using Non-Profit Organizations’ Endowments*.

### **Replacement of the Grant Manager**

If, during the Grant period, the Grant Manager is dismissed from the Grantee organization, and further activities under his/her leadership are not possible, 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.

### **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 Grant Manager (head of organization) posts a record of the activities funded by the Grant in the “project diary” at his or 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 the professional community.

Within 30 (thirty) calendar days after completion of the Grant period, the Grant Manager (head of organization) posts final reports on the Portal, which include:

- a substantive report describing the progress in the organization’s activities during the Grant period, their 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 materials (uploaded as a single file in .pdf or .jpg format); programs and lists of participants of the online events, copies of publications in the media, etc.;
- materials intended to disseminate information about the organization’s activities supported by the Grant and their results (uploaded as a single file in .pdf or .jpg format or as links): training manuals, collections, presentations, case studies, records, multimedia content, 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).

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 Grant Manager (head of organization) at the email address specified when registering his/her personal account on the Portal.

Over the period of 5 (five) calendar years, the Grantee shall send at the Foundation’s email address, specified in the Donation Agreement, annual reports with the information and respecting the deadlines required by the Federal Law No. 275-FZ dated 30.12.2006 *On the Rules of Forming and Using Non-Profit Organizations’ Endowments*.

The Foundation reserves the right to:

- use the description of the organization’s activities funded by the Grant/Donation, published materials about the Grant/Donation, and the final substantive report of the Grantee for posting on the Website or using in other materials published by the Foundation;
- inform stakeholders about the results of the activities funded by the Grant/Donation 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 [endowment@fondpotanin.ru](mailto:endowment@fondpotanin.ru).