

Approved by
Protocol No. 5
of the Management Board of
Social projects support Foundation
The Formula for Good Deeds,
dated February 1, 2019

**CHARITABLE PROGRAM OF TARGETED ASSISTANCE UNDER
SOCIAL PROJECTS SUPPORT FOUNDATION
*"FORMULA FOR GOOD DEEDS"***

Moscow
2019

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INTRODUCTION

Social projects support Foundation "*Formula for Good Deeds*" (hereinafter, the "**Foundation**") is a not-for-profit organization established with a view to engaging in charitable activities seeking to address diverse social issues. To achieve its goals, the Foundation is involved in implementing a diverse range of projects and activities that primarily focus on:

1. providing financial and other types of assistance to non-profit organizations and institutions specializing in the fields of education, science, culture, sports and healthy living, health care, ecology and environmental protection, awareness-building, charity, volunteering, or active in other areas, such as providing assistance in the area of program, project and event implementation;
2. outreach activities in the fields of education, science, culture, sports and healthy living, health care, ecology and environmental protection, awareness-building, charity, volunteering and other areas;
3. promotion of volunteering.

The Foundation's history dates back to February 2016. It has grown out of eponymous charitable program that covered 16 key cities focusing on 6 priority areas of social development including urban development, education and science, sports and healthy living, environmental protection, culture and volunteering.

The Foundation's charitable program of targeted assistance focuses on providing assistance, including financial support, to people in need who happen to work in the fields of education, science, culture, sports and healthy living, health care, ecology and environmental protection, awareness-building, charity, volunteering, among others.

The charitable program is the Foundation's local act. It was developed in accordance with Federal Law No. 135-FZ *On Charitable Activities and Volunteering* of August 11, 1995, Federal Law No. 7-FZ *On Non-Profit Organizations* of January 12, 1996, and other applicable legislation of the Russian Federation.

TERMS AND DEFINITIONS

The Charitable Program, unless specifically stated otherwise, makes use of the following terms, their definitions, and abbreviations:

Foundation	Social projects support Foundation " <i>Formula for Good Deeds</i> ".
Charitable program	Charitable program of targeted assistance under Social projects support Foundation " <i>Formula for Good Deeds</i> ".
Beneficiary	A legal entity registered as a not-for-profit organization receiving targeted assistance from the Foundation.
Applicant	A legal entity registered as a not-for-profit organization making an application for assistance under the Charitable Program.
Targeted assistance	Monetary resources, property and/or services provided by the Foundation to Beneficiaries within the framework of the Charitable Program.

1. THE CHARITABLE PROGRAM'S PURPOSE AND OBJECTIVES

The purpose of the Charitable Program is to provide comprehensive assistance to non-profit organizations specializing in the fields of education, science, culture, sports and healthy living, health care, ecology and environmental protection, awareness-building, charity, volunteering, and other social areas.

The Charitable Program's core principles include:

1. openness and transparency;
2. awareness of outcomes;
3. personalized approach;
4. consistency and commensurability.

The Charitable Program's objectives are to:

1. provide social support and financial assistance to non-profit organizations specializing in the fields of education, science, culture, sports and healthy living, health care, ecology and environmental protection, awareness-building, charity, volunteering, and other social areas;
2. create an enabling environment for proper functioning of non-profit organizations specializing in the fields of education, science, culture, sports and healthy living, health care, ecology and environmental protection, awareness-building, charity, volunteering, and other social areas, as well as for the ultimate beneficiaries of these non-profits;
3. following the world's best trends in the field of charity.

2. THE CHARITABLE PROGRAM'S TARGET AUDIENCE

The Charitable Program's Beneficiaries are legal entities registered as not-for-profit organizations according to applicable laws of the Russian Federation. The following criteria are used in determining a prospective Beneficiary's eligibility to receive assistance under the Charitable Program:

1. the organization is registered as a non-profit organization, and has a bank account;
2. the organization's activities under its Charter are aligned with the goals set out in the Foundation's Charter.

A Beneficiary meeting all of the above criteria at once is eligible to receive assistance under the Charitable Program.

3. TYPES OF ASSISTANCE PROVIDED

The targeted assistance provided under the Charitable Program will serve to fulfil one of the following objectives:

1. **Urban development:** sustainable development and improvement of living standards, including urban beautification, organization of municipal and regional events, fostering a culture of responsible behavior of city residents, etc.
2. **Education and science:** support for and development of education and science, including organization of events and awareness campaigns for pupils, students, and professors, educational seminars and workshops on methodology, student conferences and scientists' symposia, contest of research and science projects, promotion of greater interest in education and science, etc.
3. **Sports and healthy living:** creating an enabling environment for embracing sports and exercise, promoting healthy living amongst children and youths, organizing events to help promote sports and healthy living, along with athletic festivals and competitions, exhibition displays by athletic teams, educational and awareness activities focusing on healthy living, etc.
4. **Environmental protection:** environmental education, organization and support of events dedicated to environmental protection, improvement of environmental conditions and promotion of responsible environmental behavior, educational events for children and youths, etc.

5. **Culture and art:** promoting culture and art, nurturing creativity in children and youths.
6. **Charity and volunteering:** uniting people around universal human values, engaging volunteers in implementing socially important projects, etc.

Any targeted assistance provided to a Beneficiary for promoting one of the above causes is without prejudice to the Beneficiary's right to receive further targeted assistance for other causes and under other charitable programs operated by the Foundation.

The financial value of each targeted assistance package intended for each Beneficiary is set by an order issued by the Foundation's Director pursuant to the decision made by the Foundation's Management Board operating under the auspices of the Charitable Program. The Foundation may, at its own discretion, refuse to provide targeted assistance to any Applicant if such an Applicant fails to meet the Charitable Program's eligibility criteria.

The rendering of targeted assistance provided under the Charitable Program is discontinued upon the expiry of the time period for the duration of which such targeted assistance had been allocated or before the scheduled date of termination as of the date of the relevant order of the Foundation's Director coming into effect.

Under the Charitable Program, the Foundation may publish information about the assistance's Beneficiaries and the assistance provided to them on its official website, on its official social media pages, as part of marketing and advertising publications, and in its reports to donors, as an indicator of the Foundation's performance and transparency.

For the purpose of implementing its Charitable Program, the Foundation may hold and host various charitable events and fundraising events with the aim of collecting cash and property donations, in order to be able to provide assistance to specific Beneficiaries, among other things.

4. THE CHARITABLE PROGRAM'S IMPLEMENTATION PHASES

The Foundation renders assistance to its Beneficiaries under the auspices of the Charitable Program by means of making cash payments, payments for services related to the assistance rendered and/or by conveyance of property Beneficiaries may have the need for.

The Foundation has the right to independently assess, based on its review of the Applicant's application for targeted assistance, whether or not such assistance is to be provided in the form of cash payments, payments for services and/or transfer of property. The number of Beneficiaries in question, as well as the amount of the cash payment, the cost of services provided in consideration of payment, or the quantity of items of property to be transferred, are set by the Foundation at its own discretion on the basis of documents supporting the Beneficiary's claim of need and are indicated in the donation agreement entered into between the Foundation and its Beneficiary. In the event of covering the cost of third parties' services, the Foundation makes necessary agreements with such third parties and settles with them on its own. Similarly, the Foundation sets its own schedule for making cash payments and as rendering services as part of the financial assistance package it provides.

The Foundation's Management Board chooses the Program's Beneficiaries based on its review of document submitted by the Applicant (the list of documents is provided in this Section down below).

A decision to provide requested targeted assistance is made on the basis of an application filed by the Applicant with the Foundation following the template format provided in Annex 1 to the Charitable Program (hereinafter - the "**Application**").

The following documents need to be submitted by the Applicant along with the Application:

1. a copy of the Applicant's current Charter;
2. an extract from the Unified State Register of Legal Entities;
3. a slip with the Applicant's address and banking details;
4. an estimate of expenses expected to be incurred in connection with the use of the requested targeted assistance;
5. a schedule of activities to be carried out in connection with making use of the requested targeted assistance;
6. information about and/or copies of documents confirming the rendering of the assistance, or the Applicant's applications filed with other not-for-profit and for-profit organizations seeking the kind of financial assistance that is being currently requested from the Foundation (if applicable).

The Applicant may additionally offer supplementary information (such as presentation materials or photographs). The Foundation may separately ask the Applicant to provide other additional documents. If necessary, the Foundation will e-mail a request to such effect to the Applicant.

Based on the documents thus submitted, the Foundation's Management Board is to make a decision whether to accept the application or to reject it due to the Applicant's failure to meet the selection criteria within 7 (seven) calendar days.

Pursuant to the decision of the Management Board, the Foundation's Director issues an order to allocate targeted assistance provided under the Charitable Program to a specific Applicant, whilst specifying the amount, terms and schedule of monetary payments, payments for services and/or the property to be transferred, with its estimated value duly recorded in the paperwork.

The Foundation and its Beneficiaries are to interact with each other on the basis of a duly executed donation agreement made out in the form provided in Annex 2 to the Charitable Program. The list of documents or additional information needed for entered into the agreement is to be emailed to the Beneficiary using the address specified on the application.

5. THE CHARITABLE PROGRAM'S TIMEFRAME

The Charitable Program is a long-term program. The Foundation will continue carrying out its activities under the Charitable Program over the Program's entire lifespan.

The Charitable Program was launched on February 1, 2019.

There is no end date for the implementation of the Charitable Program: it will be carried out on a continuing basis until its stated goals are reached.

The Charitable Program may be terminated early for a variety of reasons including due to the adoption, by the Foundation's Management Board, of a new charitable program. In the event of an early termination of the Charitable Program, the Foundation's Management Board will make a decision regarding the procedure for allocating the Foundation's funds collected for charitable causes and not yet spent as of the Program's termination date.

6. THE CHARITABLE PROGRAM'S COST ESTIMATE

Throughout the charitable program's lifespan, the Charitable Program's cost estimate for each financial year is to be approved by the decision of the Foundation's Management Board. A financial year is set to commence on January 1 and to continue through December 31 of each calendar year. The estimate for the Charitable Program's first financial year is to cover the period from the start date of the Charitable Program to the end date of the financial year as specified above.

The Charitable Program's approved estimate for each financial year constitutes an integral part of the Charitable Program. Changes and/or additions to the Charitable Program's estimate may be made at any time during the financial year by decision of the Foundation's Managing Board.

At the end of each financial year, the Foundation's Director will generate a report on the execution of the Charitable Program's cost estimate and submit it to the Foundation's Managing Board for review. The Foundation's Managing Board may also decide whether there is a need for an interim quarterly review of estimate implementation.

7. ANNEXES

Annex 1. Sample format of an application form requesting targeted assistance.

Annex 2. Sample format of a cash donation agreement to be made with a Beneficiary.

Annex 3. Sample format of a property donation agreement to be made with a Beneficiary.

Annex 1 to the Charitable Program
Sample format of an application form requesting
targeted assistance

To: [First Name, Patronymic, Last Name],
Director of Social projects support
Foundation *Formula for Good Deeds*

From: [*Name of the Organization*]
Taxpayer ID No. (INN)/ Tax registration reason code (KPP)
Primary State Registration Number (OGRN)
Place of business address:
[*Position and Name of CEO*]:
Telephone:
Email:
Point of Contact:

APPLICATION FOR ASSISTANCE

Dear Mr. /Mrs. _____,
We, [*Beneficiary's Name*], are hereby requesting your assistance with
[*description of the assistance being requested and the required amount of money or
services/work/property and estimated value thereof*].

Please find the following documents included with this application:

1. a copy of the organization's current Charter;
2. an extract from the Unified State Register of Legal Entities;
3. a slip with the organization's address and banking details;
4. an estimate of expenses expected to be incurred in connection with the use of the requested targeted assistance;
5. a schedule of activities to be carried out in connection with making use of the requested targeted assistance;
6. information about and/or copies of documents confirming the rendering of the assistance, or the Applicant's applications filed with other not-for-profit and for-profit organizations seeking the kind of financial assistance that is being currently requested from the Foundation (if applicable)
7. [*other additional documents*].

Sincerely,

_____ / _____

Last Name, First Name, Patronymic,

_____ 20__

Signature

Annex 2 to the Charitable Program
Sample format of a cash donation agreement to be made
with a Beneficiary

AGREEMENT No. _____

Moscow

_____ 2019

[Beneficiary's Full Name], hereinafter referred to as the Beneficiary, hereby duly represented by [name and position of the signatory], acting pursuant to [Charter / Power of Attorney No. ___ issued on __ ____, 201__], on the one hand, and Social projects support Foudnation Formula for Good Deeds, hereinafter referred to as the "Foundation", hereby duly represented by [name and title of the signatory], acting pursuant to [Charter / Power of Attorney No. ___ issued on __ ____, 201__], on the other hand, hereinafter collectively referred to as the "Parties" and separately as a "Party", have executed this agreement (hereinafter - the "Agreement") as follows:

1. SUBJECT OF THE AGREEMENT

1.1. The Foundation, wishing to assist the Beneficiary in carrying out the latter's chartered activities, and acting within the framework of the Foundation's Charitable Targeted Assistance Program agrees to make a charitable donation to the Beneficiary in the form of cash funds in the amount of _____ (hereinafter, the "Donation"), whereas the Beneficiary agrees to accept the Donation and use it for [donation purpose].

1.2. The Foundation confirms that it has reviewed the Charter and other documents submitted by Beneficiary. The Foundation approves the use of the Donation for Purposes specified in Clause 1.1. of this Agreement.

1.3. Performance, by the Foundation, of the actions set forth in this Agreement is to be construed as an act of donation within the meaning of Article 582 of the Civil Code of the Russian Federation.

1.4. The Donation made under this Agreement is considered to have been made for charitable purposes as defined by Federal Law No. 135-FZ On Charitable Activities and Volunteering of August 11, 1995.

2. DONATION PROCEDURE

2.1. The Foundation is to transfer the Donation as a lump sum in the amount specified in Clause 1.1. of this Agreement, within __ (____) business days from the date of signing the Agreement to the Beneficiary's account, specified in Section 6 of this Agreement. The Foundation agrees to include the following information in the transfer order under the Purpose of Payment section: "A donation under Agreement No. __ of __ ____, 2019. VAT exempt".

OR

2.1. The Foundation is to transfer the Donation to the Beneficiary's account, as specified in Section 6 of this Agreement, in equal monthly tranches in the amount of RUB _____ (_____) each by the ___ day of each calendar month, over a period of ___ consecutive months, ultimately adding up to the total amount of the Donation as specified in Clause 1.1. of the Agreement. The Foundation agrees to include the following information in the transfer order under the Purpose of Payment section: "A donation under Agreement No. __ of __ ____, 2019. VAT exempt.

2.2. The Donation is to be used up within: [1/2/3 years from the date of receipt OR by __ ____, 20__].

3. RIGHTS AND OBLIGATIONS OF THE PARTIES'

3.1. The Beneficiary agrees to use the Donation received under this Agreement in strict accordance with the purpose and objectives specified in Clause 1.1 of the Agreement, subject to applicable laws of the Russian Federation.

3.2. The Beneficiary agrees to furnish the Foundation with a report on the use of the Donation provided under this Agreement, at the Foundation's written request.

3.3. A Donation received by the Beneficiary and not used for its intended purpose, as specified in Clause 1.1. of the Agreement, is to be returned to the Foundation within 10 (ten) business days from the moment when its use for the intended purpose became impossible.

- 3.4. Any use of the Donation for a purpose other than the one specified in Clause 1.1, is permissible only subject to the Foundation's prior written consent.
- 3.5. The Foundation has the right to disseminate information (including in its reports and materials) about having entered into this Agreement, including information about the latter's subject, and about spending the Donation.
- 3.6. The Foundation has the right to mention, in its reports and materials, the Beneficiary's name, country and city.
- 3.7. When necessary, the Foundation agrees to include in its reports to the general public and to state authorities information about the Donation credited to its account under this Agreement, as well as information about spending such funds.
- 3.8. The Beneficiary has the right to unilaterally withdraw from the Agreement by giving the Foundation a written notice of withdrawal 5 (five) business days prior to the scheduled date of the Donation's transfer.

4. CONFIDENTIALITY

- 4.1. The Parties hereto agree to keep confidential and not to disclose without the other Party's prior written consent any and all information and data which became known to the Parties in connection with the discussion, execution and implementation of this Agreement or any supplemental agreements thereto subject to applicable law.
- 4.2 For purposes of this Agreement, any information hereunder will be deemed confidential if it is related to the activities of the Parties, their employees, partners, clients, contact persons, counterparties or affiliated persons, or affects their operating environment, information about their counterparties, or any financial information, information about employees, the size of their pay and other remuneration paid to them, as well as any information about one of the Parties that has become known, disclosed or available to the other Party. The Parties have agreed that the definition of confidential information for the purpose of this Agreement does not cover information about the fact of entering into this Agreement, including the Agreement's subject clause, or information about the Foundation's spending of the Donations.
- 4.3. The obligations of confidentiality imposed on the Parties by Clause 4.1 of the Agreement will not apply to publicly available information, or to information that becomes known through no fault of either Party.

5. FINAL PROVISIONS

- 5.1. The Agreement becomes effective as of the date of signing and will remain in effect until the Parties have fulfilled their obligations.
- 5.2. The Foundation incurs on obligations to the Beneficiary, other than those specifically set forth in the Agreement.
- 5.3. In event of any disputes and disagreements between the Parties arising out of the Agreement, they will endeavor to have them resolved through negotiations whenever possible. If a dispute cannot be resolved by way of negotiations, such a dispute or disagreement may be referred to a court of law at the Foundation's domicile to be settled there in accordance with the current legislation of the Russian Federation.
- 5.4. Any changes and amendments to the Agreement are to be made by the Parties in writing.
- 5.5. The Agreement is drawn up in 2 (two) identical copies having equal legal force, one for each Party.

6. THE PARTIES' ADDRESSES AND BANKING DETAILS:

The Beneficiary:

Name:
 Taxpayer ID No. (INN)/ Tax registration reason code (KPP)
 Primary State Registration Number (OGRN)
 Legal address:
 Telephone, email.
 Banking details
 Position

_____ /Full Name/

The Foundation:

Name:
 Taxpayer ID No. (INN)/ Tax registration reason code (KPP)
 Primary State Registration Number (OGRN)
 Legal address:
 Telephone, email.
 Banking details
 Position

_____ /Full Name/

AGREEMENT No. _____

Moscow

_____ 2019

[Beneficiary's Full Name], hereinafter referred to as the Beneficiary, hereby duly represented by [name and position of the signatory], acting pursuant to [Charter / Power of Attorney No. ___ issued on __ ____, 201__], on the one hand, and Social projects support Foundation Formula for Good Deeds, hereinafter referred to as the "Foundation", hereby duly represented by [name and title of the signatory], acting pursuant to [Charter / Power of Attorney No. ___ issued on __ ____, 201__], on the other hand, hereinafter collectively referred to as the "Parties" and separately as a "Party", have executed this agreement (hereinafter - the "Agreement") as follows:

1. SUBJECT OF THE AGREEMENT

1.1. The Foundation, wishing to assist the Beneficiary in carrying out the latter's chartered activities, and acting within the framework of the Foundation's Charitable Targeted Assistance Program agrees to make a charitable donation to the Beneficiary in the form of the following items of property:

No.	Description of Property	Quantity	Estimated Value
1.			
2.			
3.			
4.			
TOTAL:			

(hereinafter, the "Donation"), whereas the Beneficiary agrees to accept the Donation and use it for [donation purpose].

1.2. The Foundation confirms that it has reviewed the Charter and other documents submitted by Beneficiary. The Foundation approves the use of the Donation for Purposes specified in Clause 1.1. of this Agreement.

1.3. Performance, by the Foundation, of the actions set forth in this Agreement is to be construed as an act of donation within the meaning of Article 582 of the Civil Code of the Russian Federation.

1.4. The Donation made under this Agreement is considered to have been made for charitable purposes as defined by Federal Law No. 135-FZ On Charitable Activities and Volunteering of August 11, 1995.

2. DONATION PROCEDURE The Foundation is to transfer the Donation (property complete with all accessories) to the Beneficiary in accordance with a record of transfer and acceptance by __ ____, 20__ . The Parties hereto may separately agree that the Donation could be transferred in separate lots, and coordinate the number of items in each lot and the deadlines for such transfers.

3. RIGHTS AND OBLIGATIONS OF THE PARTIES'

3.1. The Beneficiary agrees to use the Donation received under this Agreement in strict accordance with the purpose and objectives specified in Clause 1.1 of the Agreement, subject to applicable laws of the Russian Federation.

3.2. The Beneficiary agrees to furnish the Foundation with a report on the use of the Donation provided under this Agreement, at the Foundation's written request.

3.3. A Donation received by the Beneficiary and not used for its intended purpose, as specified in Clause 1.1. of the Agreement, is to be returned to the Foundation within 10 (ten) business days from the moment when its use for the intended purpose became impossible.

- 3.4. Any use of the Donation for a purpose other than the one specified in Clause 1.1, is permissible only subject to the Foundation's prior written consent.
- 3.5. The Foundation has the right to disseminate information (including in its reports and materials) about having entered into this Agreement, including information about the latter's subject, and about spending the Donation.
- 3.6. The Foundation has the right to mention, in its reports and materials, the Beneficiary's name, country and city.
- 3.7. When necessary, the Foundation agrees to include in its reports to the general public and to state authorities information about the Donation credited to its account under this Agreement, as well as information about spending such funds.
- 3.8. The Beneficiary has the right to unilaterally withdraw from the Agreement by giving the Foundation a written notice of withdrawal 5 (five) business days prior to the scheduled date of the Donation's transfer.

4. CONFIDENTIALITY

- 4.1. The Parties hereto agree to keep confidential and not to disclose without the other Party's prior written consent any and all information and data which became known to the Parties in connection with the discussion, execution and implementation of this Agreement or any supplemental agreements thereto subject to applicable law.
- 4.2. For purposes of this Agreement, any information hereunder will be deemed confidential if it is related to the activities of the Parties, their employees, partners, clients, contact persons, counterparties or affiliated persons, or affects their operating environment, information about their counterparties, or any financial information, information about employees, the size of their pay and other remuneration paid to them, as well as any information about one of the Parties that has become known, disclosed or available to the other Party. The Parties have agreed that the definition of confidential information for the purpose of this Agreement does not cover information about the fact of entering into this Agreement, including the Agreement's subject clause, or information about the Foundation's spending of the Donations.
- 4.3. The obligations of confidentiality imposed on the Parties by Clause 4.1 of the Agreement will not apply to publicly available information, or to information that becomes known through no fault of either Party. .

5. FINAL PROVISIONS

- 5.1. The Agreement becomes effective as of the date of signing and will remain in effect until the Parties have fulfilled their obligations.
- 5.2. The Foundation incurs on obligations to the Beneficiary, other than those specifically set forth in the Agreement.
- 5.3. In event of any disputes and disagreements between the Parties arising out of the Agreement, they will endeavor to have them resolved through negotiations whenever possible. If a dispute cannot be resolved by way of negotiations, such a dispute or disagreement may be referred may be referred to a court of law at the Foundation's domicile to be settled there in accordance with the current legislation of the Russian Federation.
- 5.4. Any changes and amendments to the Agreement are to be made by the Parties in writing.
- 5.5. The Agreement is drawn up in 2 (two) identical copies having equal legal force, one for each Party.

6. THE PARTIES' ADDRESSES AND BANKING DETAILS:

The Beneficiary: Name: Taxpayer ID No. (INN)/ Tax registration reason code (KPP), Primary State Registration Number (OGRN): Telephone, email. .

The Foundation: Name: Taxpayer ID No. (INN)/ Tax registration reason code (KPP), Primary State Registration Number (OGRN): Telephone, email. .

Position

Position

/Full Name/

/Full Name/