

Approved by
Protocol No. 6
of the Management Board of
Social projects support Foundation
Formula for Good Deeds, dated September 3, 2018

**CHARITABLE PROGRAM OF CONTEST-BASED
SUPPORT FOR SOCIALLY IMPORTANT PROJECTS
UNDER FOUNDATION "FORMULA FOR GOOD DEEDS"**

Moscow
2018

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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. providing support for the implementation of programs, projects and activities carried out by 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, or active in other social areas;
3. 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;
4. 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 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 "Formula for Good Deeds".
Charitable program	the Charitable Program of competition-based support for socially important projects.
Beneficiary	a legal entity registered as a not-for-profit organization receiving financial assistance from the Foundation for implementing a socially important project within the framework of the Charitable Program.
Applicant	a legal entity registered as a not-for-profit organization making an application for financial support for the purpose of implementing its socially important project within the framework of the Charitable Program.
Socially important project	a project designed to help improve living standards and wellbeing within a particular geographical area and very impactful for the residents of that area.
Financial support	property and cash funds provided by the Foundation to Beneficiaries within the framework of the Charitable Program for the purpose of implementing a presented socially important project, as well as intellectual property, rendering of services and work performed for a Beneficiary's benefit.
Presence regions	constituent regions of the Russian Federation where the Foundation conducts its operations.

1. THE CHARITABLE PROGRAM'S PURPOSE AND OBJECTIVES

The purpose of the Charitable Program is to provide support for projects seeking to improve living standards for all and/or specific vulnerable groups of people in need of additional social security residing in communities located in presence regions.

The Charitable Program's core principles include:

1. **The principle of voluntariness:** the Foundation implements the Charitable Program on a voluntary basis in accordance with the Foundation's chosen strategy, financial capabilities and priorities.
2. **The principle of alignment:** the Foundation provides its support to projects that are aligned with the Charitable Program's goals and objectives, match one or more of the Charitable Program's areas of focus, and are being implemented in the presence regions.
3. **The principle of accountability:** the Foundation conducts reviews of the projects it supports on the basis of pre-set performance criteria and expects that Beneficiaries would not only ensure their formal compliance with the project implementation requirements, but would also strive to meet and even exceed such criteria.
4. **The principle of presence regions' development:** as part of its activities, the Foundation supports projects that contribute to the presence regions' socio-economic, scientific and cultural development.
5. **The principle of equality:** the Foundation's relations with its beneficiaries are based on the principles of mutual respect, equality and fair sharing of responsibilities. By making a commitment to provide financial support for socially important projects, the Foundation expects that its Beneficiaries will also make efforts to ensure successful implementation of their projects.
6. **The principle of consistency and continuity:** the Foundation strives to carry out its charitable activities on a systematic and long-term basis in order to produce meaningful and sustainable outcomes.
7. **The principle of transparency and effectiveness:** the Foundation ensures that its charitable activities are as transparent as possible and endeavors to evaluate on a regular basis its projects' effectiveness on the basis of clearly defined criteria.

The Charitable Program's Objectives are:

1. improving the effectiveness of social investments and building a clearly defined and transparent system for interacting with Beneficiaries;
2. using the Foundation's experience to help successfully address social development challenges in the presence regions;
3. following the best global trends in the field of charity.

2. THE CHARITABLE PROGRAM'S TARGET AUDIENCE

The Charitable Program targets eligible legal entities registered as not-for-profit organizations according to applicable laws of the Russian Federation (with the exception of those specifically identified as non-eligible in this Section below). 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 operations are carried out in presence regions;

3. the organization had been officially carrying out its operations for at least 1 year prior to the date of filing its application for support;
4. the organization's proposed activities under its project are aligned with the organizations goals set out in its Charter.

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

The Charitable Program will not be accepting applications from the following persons or organizations:

1. individuals and sole proprietors;
2. legal persons registered as a for-profit organization;
3. political parties and organizations;
4. religious organizations;
5. government bodies representing any branch and level of state power.

3. TYPES OF ASSISTANCE PROVIDED

All projects submitted by the Applicants need to be aligned with one or several of the areas of focus listed below:

1. **Urban development:** fostering sustainable development and improvement of living standards in the presence regions, including urban beautification, organization of municipal and regional events, information campaigns aimed at nurturing a culture of responsible behavior of city residents.
2. **Education and science:** support for and development of chemistry, as well as other natural and exact sciences, and education in the area of natural science, including organization of events and awareness campaigns for pupils, students, professors, and the scientific community at large, educational seminars and workshops on methodology, student conferences and scientists' symposia, contest of research and science projects, promotion of greater interest in natural and exact sciences.
3. **Sports and healthy living:** creating an enabling environment for embracing sports and exercise, promoting sports and healthy living, organizing events to help promote sports and healthy living, along with athletic festivals and competitions, exhibition displays by athletic teams, involving celebrity athletes in promoting sports in the presence regions, primarily amongst children and youths, carrying out educational and awareness activities focusing on healthy living.
4. **Environmental protection:** environmental education, organization and support of conservation efforts, including events dedicated to environmental protection, improvement of environmental conditions and promotion of responsible environmental behavior in the presence regions, educational events for children and youths, scientific conferences, large attendance events and activities for the residents.
5. **Culture:** supporting projects in the field of culture and art, nurturing creativity in children and youths.
6. **Volunteering:** uniting the residents of the Presence region around universal human values, engaging them in implementing socially important projects such as assisting disadvantaged groups of people in need of additional support, improving the environment or urban beautification, fostering a culture of responsible behavior.

The Foundation's Management Board may additionally approve supplemental details of the projects' scope depending on the area of focus.

Under the Charitable Program, the Foundation may publish information about the focus areas it supports, as well as about 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. GENERAL PROJECT REQUIREMENTS

The Foundation will accept for its consideration submittals of both one-off and long-term projects with a duration of up to 3 years. The start date of an Applicant's project may not precede the date of submission of the project application. The Foundation does not support projects that were commenced before the date of review of the application submitted by the Applicant.

Applicants have the right to submit several projects, including those falling under different areas of focus of the Charitable Program. That said, all submitted projects have to be implemented within the same presence region.

A project's ultimate goal should help improve living standards of the residents of a community in a presence region. The issue identified in the project's scope should have an ultimate solution and be fully or partially addressed as a result of the submitted project's implementation.

A project's benefits are to include the following:

1. engaging both local residents and employees working in a given community in the presence region where the project is going to be implemented, as volunteers;
2. access to the project team's experience in the field in question as declared within the project's framework, as well as their work experience in the chosen presence region;
3. support for attracting various development opportunities for target audiences in the presence region;
4. engagement with regional and municipal partners including local community activist, media, government officials, public, non-profit, and for-profit organizations;
5. co-funding arrangements for the project;
6. creating conditions and opportunities for sustainable long-term project development or for preserving its effects with the help of local communities after the end of the Beneficiary's direct involvement in the project's implementation;
7. availability of educational content within the project conducive to the development of skills, knowledge and/or competences of local communities' representatives and employees of relevant local organizations;
8. the project is conducive to creating and developing local communities with shared values and involved in joint activities aimed at effecting positive change in the presence region.

Conditions for releasing financial support under the Charitable Program:

1. equal co-funding of the project: the Applicant is required to provide evidence that the funds requested for dealing with the issue outlined in the project's description had not been earlier provided from the city's/region's budget or from any other source.

2. co-funding (partial funding jointly with other donors and/or sponsors), with the Applicant required to provide written certification of all available sources of funding and the amounts provided in support of the project.

A project will not be accepted for consideration if it has any of the following characteristics:

1. funding is intended to be used for financing core operations of the Applicant or a third party, paying employees' salaries and/or bonuses, covering their benefits packages, or for conducting on-site employee events. Notwithstanding the aforesaid, a project may still be found admissible if it involves third party personnel and supplementing the salaries paid to the Applicant's staff, in the amount exceeding 20% of the project's total budget.
2. the entire amount of funding is provided by the state.
3. if income is generated in the course of the project's implementation or after its completion.
4. the project's timeframe isn't consistent with the requirements of the Charitable Program.
5. the project carries the risk of discrediting or otherwise negatively affecting the Foundation's reputation.
6. projects submitted by Applicants in breach of the Charitable Program's procedure established.

5. THE CHARITABLE PROGRAM'S IMPLEMENTATION PHASES

The Charitable Program is to be implemented by conducting a contest of the Applicant's socially important projects (hereinafter, the "**Contest**"). The Foundation will announce the Contest on its webpage, as well as via other open-access electronic mass media, and through direct mailing to potential Applicants.

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 provided by the Beneficiaries. 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.

5.1. The Contest Procedure

All applications for the contest are submitted electronically via an application form on the Charitable Program's official website. The procedure for making the Application is as follows:

1. The Applicant will need to set up a personal account on the Charitable Program's official website. Once the registration of the account is complete, a section titled "My Applications" will be activated on the Applicant's My Account page.
2. The Applicant will then need to fill out all required fields in the "My applications" section on My Account Page.
3. Under the "Documents" section, the Applicant will need to attach electronic copies of accompanying documents listed under Section 5.2 herein.
4. Once all the required fields have been filled in and the accompanying documents attached, the application may be submitted.
5. The application may be filled out in several steps; all the changes made in the process will be saved on the Applicant's My Account page.

The requirements for making applications and the format of the accompanying documents are provided under Section 5.2 herein. The Foundation reserves the right to decline an application if Applicant's application does not meet the stated requirements.

The applications will be then reviewed by a **Selection Committee** set up by the Foundation's Management Board, within 30 (thirty) calendar days from the submission deadline for applications.

Additionally, external subject matter experts specializing in various focus areas under the Charitable Program may be asked to participate in the review of the application.

When considering the applications, the Foundation will have the right to reduce the amount of financial support sought by the Applicant, of which the Foundation will duly notify the latter. In the event the amount of financial support is thus reduced, the Foundation and the Applicant could coordinate an adjustment to the project's content subject to a mutual agreement.

The Selection Committee's decision is registered in a record. The final list of Beneficiaries with the name of the project and the amount of financial support to be provided is approved by an order issued by the **Foundation's Director**.

The Contest's results are to be made public on the Charitable Program's official website. The Applicants with winning projects will receive a notice to that effect sent via email to the address specified on the application form. The Foundation reserves the right not to comment on the results of the applications' review.

5.2. Application format requirements

In order to take part in the Contest, one has to fill out an electronic application form (a sample format is provided in Annex 1 to the Charitable Program). Mandatory fields are marked with an asterisk. If a mandatory field is not applicable to the Applicant, this should be pointed out and explanations to that effect provided.

The Applicant needs to provide details of at least 2 (two) of its points of contact on the application form.

The following accompanying documents need to be attached to the application:

1. the project's implementation schedule;
2. a plan for engaging with volunteers (if applicable);
3. a plan for gathering feedback from ultimate beneficiaries;
4. the project's cost estimate;
5. a slip with the Applicant's address and banking details;
6. a copy of the Applicant's current Charter;
7. an extract from the Unified State Register of Legal Entities;
8. a copy of the tax return covering the most recent tax period.

Any supplemental information the Applicants may wish to supply additionally (e.g. presentation materials or photos) should only be submitted at the request of the Foundation. The Foundation may additionally request other documents from the Applicant. If necessary, the Foundation will email such a request to the Applicant. All documents are to be provided electronically in the .jpeg and/or .pdf formats. Each document should have a name that is indicative of its content (e.g., "Account Details Slip", "Extract from the Uniform State Register of Legal Entities"). Documents submitted in any other format will not be accepted for consideration.

The Foundation has the right to reject the Applicant's application if it does not meet the stated requirements, including:

1. Applications with the geography not matching the geography of the Charitable program;
2. Applications that are not aligned with the Charitable Program's areas of focus.
3. Applications that come without any accompanying documents or are not accompanied by a complete package of required accompanying documents;
4. Applications that contain an incomplete or an inaccurate description of the project's budget.

5.3. Application evaluation criteria

1. The application's compliance with the requirements as to its format and with other conditions of the Charitable program, compliance with the filing procedures;
2. The project's relevance, its social significance and expediency for the residents.

3. Extent to which the requested budget is properly substantiated, the cost-benefit analysis of the proposed expenditures versus the project's expected outcome;
4. Availability of a detailed project implementation schedule including a plan for engaging with volunteers (if applicable) and a plan for collecting feedback from the ultimate beneficiaries;
5. Availability of qualified staff at the headquarters, with prior experience in implementing similar projects;
6. Availability of an outreach plan for the project;
7. Well-designed criteria for evaluating the project's efficiency and outcomes.

5.4. Making agreements with Beneficiaries

Any interactions between the Foundation and its Beneficiaries are to be carried out on the basis of signed financial support agreements for the purpose of implementing the Applicant's project under the Charitable Program (the donation agreements). A list of documents or additional information required for executing the agreement is to be emailed to the Beneficiary to the address specified in the application.

The Foundation reserves the right to refuse to provide financial support to the Beneficiary following the announcement of the contest's results in the following cases:

1. The Beneficiary is unable to provide documents required for executing the agreement and/or the documents supplied are not true to the fact;
2. The details that the Beneficiary has supplied do not match the details specified in the application;
3. A review of the documents has led to a discovery of facts that present a risk to the Foundation and/or its reputation should it enter into an agreement with the Beneficiary;
4. The parties failed to reach an agreement regarding the Agreement's terms and conditions;
5. The Beneficiary has started the implementation of the project before receiving a written confirmation from the Foundation about the former admittance to the Charitable Program and/or prior to signing the Agreement.

The timeframe for making an agreement between the Foundation and a Beneficiary shall not exceed 60 (sixty) calendar days from the date of making an official announcement of the Contest's results.

5.5. Project implementation process

As they proceed with the implementation of the project, Beneficiaries need to ensure that all conditions stipulated by the project are duly met and that all applicable laws, occupational health and safety rules, sanitation and hygiene requirements, or any other requirements set by regulatory authorities are complied with. If the Foundation becomes aware of a Beneficiary's breach of the project's requirements, or the abovementioned rules and/or requirements, the former reserves the right to terminate its financial assistance and demand a refund for all or some parts of the funds previously provided to the Beneficiary in question under the Charitable Program.

In the course of the project's implementation, the Beneficiary has the right to reallocate the funds within the project's budget provided that the total amount of the budget doesn't change, and that it is consistent with the project's goals and objectives, and that the funds are properly accounted for as to the manner in which they have been spent.

If, in the course of the project's implementation, there is a need to change specific parameters set forth in the agreement, including a change in the project's duration, a need to swap scheduled events, or to procure a different set of goods, works/services, the Beneficiary should send a letter to the Foundation at least 10 (ten) business days before introducing a needed change, stating the application's number, and providing a description of and rationale for the requested changes. Any changes to the project can only be made after receiving a written approval from the Foundation.

Following the project's completion, a Beneficiary is required to provide a report about the project's results. The procedure and schedule for furnishing such reports are laid out by the Parties in their respective Agreement. Each report should contain a substantive and a financial part. The substantive part should comprise a description of the implemented project, photographs (if available), and a statement of the outcomes reached as a result. The financial part needs to describe how the provided funds were spent and to contain pertinent supporting documents.

These reports are to be submitted in an electronic format to the address specified in the agreement between the Beneficiary and the Foundation.

In the event of a breach, by a Beneficiary, of the rules regarding project implementation reporting, the Foundation may prevent the Beneficiary at fault from participating in subsequent contests carried out under auspices of the Charitable Program.

6. 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 September 3, 2018.

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.

7. 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

8. ANNEXES

Annex 1. Sample format of an application form requesting financial support.

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

Annex 3. Sample format of a Beneficiary's project implementation report.

Annex 1 to the Charitable Program
Sample format of an application form
requesting financial support

PART 1. PROJECT RESUME	
Registration no. of the application	<i>To be filled by a duly authorized member of the Foundation's staff</i>
Full name of the Applicant	
Project name	
Project summary	<i>2 or 3 sentences</i>
Presence region	
City/cities where the project will be implemented	
Matching focus area	<i>Name one or two of the Program's focus areas</i>
Project timeframe	
Amount requested	
Project's partners	<i>If applicable</i>
The Applicant's points of contact responsible for participating in the contest	<i>Provide details of at least 2 points of contacts: full name, position, telephone, and email address</i>
PART 2. PROJECT DESCRIPTION	
Goals and objectives	
Expedience and relevance	
Target audiences	
Detailed description	<i>No limit as to the volume of the description</i>
Project implementation phases with precise timelines and responsible staff at each phase	
Involvement of volunteers	<i>If applicable:</i> <ul style="list-style-type: none"> - Describe the role of volunteers in implementing the project; - A plan for involving volunteers (how many, through what channels); - Volunteers' motivation; - Rewarding volunteers upon the project's completion
Work with the project' target audience (ultimate beneficiaries)	<i>is there a plan to collect feedback from the project's beneficiaries, when and in what form</i>
Information support for the project	<i>If applicable: phases, key events, key media outlets involved</i>
Expected outcomes	
Criteria for evaluating the project's results: qualitative and quantitative indicators	

PART 3. PROJECT TEAM	
Total headcount of the organization	
Number of staff involved in the project implementation (hereinafter, the Team)	
Project Lead (Name, Position)	
Positions and specialization of team members	
Number of outsourced staff	
Positions and specialization of outsourced staff	
Number of contractors involved	
Area of specialization of each contractor	
PART 4. PROJECT BUDGET	
Amount of funding requested within the framework of the Charitable Program, RUB	
Amount of funding solicited from other sources, RUB.	<i>If applicable</i>
Own contribution, RUB.	<i>If applicable</i>
ITEMIZED BREAKDOWN	
Cost estimate	Amount, RUB
1.....	
2.....	
3.....	
TOTAL:	

If necessary, the Foundation may request to provide justification of the above amounts as well as other supplementary information about the budget.

_____ / _____
 (Signature) (Full Name)

AGREEMENT No. _____

Moscow

_____ 2018

[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 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.
 - 3.2.1. If the project is completed within 30 (thirty) calendar days, the report is to be provided once within 10 (ten) days of the project's completion.
 - 3.2.2. If the project is implemented for a period of time exceeding within 30 (thirty) calendar days, the Beneficiary is to provide such reports after completing each phase of the project in line with the implementation schedule. The final report is to be provided within 10 (ten) days of the project's completion.
 - 3.2.3. The report is to be provided in the format specified in the annexes to the Charitable Program.
 - 3.3.3. 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 _____, 20____. If the Parties have failed to fulfill their respective obligations by that date, the Agreement may be extended subject to the Parties' mutual agreement.
- 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. This Agreement is governed by Russian law.
- 5.5. The Agreement is drawn up in 2 (two) identical copies having equal legal force, one for each Party.
- 5.6. Any changes and amendments to the Agreement are to be made by the Parties in writing.
- 5.7. All notices and notifications related to the performance under this Agreement are to be communicated in written form.

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/ /

Sample form of a Beneficiary's project implementation report

REPORT

Provided by [Name of the Beneficiary organization]
on the implementation of the project titled «*Project Name*»
funded under Social projects support Foundation *Formula for Good Deeds*

1. Pursuant to the Donation Agreement No. of _____, 20__ (hereinafter, the Donation Agreement), entered into between the Foundation titled *Formula for Good Deeds*, hereinafter the Foundation, and [Name of Beneficiary organization], hereinafter the Beneficiary, the Beneficiary received from the Foundation funds in the amount of RUB (_____) in the form of financial support for implementing a project titled «__» within the framework of the Foundation's Charitable Program.

PART 1. ABOUT THE PROJECT	
The Beneficiary's point of contact responsible for making this report	
Presence region and city/cities targeted by the project	
Project's timeframe	
Total amount of funds spent on implementing the project	
Availability of photographic evidence	YES / NO
Availability of a video report	YES / NO
Availability of a press report with copies of published materials	YES / NO
Availability of commendations and positive feedback from ultimate beneficiaries	YES (attach at least three reviews provided by beneficiaries with their contact information) NO (explain the absence of feedback)
Availability of feedback from volunteers	YES (attach at volunteers' feedback with their contact information отзывы с контактной информацией) NO (if volunteers were involved in the project, explain the absence of their feedback)
PART 2. SUBSTANTIVE REPORT	
The problem that got solved thanks to the project	
Project implementation	Key phases and timelines
Key project indicators, including indicators of individual activities	- - number and summary list of activities carried out; - - number of partners (including regional and municipal authorities, information partners); - - number of participants covered, by target audiences

	<i>(including the number of beneficiaries, total number of participants, number of volunteers)</i>
Completed information support activities funded under the Program	<i>The list and outcomes of activities performed with the view to placing information about the project on own resources, partners' resources, etc.: - total number of publications about the project; - total number of public references to the Foundation in connection with the project implementation; - number of publications on social media; - number of videos released; - number of radio broadcasts; - number of interviews (provide names and positions of interviewees)</i>
Results achieved, according to approved performance evaluation criteria	
PART 3. FINANCIAL REPORT	
Full budgeted funding of the project, RUB	
Amount of funding provided by the Foundation, RUB	
Beneficiary's own funds, RUB	
Funds from other sources, RUB	<i>Provide details of funding sources and amounts of funding</i>
TOTAL, RUB	
Spending of program funds ascertained by records of completion	
Balance of Foundation-provided funds remaining after completion of the project, RUB	
PART 4. CONCLUSIONS REGARDING PROJECT OUTCOMES	
Plans for further development and expansion of the project	

1. Attached to this report are financial source document confirming payments for goods, work/services specified in the report..

2. The total amount of funds spent between _____ 20__ and _____ 20__ is equal to _____ RUB (). The balance of unused funds as of the date of the report is equal to _____ () RUB

_____ (Signatory's Name)