

GRANT RULES
of the Sirius Foundation
(hereinafter the “**Foundation**”)

1.
Operation

- 1.1 The purpose of these grant rules is to state the basic conditions for the provision of the Foundation’s grants (hereinafter the “**Grant Rules**”).
- 1.2 The Foundation provides grants in accordance with the purpose for which it has been established, the foundation charter, and its statutes. Grants are awarded by selecting from applications made by applicants as part of and according to the rules of the tender organised on the basis of these Grant Rules (hereinafter the “**grant proceedings**”). This, however, does not prevent the Foundation from also providing grants outside the grant proceedings.
- 1.3 The foundation announces grant proceedings to provide grants as it deems appropriate and by a decision of the Foundation’s board of administration, usually once a year. The basic conditions of the relevant grant proceedings shall be contained in the announcement of the proceedings approved by the board of administration (hereinafter also the “**grant call**”).
- 1.4 The Foundation makes grant calls public on its website and also in any other suitable manner.
- 1.5 If there are any discrepancies between the grant call and the Grant Rules, the provisions of the Grant Rules shall apply.
- 1.6 These Grant Rules do not apply to cases where the Foundation decides to provide grants outside grant proceedings.

2.
Basic Conditions for Participation in the Grant Proceedings

- 2.1 An applicant must submit its application for a grant provided on the basis of the grant proceedings (hereinafter the “**grant**”) by the deadlines and while adhering to the conditions contained in the relevant grant call and in these Grant Rules (hereinafter the “**grant application**”).
- 2.2 A grant applicant must provide the Foundation with:
 - (a) a filled in “Grant Application” relating to the particular grant call;
 - (b) the necessary documents according to these grant rules and the relevant grant call;
 - (c) proof of qualification of the person who will be acting on behalf of the applicant, in the form of authorisation from the applicant’s statutory body;
 - (d) confirmation of the applicant’s registration in the appropriate register (Articles, founding charter) and the applicant’s statutes
 - (e) proof of allocation of a business registration number (unless this is apparent from the confirmation of registration in the appropriate register);
 - (f) annual report/financial statements for the last 2 financial periods;

- (g) if a grant application contains the personal details of any third parties, it shall submit the original copies of such parties' written approval for the processing of their personal data in connection with the grant proceedings and, if appropriate, approval of the grant; and
- (h) proof of the financial participation of a third party (co-financer), in the form of a copy of a deed of gift, contract for a future contract or an optional arrangement concluded with a co-financer (if the Foundation is to be the co-financer of the project, for which the grant application is being made).

2.3 The grant application must contain the precise specification of the purpose, for which the grant (if provided by the Foundation) will be used and such purpose must correspond to the purpose of the Foundation, its statutes and the grant call.

2.4 In the grant application the applicant must provide proof:

- (a) that all the funds provided as the grant will be used directly for the project, for which the grant application is being made, and not for related (for example administration) costs;
- (b) of the party or parties, for whose benefit the project, for which the grant application is being made, will be carried out, unless it is a project solely for the benefit of the applicant;
- (c) of how costs (for example administration) relating to the project, for which the grant application is being made, will be financed; and
- (d) (if the Foundation is to be the co-financer of the project, for which the grant application is being made) assurance of the financial participation of another party or parties.

Fulfilling the conditions, which will be substantiated in accordance with the above in the grant application, will be part of the rules for using the grant.

2.5 By submitting a grant application the applicant agrees to all its personal data contained in the grant application being processed and to the Foundation having the right to publish information about it, its application and the project, for which the grant application is being made.

2.6 The Foundation's board of administration may ask for further documentation necessary in order to assess the grant application. In such a case the applicant must provide this documentation within the period stipulated by the board of administration.

2.7 The applicant shall submit its grant application in one original version or an officially certified copy and three other copies. Documentation provided with grant applications shall not be returned to applicants.

2.8 Grant applications shall be delivered by registered post to the Foundation's address or in person to the Foundation's registered office, if this is stipulated in the grant call. The postmark or the date the application is received if delivered in person shall be decisive for the receipt of grant applications. The deadline for submitting applications shall be stated in the grant call. Grant applications sent after the deadline shall be excluded from the grant evaluation.

3.

Approval of Grants

3.1 Incomplete grant applications, late applications and applications that do not correspond to the grant call or these Grant Rules may be excluded without further notice.

- 3.2 The Foundation shall submit all grant applications that have not been excluded to its board of administration for assessment.
- 3.3 The Foundation's board of administration shall decide on the allocation of grants on the recommendation of a grant committee which shall assess applicants' application, if a committee has been set up by the Foundation. The board of administration's decision shall be final and an appeal cannot be made against it.
- 3.4 The Foundation shall be entitled to reduce the amount requested in the grant application, at its own discretion. In such a case, before the provision of grant contract is concluded the applicant must prove to the Foundation that:
- (a) it has obtained additional financing from other sources for the part of the project that is not financed by the grant; or
 - (b) any lower grant amount shall be sufficient for the realisation of the integral part of the project, for which it applied for a grant; in such a case, before the provision of grant contract is concluded the applicant must submit an adjusted project, project budget and other documents required by the Foundation.
- 3.5 There is no legal entitlement to the provision of a grant. The Foundation shall be entitled to reject individual grant applications or all the grant applications and it does not have to justify this rejection to the applicant (applicants).
- 3.6 The criteria that the Foundation shall take into consideration when assessing projects shall be made public in the relevant grant calls. Among the general evaluation criteria are:
- (a) the probability that the purpose of the project, for which the grant application is being made, will be fulfilled;
 - (b) the conceptual and systematic solution of the problem;
 - (c) the provision of specific and direct help;
 - (d) the effectiveness of the funds expended; effectiveness criteria are part of the details of the particular grant call;
 - (e) the feasibility of the project with regards to time;
 - (f) the setting of project goals and how the project can be measured;
 - (g) the applicant's professional and organisational qualifications; and
 - (h) the applicant's experience.
- 3.7 The Foundation shall notify an applicant, whose application has not been approved, in writing within 90 days of the deadline for submitting application. The applicant shall not be given further details.
- 3.8 The Foundation may publish a list of successful and unsuccessful grant applicants.

4.

Rules on Using the Grant

- 4.1 The grant provided in the grant proceedings shall be considered to have been used in accordance with these Grant Rules only if:

- (a) it is used solely for the project which was identified in the grant application and which corresponds to the purpose of the Foundation;
- (b) the project, for which the Foundation has provided the grant, is actually completed within the time stated in the grant application, or otherwise within a reasonable period taking into consideration the nature of the project; and
- (c) it is used in accordance with the rules contained in applicable legal regulations, the Foundation's statutes, these Grant Rules, the relevant grant call, the Provision of Grant Contract concluded between the applicant and the Foundation and other applicable legal documents.

4.2 Amongst other things, the recipient of the grant shall be obliged, under the conditions of paragraph 4.3 below, to return:

- (a) the entire grant if (i) it is not used in accordance with these Grant rules (see paragraph 4.1 above) or (ii) the applicant refuses or does not allow the use of the grant to be checked or (iii) the applicant does not provide proof of how the grant is being used within the set deadlines or (iv) in other cases stipulated in the provision of grant contract; or
- (b) the appropriate part of the grant to the Foundation if the project or its integral part (if a contribution is provided just for that) is realised with lower costs than the budget submitted in the grant proceedings; in such a case the amount saved compared to the budgeted costs for the project or its integral part shall be returned.

4.3 If the conditions are met for the return of part of or the whole of the grant according to the previous paragraph the applicant shall be obliged to notify the Foundation immediately after learning of this. The applicant shall also be obliged to return the whole or part of the grant within 30 days of the Foundation summoning it in writing to do so unless another period of time is stipulated in the grant call.

5.

Provision of Grant Contract

5.1 A Provision of Grant Contract shall be concluded between the Foundation and the recipient of the Grant.

5.2 The Provision of Grant Contract shall be drawn up by the Foundation and shall contain at least:

- (a) the amount of the grant;
- (b) a description of the project (including its purpose), how the grant will be used and the purpose for which the grant is being provided;
- (c) the duration of the project that the grant is to support;
- (d) the date by which the applicant is obliged to submit the expense report for the grant and to prove how the funds were used for the project to the extent required by the Foundation;
- (e) the applicant's obligation to allow the Foundation to regularly check documentation and how the grant is being used;
- (f) the rules on the use of the grant in accordance with Article 4 of these Grant Rules;
- (g) the applicant's obligation to give proof of sources to finance the project other than the grant if the grant is only provided for part of the project; and
- (h) reference to the use of these Grant Rules and the relevant grant call.

- 5.3 The applicant shall sign the draft Provision of Grant Contract within the period specified by the Foundation depending on the announcement of the results of the relevant grant proceedings, but within one month of the contract being submitted for signing. If it does not do so, the decision to award a grant shall cease to be valid and the Foundation may use the grant for other purposes.

6.

Check on the Use of the Grant

- 6.1 The Foundation shall be entitled to regularly check how the grant is being used.
- 6.2 The Foundation shall announce all changes to the project at least 14 calendar days before they are made, on an "Announcement of Changes" form.
- 6.3 After the project has been completed the applicant shall provide the Foundation with a filled-in "Final Evaluation Report".

7.

Final Provisions

- 7.1 It applies in all circumstances that:
- (a) the Foundation shall not pay any costs or expenses incurred by applicants or parties associated with them which in any way relate to the grant proceedings or negotiations for the conclusion of the Provision of Grant Contract;
 - (b) the rules contained in the Grant Rules, grant call or in any other document relating to the grant proceedings, according to which the Foundation is to proceed, do not represent the Foundation's commitment to proceed towards the applicants or another other party according to the aforementioned rules;
 - (c) a decision to award a grant shall be entirely at the Foundation's discretion and no provisions of the Grant Rules or the grant call shall be interpreted in such a way as to cast doubt on this right of the Foundation;
 - (d) the Foundation shall have the right at any time to cancel any grant proceedings or to decide that no grant will be awarded or to partially or entirely refuse to provide a grant that has been awarded, including in cases where the results of the grant proceedings have already been announced; and
 - (e) there is no legal entitlement to be awarded a grant; a legal entitlement to a grant can arise only after a Provision of Grant Contract has been concluded and the conditions for the provision of the grant agreed upon in such contract have been met.
- 7.2 When submitting a grant application on the basis of these Grant Rules and the grant call each of the applicants takes note of and agrees to what is stated in paragraph 7.1 above.
- 7.3 An amendment to these Grant Rules shall be subject to approval by the Foundation's board of administration.
- 7.4 This version of the Foundation's Grant Rules was approved by the board of administration on 20th June 2008.