

GRANT RULES
Sirius Foundation
(hereinafter referred to as the “**Foundation**”)

1.
Operation

- 1.1 The purpose of these grant rules is to set the basic conditions for the provision of the Foundation's grant contributions (hereinafter referred to as the “**Grant Rules**”).
- 1.2 The Foundation provides grant contributions in accordance with the purpose for which it was established, the Foundation charter, and its statutes. Grants are awarded by selecting from applications made by applicants according to the rules of grant proceedings organised based on these Grant Rules (hereinafter referred to as 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 referred to as the “**grant call**”).
- 1.4 The Foundation makes grant calls public on its website and also in any other suitable manner.
- 1.5 In the event of any discrepancies between a grant call and the Grant Rules, the provisions of the Grant Rules shall prevail.
- 1.6 These Grant Rules do not apply to projects where the Foundation decides to provide grant contributions outside grant proceedings.

2.
Basic Conditions for Participation in Grant Proceedings

- 2.1 An applicant must submit its application for a grant contribution provided on the basis of grant proceedings (hereinafter referred to as the “**grant**”) by the deadlines and while adhering to the conditions contained in the relevant grant call and in these Grant Rules (hereinafter referred to as 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 authorisation of the person who will be acting on behalf of the applicant;
 - (d) confirmation of the applicant's registration in the appropriate register;
 - (e) proof that a business registration number has been allocated (unless this is apparent from the confirmation of registration in the relevant 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-financier) if the Foundation is to be a co-financier of the project for which the grant application is being made and if the applicant can obtain such proof at the time the application is submitted. If the applicant cannot obtain such proof, it acknowledges that a grant will only be provided after this proof has been provided.
- 2.3 The grant application must contain the precise specification of the purpose for which the grant will be used (if provided by the Foundation) 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 cost of the project contained in the grant application and not for related costs (specified in detail in the grant call)
- (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 relating to the project, for which the grant application is being made, will be financed.
- 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 request further documentation necessary in order to assess the grant application. In such a case the applicant shall provide this documentation within the period stipulated by the board of administration.
- 2.7 The method of submitting a grant application shall be announced in the grant call.
- 2.8 The closing deadline for applications shall be announced in the grant call. Grant applications sent after the closing deadline shall be excluded from the grant evaluation.

3. Approval of Grants

- 3.1 Incomplete grant applications, late applications that do not comply with the grant summons or these Grant Rules may be excluded by the Foundation without further notice.
- 3.2 The Foundation shall submit all grant applications that have not been excluded to its board of administration.
- 3.3 The Foundation's board of administration shall decide on the allocation of grants on the recommendation of a grant committee which shall be set up for each grant proceedings and which shall assess applicants' applications. 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 a grant contract (Provision of Grant Contribution Contract) is concluded the application must prove to the Foundation that:
- a) any lower grant amount shall be sufficient in order to realise the integral part of the project, for which it has applied for a grant; in such a case, before the Provision of Grant

Contribution Contract is concluded the applicant must submit an amended 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 application or also all the grant applications and it shall 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.
- 3.7 The Foundation shall notify an applicant, whose application has not been approved, in writing no later than the deadline stipulated in the time schedule for the grant proceedings in the grant call document. The applicant shall not be given any further details.
- 3.8 The Foundation may publish a list of successful and unsuccessful grant applicants.

4.

Rules on Using the Grant

- 4.1 A 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 that was identified in grant application and that corresponds to the Foundation's purpose;
 - (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 the necessary period taking into consideration the nature of the project; and
 - (c) it is used in accordance with the rules contained in applicable legislation, the Foundation's statutes, these Grant Rules, the relevant grant call, the Provision of Grant Contribution Contract concluded between the applicant and the Foundation, and other applicable legal documents.
- 4.2 Amongst other things the recipient of a grant shall, under the conditions below, return:
 - (a) the entire grant if (i) it is not used in accordance with these Grant Rules (see 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 contribution contract; or
 - (b) the relevant part of the grant to the Foundation if the project or its integral part (if the grant is just provided for that) is realised with lower costs than the budget quoted 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 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 Contribution Contract

- 5.1 The Foundation shall conclude a Provision of Grant Contribution Contract with the recipient of a grant.
- 5.2 The Provision of Grant Contribution Contract shall be drawn up by the Foundation and shall contain

at least:

- (a) the size of the grant;
- (b) a description of the project (including its purpose and aim), 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 duty to allow the Foundation to regularly check the 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 duty 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 Contribution Contract within the period specified by the Foundation depending on the announcement of the results of the 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 Any amendments to the project shall be subject to the Foundation's approval and must be reported at least 30 calendar days before they are due to be implemented, on an "Announcement of Amendments" form.
- 6.3 After the project has been completed the applicant shall provide the Foundation with a filled-in "Final Evaluation Report" by the date stated in the Provision of Grant Contribution Contract.

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 a Provision of Grant Contribution Contract;
 - (b) the rules contained in the Grant Rules, the 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 applicants or any 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 a 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 only arise after a Provision of Grant Contribution 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 a grant call each applicant 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 The Grant Rules cannot be amended during grant proceedings
- 7.5 This version of the Foundation's Grant Rules was approved by the board of administration on 20 June 2008.