

APPROVED
by the General Director
of the Vladimir Potanin Foundation
Oksana Oracheva
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PRINCIPLES AND GUIDELINES FOR AWARDING “COMMON CAUSE” GRANTS

General Provisions:

This document was developed pursuant to the Effective Philanthropy charitable program (the “Program”) of the Vladimir Potanin Foundation (the “Foundation”) and establishes the rules for participating in the “Common Cause” competition (the “Competition”), the principles of the selection of experts and conducting an evaluation, the criteria for evaluating competitive applications, the conditions for receiving grants, and reporting requirements.

The Competition is held on a single occasion, as the Foundation’s urgent response to the challenge that endangers sustainable activities of cultural organizations in the field of culture and non-profit sector during the time of an epidemically unfavorable situation (crisis), interested parties’ closed or limited access to infrastructure, and their adoption of distant (remote) modes of operations.

The Competition’s primary goal is to contribute to successful long-term development and financial sustainability of the Russian non-profit sector through implementation of appropriate formats for non-profits’ activities, and improvement of their professional standards and management culture, in particular, by means of:

- institutional support for and ensuring stability of NGOs working through the crisis in highest-risk fields and with the most vulnerable target audiences;
- ensuring the ability of cultural organizations to preserve their target audiences and organize interactions with these audiences in new formats under the circumstances of organizational and economic uncertainty.

Grants (the “Grant”) are special-purpose funding provided by the Foundation to non-profit organizations in the field of culture (“Cultural Institutions”) and non-governmental non-profit organizations (“NGOs”) for the purposes of their institutional development and increasing their organizational sustainability (the “Organizational Development Project” or the “Project”).

The support is provided on the basis of a donation/grant agreement for up to 1,000,000 (one million) rubles.

Our Goals:

- expressing solidarity with and contributing to the consolidation of the non-profit sector in times of NGOs’ and Cultural Institutions’ heightened vulnerability;
- creating conditions for NGOs’ and Cultural Institutions’ speedy adaptation to the new environment for their activities;
- maintaining and strengthening NGOs’ and Cultural Institutions’ organizational capacity in times of uncertainty.

Our Objectives:

- ensuring NGOs’ and Cultural Institutions’ financial and organizational stability to enable them to continue their operations through the period of crisis;
- raising awareness of as many NGOs and Cultural Institutions as possible about new forms of operations and tools that can help to maintain stability and sustainable development;
- providing opportunities for NGOs’ and Cultural Institutions’ staff to acquire skills and competencies necessary for adapting and reformatting the organizations’ operations;
- helping NGOs and Cultural Institutions in adopting modern technology and tools that will enable them to become more flexible, survive, and preserve their target audiences in the new reality;
- increasing Cultural Institutions’ mobility and accessibility for diverse audiences, including through the use of communication technologies apt to meet these audiences’ needs;
- developing a culture of participation among local and professional communities through expanding the range of formats for their cooperation with NGOs and fundraising.

Expected Outcomes:

The winners of the Competition are NGOs and Cultural Institutions who shape the cultural and social landscape in the Russian regions today and assume responsibility for the future of their professional and local communities. They are prepared to search for new solutions to organize their activities, experiment and respond to the new challenges, thus contributing to a better quality of the society’s life.

In periods of uncertainty, the sustainability of such organizations is more at risk than ever; the new threats include losing their staff, target audiences, and potential donors. It is most flexible support—institutional rather than project-based—that will help the winners to maintain stability and continue their activities in new formats, responding to the challenges.

We expect that participation in the Program will help the winning organizations to successfully overcome the period of instability and avoid downsizing or terminating their activities. It will also help them to acquire new skills necessary for further successful development.

Partial transition to digital formats will become not only a short-term tool for overcoming the crisis but, in the long run, a platform for attracting new audiences, expanding the range of services, and restructuring the relationships with beneficiaries, partners, and donors.

Competition:

The Competition is conducted in 2020 only, during the period of 7 (seven) months from March through September; applications will be accepted and considered on a monthly basis as long as the total Competition grant budget is not exceeded.

The total Competition grant budget is 100,000,000 (one hundred million) rubles.

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

Competition Operator:

The Competition is held with the assistance of an organization contracted by the Foundation (the “Operator”), whose functions include organizational and communications support of the Competition, including:

- organizing and conducting an information campaign, including consultations and webinars for Applicants;
- organization of collection and examination of applications as to their compliance with the Competition’s formal criteria;
- organizing expert evaluation and coordinating the experts’ work.

Competition Participants:

Cultural non-profit organizations, including state and municipal institutions, and non-governmental non-profit organizations (NGOs), located in the Russian Federation and registered in accordance with the current legislation, may participate in the Competition, provided that they meet one of the criteria below:

- 1) the organization carries out museum activities under its Charter: state and municipal (public, budget, autonomous) institutions and private (non-governmental) institutions;
- 2) the organization is a professional museum association;
- 3) the non-governmental non-profit organization (NGO) works with one or more target groups (categories) that are most vulnerable during the epidemically unfavorable situation: senior citizens, patients of psychiatric facilities and nursing homes, homeless, low-income individuals, individuals with special needs and disabilities, individuals in difficult life situations, children left without parental care, families with many children, individuals living in remote communities and communities with limited access.

The above organizations may participate in the Competition if they comply with all of the following requirements:

- 1) the organization was registered no later than 3 (three) years before the date on which it applies for the Competition;
- 2) the organization is not undergoing liquidation; no insolvency (bankruptcy) proceedings have been initiated in its respect; the activities of the organization have not been suspended in the statutory manner.

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

The applying organization needs to demonstrate that the proposed Organizational Development Project conforms with its priorities/strategy and show what impact the Project outcomes will have on its further sustainability and activities.

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

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

The following entities may not participate in the Competition:

- the Foundation’s current Grantees having, at the time of the Competition, an active grant/donation agreement with the Foundation under any of its Programs;
- structural subdivisions of non-profit legal entities: sections, departments, branch offices, representative offices, territorial subdivisions;
- museums managed by the Russian Federation, as well as their structural/separate subdivisions (branch and representative offices);
- individual entrepreneurs and for-profit organizations of any form: business partnerships and companies, economic partnerships, production cooperatives, state and municipal unitary enterprises as well as their separate subdivisions (branch and representative offices);
- consumer cooperatives, including housing, housing and construction, and garage cooperatives, mutual insurance associations, credit cooperatives, rental funds, and agricultural consumer cooperatives;
- microfinance organizations;
- real estate owners partnerships, including residential real estate owners partnerships and gardening non-profit partnerships;
- registered Cossack associations;
- small indigenous communities of the Russian Federation;

- public corporations;
- public-private corporations;
- bar associations and legal practices;
- notary chambers;
- political parties;
- religious organizations;
- self-regulating organizations.

The following individuals may not be Project Managers/Applicants:

- employees who are not heads of their organizations;
- state and municipal officials;
- heads of organizations that are current Foundation’s grantees having, at the time of the Competition, an active grant/donation agreement with the Foundation under any of its Programs;
- current partners of the Foundation: managers or team members who have active contracts for services or agency agreements for the Program under which the Competition is held, or members of their immediate family;
- applicants who have not been permitted to participate in any competition of the Foundation due to plagiarism over the past two (2) calendar years.

Competition Nominations

- **Museums: The New Form**

Adapting the Cultural Institution’s operations to the requirements that limit or terminate visitor access. Transferring or partially transferring Cultural Institutions’ activities to online formats, including services to various audiences, interactions with partners, and organizational management.

Building the team’s skills for working in remote formats. These may include but are not limited to using media platforms, creating and promoting media content, digitalization, social media communications, etc.

Preparing the Cultural Institution’s collection or educational products for interpretation and presentation in a remote format that would meet the demands and resources of a particular audience. These may include but are not limited to creating digital collections, video tours, online lectures, podcasts, YouTube channels, etc.

- **NGOs: Going Agile**

Adapting the NGO’s activities to changes in their sources of income, mandatory remote operations, limited access to their target groups, etc. Paying salaries to key NGO staff in order to preserve the amount and quality of services they provide to their target groups. Providing additional organizational and technical resources to preserve the NGO’s scope of work and its performance remotely. Transferring or partially transferring the NGO’s activities to online formats, including interactions with beneficiaries and donors and organizational management.

Building the team’s skills for working in new formats. These may include but are not limited to using fundraising or media platforms, distant collaborative project design, social media communications, volunteer engagement, etc.

Transferring the NGO’s services to remote formats that would meet the demands and resources of a particular audience. These may include but are not limited to creating or expanding traveling/mobile services, volunteer services; transferring educational or advisory services to online formats (Skype advice

sessions, trainings, web conferences, webinars etc.); fundraisers and resource sharing events; creating and promoting relevant educational content (podcasts, YouTube channels, etc.).

Project duration in both nominations should not be more than 12 (twelve) months.

The maximum amount of the Grant is 1,000,000 (one million) rubles.

Grant funds may be used for:

- payment for the work of staff members and other experts involved;
- training the project team and staff members to work in online and remote formats (traveling services, working with volunteers, digitalization, podcast and video content production, social media communications, collaborative project design, fundraising, etc.);
- creating digital and remote project products (managing traveling and distant services, volunteer services, educational multimedia content, including podcasts, channels, and social media accounts; collaborative project design spaces; products for organizational management, interaction management, and fundraising; virtual displays, exhibitions, routes; online courses, online advice sessions, etc.);
- outfitting premises (including rent, preparatory work, purchase of furniture, etc.) — only for the *NGOs: Going Agile* nomination;
- purchase of equipment, software, components, supplies, and associated costs, including;
- holding events, including remote formats (rental of webinar rooms, commutation equipment, arranging interpretation and translation, photography, videography, airing, etc.);
- communications support (online promotion, mailings, etc.);
- other expenses not included in the list above but related to the implementation of the project (Internet access and service provider charges, mobile communications, etc., to be specified);
- general and administrative expenses (postal expenses, bank charges, office supplies, etc., but not more than 10 % of the total amount for the remaining budget items).

Grant funds may not be used for:

- paid publications in academic journals, other specialized journals, mass media;
- acquisition of real estate (including land), capital construction of new buildings, major repairs;
- acquisition of alcohol, tobacco products, or luxury items;
- purchase of vehicles;
- repayment of the organization’s debts;
- payment of overdue taxes, fees, fines, or penalties;
- acquisition of cultural property, replenishment of archival and museum collections and/or their automation;
- travel expenses for the Project team and external experts, including air and train travel, accommodation and meals;
- contingency expenses, representation expenses, any other expenses not directly related to the implementation of the project.

List of Documents to be Submitted:

- online application form filled in in accordance with the requirements of the Competition at the personal account of the applicant on the portal zayavka.fondpotanin.ru (the “Portal”), including:
 - description of the Organizational Development Project;
 - budget in the approved format;

- information on any grants, subsidies, crowdfunded donations, and recurring donations the organization has received over the last three years.
- scans of supporting documents (uploaded in .pdf or .jpg format on the letterhead bearing the seal of the organization, certified by the signature of an authorized person):
 - the organization’s Charter (as most recently amended);
 - certificate of the state registration of the legal entity;
 - certificate of the tax registration number (INN);
 - information concerning the legal entity from the Unified State Register of Legal Entities;
 - Report on Designated Use of Funds (annual bookkeeping record for 2019);
 - document authorizing the Applicant to sign the grant agreement.
- Applicant’s representations concerning (the relevant section to be checked):
 - having read and understood these Principles and Guidelines and obligation to follow them;
 - relevance and accuracy of the information provided in the application and the documents attached thereto;
 - non-violation of exclusive rights to the products of intellectual activities and other intellectual property rights (intellectual rights) belonging to third parties when filling in the application sections and preparing the documents attached;
 - having read and understood and undertaking to comply with the terms of the Foundation’s Anticorruption Policy and its Principles and Guidelines for Conducting Charitable Activities and Risk Management when preparing and submitting the competition application and the documents to be attached thereto, including any amendments to these documents made from time to time, as published on the Foundation’s official website at: www.fondpotanin.ru;
- consent to the processing of personal data (the relevant section to be checked).

Evaluation Criteria:

For the Applicant (organization head):

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

For the Organizational Development Project:

- conformity with the objectives of the Competition and the priorities of the nomination chosen;
- relevance of the proposed transformations for the organization itself and its target audience;
- comprehensive nature of proposed solutions, technologies, and methods;
- replicability: usability of the proposed tools by other organizations;
- realistic budget: conformity of the expenses with the stated goals and results.

Application Submission and Consideration Procedure:

Organizations willing to participate in the Competition are expected to submit their set of documents between the time of the Competition’s official launch and the deadline for application. Each calendar month, applications shall be accepted for consideration provided they were filed before 12:00 AM (midnight), Moscow time, on the 20th (twentieth) day of this month. The announcement of the Competition launch shall be published on the Website, in printed and electronic media. Submitting an application for the Competition means that the Applicant shares the goals of the Programs, confirms his or her acceptance of all the terms and conditions set forth in this document, and is prepared to fully comply with them.

The Competition documents shall be submitted online using the Portal. The Applicant (head of organization) needs to register on the Portal and create a member account.

The Applicant may work on his or her application (filling out and editing the form, and attaching the required documents) during the official application acceptance period. The application may not be edited any longer once the Finish editing and submit the application button is clicked in the member account. Since that time, the application status automatically changes to *Submitted*, and the application is stored at the Applicant’s member account in the read-only mode. Editing of all applications that the Applicants are planning to submit in the current month needs to be completed at 12:00 (midnight), Moscow time, on the 20th (twentieth) day of each month. If the application has not been submitted by this time (the *Finish editing and submit the application* button has not been clicked), it remains at the member account in *Draft* status and is not accepted for participation in the Competition in the current month. Such application may be finalized and submitted for the Competition (the *Finish editing and submit the application* button may be clicked) during any subsequent month during the Competition period.

In the event of the Portal’s technical failure, the Foundation reserves the right to extend the period for the acceptance of applications by 1 (one) calendar day from the date of the elimination of the technical problem. A notice regarding the elimination of technical failures and the extension of the acceptance period is published on the Foundation’s Website and sent to all Competition participants at the email address specified in the process of their member account registration on the Portal.

All applications are automatically assigned an individual registration number. After checking whether the application is complete (see the “List of Documents to be Submitted by the Applicant” section) and complies with the formal criteria (see the “Competition Participants” section), the application is accepted for participation in the Competition. Incomplete applications are not allowed. Notification of admission/non-admission is sent to the Applicant at the email address specified in the process of his or her personal account registration on the Portal. The Competition working language is Russian. During the registration and examination of received applications, the Applicant may be asked additional questions, and necessary documents may be requested.

Applications that do not meet the formal criteria, including those with an incomplete set of documents, shall not be accepted for participation in the Competition. Notification of non-acceptance of the application is to be sent to the Applicant at the email address specified in the process of his or her member account registration on the Portal.

Applications accepted for participation in the Competition based on the formal criteria, containing a complete set of documents, but not correctly drawn up in terms of their format, are sent back for revision. Notification of the need to revise the application and recommendations for its revision are sent to the Applicant at the email address specified in the process of his or her member account registration on the Portal. 3 (three) business days shall be allowed to revise the application. Only one revision of the application is allowed.

Notification of acceptance of the application for participation in the Competition is sent to the Applicant at the email address specified in the process of his or her member account registration on the Portal.

If the Applicant breaches the representations made during the Competition application submission, the Foundation shall disqualify the Applicant from the Competition without notice.

Stages of the Competitive Selection:

Competitive selection takes place in 1 (one) stage.

All applications accepted for participation in the Competition by formal criteria are evaluated in absentia by experts invited by the Foundation (see the “Principles of Selection of Experts and Expert Evaluation” section, the “Experts”). Each application is assessed by at least two Experts independently of each other according to the approved criteria on a 10-point scale (see the “Evaluation Criteria” section). If the grades assigned to an application by Experts differ by more than 50 % of the maximum possible total grade, it is given to a third Expert for additional examination. Based on the results of the in absentia assessment, a consolidated semifinal rating is automatically generated.

The final decision on the selection of the Competition winners is made collectively by an in-person meeting of the Experts and documented by its minutes.

The list of winners is approved monthly by an order of the Foundation’s General Director and published on the Website no later than on the 1st (first) day of the month immediately following the month in which the Competition was held. Notification of the Competition results is sent to the email address specified in the process of the personal account registration on the Portal.

Appeal against the Competition results is not accepted. The Foundation is not obliged to explain the reasons for which applications were not supported, including reporting information about the grades and conclusions of the Competition Experts.

An application that was not supported cannot be re-submitted.

Principles of Selection of Experts and Expert Evaluation:

To conduct the evaluation and select the Competition Winners, the Foundation employs independent experts in the fields of non-profit work, charity, social sector, culture, museum sector, and IT from various regions of the Russian Federation.

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

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

In their work, the Experts are guided by this document and other documents of the Foundation approved within the framework of the Program. The content of the Expert conclusions is confidential information and may not be disclosed.

Confidentiality and Conflict of Interest:

Experts who participate in expert evaluation of the applications submitted to them undertake:

- to observe confidentiality of the information and personal data that have become known to them and ensure their security, namely:
 - not to disclose their status publicly on the Internet, including through publications and/or contacts by the Expert and/or Expert Board Member with an Applicant and his or her representatives;
 - not to discuss the content of the applications and their evaluation with the Applicants and/or their representatives;
 - not to use the application contents to his/her personal benefit or for any purpose, other than the purposes of evaluation thereof.
- to comply with the conditions as to the absence of circumstances that could affect the participation of Experts in the consideration of applications submitted for the Competition, namely, neither the Expert nor members of their immediate family:
 - shall be current Grantees/Beneficiaries of the Foundation in any competitions having, at the time of consideration of the applications, an active agreement with the Foundation, except:
 - competitions for special grants and competitions for special support of professional mobility;
 - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
 - competitions for attending educational programs/workshops not exceeding 72 hours;
 - shall be Applicants in any ongoing competition of the Foundation in the current year, except:
 - competitions for special grants and competitions for special support of professional mobility;
 - competitions for attending advanced training programs not exceeding 72 hours, with the issuance of official advanced training documents;
 - those for attending educational programs/ workshops not exceeding 72 hours;

- shall be participating or have participated during the last calendar year in the activities of the organization where the Project announced for the Competition will be implemented as founders, members of the collegial body, or as the sole executive body;
- shall be or have been, during the last calendar year, staff members/part-timers in the organization where the Project announced for the Competition will be implemented;
- shall have or have had contractual relationship, during the last calendar year, with the organization where the Project announced for the Competition will be implemented;
- shall have received, during the last calendar year, money, other property, or financial benefits (including those in the form of work or services for free) from the organization where the Project announced for the Competition will be implemented;
- shall be related to the Applicant;
- shall have any personal interest in the results of the applications' consideration.

The Expert undertakes to maintain confidentiality and comply with conditions of no conflict of interests by accepting the terms of the agreement being concluded with him/her (performing its acceptance) and checking relevant fields in the “Representations on and consent to maintain confidentiality and not to have any conflict of interest”) section at the Expert’s personal account on the Foundation’s portal: zayavka.fondpotanin.ru.

If an Expert is personally, directly or indirectly, interested in the results of the consideration of an application on the grounds listed above, he or she is obliged to inform the Foundation in writing within one (1) calendar day and recuse him- or herself from the consideration of such an application. Applications for which an Expert is found to have a conflict of interest are given for evaluation to another Expert.

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

Conclusion of Agreements and Conditions of the Grant Use:

After the list of winners is published on the Website, the organizations whose applications are declared the Winners of the Competition become entitled to conclude a grant agreement with the Foundation (hereinafter the “Agreement”). This entitlement must be exercised no later than on the 10th (tenth) day of the month in which the Winners of the Competition are announced.

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

- failure of the head of organization to submit data for the conclusion of the Agreement within the above time limits, including the full title of the organization, its legal address, payment details, etc.;
- provision of incomplete or incorrect data for the conclusion of the Agreement by the head of organization, including the full title of the organization, its legal address, payment details, etc., within seven calendar days after the Foundation discovers such a fact and notifies the head of organization thereof;
- dismissal of the head of the successful organization;
- liquidation of the successful organization;
- initiation of insolvency (bankruptcy) proceedings in respect of the successful organization;
- suspension of the activities of the successful organization in the manner prescribed by law;
- non-compliance of the successful organization with the formal criteria of the Competition.

The Foundation is not responsible for any data incorrectly specified by head of organization (title of the organization, its legal address, payment details, etc.).

The Project implementation period starts on the date of signing the Agreement with the Foundation and lasts for no more than 12 (twelve) months, regardless of the nomination.

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

Reallocation of Grant amounts from one budget item to another (with the exception of the “General and administrative expenses” item) is made by the Grantee by means of sending a notification thereof by email to the Foundation, and has to be reflected in the final financial report (see *Grantees’ Reporting to the Foundation* section below). No additional agreements on budget reallocation are required.

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

- when it is revealed in the course of monitoring that false information regarding the Applicant, organization, progress, or results of the Organizational Development Project implementation were or are being provided;
- of liquidation of the Grantee organization;
- of initiation of insolvency (bankruptcy) proceedings against the Grantee organization;
- of suspension of the activities of the Grantee organization in the manner prescribed by law;
- of other circumstances making the implementation of the Organizational Development Project impossible.

The head of organization shall notify the Foundation in writing of the changes within 10 (ten) calendar days. The balance of the already transferred but unused amount of the Grant shall be returned to the Foundation within 30 (thirty) calendar days after notification of the Foundation by transfer to the Foundation’s bank account.

The exclusive rights in the intellectual property created as a result of implementing the Organizational Development Project and the use of the Grant belong to the Grantee. When creating its materials, the Grantee shall respect the intellectual rights of third parties when using their materials (quotation).

When using materials created as a result of the implementation of the Organizational Development Projects in public, the Grantee shall invariably refer to the award of the Grant provided by the Foundation.

In other cases not provided for herein, the Foundation is guided by the terms of the Agreement concluded with the Grantee, applicable laws, and other regulations, and makes a decision taking into account the circumstances of each particular case.

Transfer of the Entitlement to Receive and Use the Grant

In the event of a restructuring (merger, accession, separation, spin-off, or transformation) of the Winner organization, the Foundation shall consider the possibility of transferring the entitlement to receive and use the Grant to the newly-emerged legal entity separately in each specific case.

Within 15 (fifteen) calendar days from the date the new legal entity was created, the newly-emerged legal entity shall submit to the Foundation the following set of documents:

- a letter of request for the transfer of the entitlement to receive and use the Grant to a newly-emerged legal entity;
- documents confirming the restructuring of the organization that won the Competition;
- organization’s Charter;
- information on the legal entity from the Unified State Register of Legal Entities;
- a cover letter from the head of the organization indicating support for the project.

The decision to transfer the entitlement to receive and use the Grant to a newly-emerged legal entity shall be made by the General Director of the Foundation on the basis of the documents submitted.

In case the request to transfer the entitlement to receive and use the Grant to a newly-emerged legal entity was rejected, the balance of the Grant amount already transferred but not used shall be returned to the Foundation within 30 (thirty) calendar days from the date of notification of the Foundation by transferring to the Foundation’s bank account.

The Foundation is not obliged to explain the reasons why the request to transfer the entitlement to receive and use the Grant was rejected.

Replacement of the Project Manager

If, during the implementation of the Project, the Project Manager is dismissed from the Grantee organization, and further implementation of the Project under his/her leadership is not possible, then such Project shall be completed ahead of schedule. The balance of the already transferred but unused amount of the Grant shall be returned to the Foundation within thirty (30) calendar days from the date of notification of the Foundation by transfer to the Foundation’s bank account.

Grantees’ Reporting to the Foundation

During the entire implementation period, Organizational Development Projects are monitored, which includes attendance of project events by the Foundation’s staff and representatives.

Once every three (3) months, the Organizational Development Project Manager (head of organization) posts a record of the Project in the “project diary” at his or her personal account on the Portal, where he/she notes the main achievements and difficulties encountered during the implementation of the Project, shares upcoming plans and other facts that may be useful and interesting to the professional museum community.

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

- a substantive report describing the progress in the implementation of the Organizational Development Project, its main results and achievements over the specified period (to be filled in according to the approved format at the personal account);
- scans of the key Organizational Development Project materials (uploaded as a single file in .pdf or .jpg format); photos from public events, programs and lists of participants of the events, copies of publications in the media, etc.;
- materials intended to disseminate information about the Organizational Development Project and its results (uploaded as a single file in .pdf or .jpg format or as links): training manuals, collections, presentations, case studies, records, multimedia content, etc.;
- a financial report (filled in according to the approved format at the personal account);
- a roster of documents confirming expenses incurred (filled in according to the approved format at the personal account).

After the Foundation approves the final reports, a notice of the Grant closure and assignment of the *Program Graduate* status to the Grantee shall be sent to the Project Manager (head of organization) at the email address specified when registering his/her personal account on the Portal.

The Foundation reserves the right to:

- use the description of the Organizational Development Project, published materials about the Project, and the final substantive report of the Grantee for posting on the Website or using in other materials published by the Foundation;
- inform stakeholders about the Organizational Development Project results and post this information on the Website

By deciding to participate in the Competition, the Applicants consent that any data voluntarily provided by them, including personal data, may be processed by the Foundation and/or its authorized representatives contracted by the Foundation in the Competition for the purposes of the Applicants’ participation in the Foundation’s Competition and in the Foundation’s charitable programs (including but not limited to,

mailings, research, questionnaires, interviews, evaluation of the Foundation’s charitable programs, public information about the Foundation’s activities and supported projects, monitoring and internal evaluation events).

The Applicants understand and agree that the personal data they have provided to participate in the Competition will be processed by the Foundation or its authorized representatives using the following main methods but not limited to them: retention, copying to electronic carriers and their storage, preparation of lists, labelling as specified in Federal Law “On Personal Data” No. 152-FZ of July 27, 2006.

The Competition Applicants also provide their consent to the Foundation for their photo and video recording, for the Foundation to publish and use their photos and videos made during the Competition/charitable programs carried out by the Foundation in accordance with Article 152.1. of the Civil Code of the Russian Federation.

The Applicants’ consent to the processing of their personal data and use of their photos and videos is confirmed by the fact that they have filed applications for participation in the Competition in the manner provided for herein.

Applicants undertake to arrange for obtaining from the other members of the project team their consent to the processing of their personal data and to the use of photos and videos with them, and are fully responsible for such consent having been given in accordance with the legislation of the Russian Federation in the field of personal data.

The Foundation and/or authorized representatives acting on its instruction/assignment guarantee the necessary measures to protect personal data from unauthorized access in accordance with the current legislation of the Russian Federation, the Regulation on the Processing of Personal Data by the Foundation, and other local regulatory documents of the Foundation.

Consent to the processing of Applicants’ personal data and to the use of photos and videos with them by the Foundation is provided by the Applicants before the expiration of the period for retaining the relevant information or documents containing the above information and determined in accordance with the legislation of the Russian Federation, and can be revoked by sending a written notice to the Foundation.

An Applicant’s withdrawal of his or her consent to the processing of personal data automatically entails such Applicant’s withdrawal from participation in the Competition and makes it impossible for the Applicant to continue to participate in the Competition. After receiving the notification of the Applicant who submitted the application to withdraw his or her consent to the processing of his/her personal data, the Foundation shall stop processing them and ensure that such processing is terminated by the person acting on the Foundation’s instruction/assignment. If the retaining of personal data is no longer required for the purposes of processing personal data, the Foundation shall destroy such personal data or ensure their destruction (if personal data are processed by another person acting on the Foundation’s instruction/assignment) within a period not exceeding ninety (90) days from the date of receipt of the said withdrawal, except for the cases when the Foundation has the right to process personal data without the consent of the personal data subject on the grounds provided for by Federal Law No. 152-FZ dated July 27, 2006, “On Personal Data.”

Reference Information

Further information regarding the Competition is provided by the Foundation’s employees by telephone +7 (495) 149 3018 and by email at wecare@fondpotanin.ru.