

## **CSS Foundation Grants, “Stronger with CSS” Competition Regulations**

### **1. General Provisions**

1.1 These regulations determine the conditions and procedures for a competition among non-profit, non-governmental organizations implementing projects either of social significance, or in the fields of improving the quality of life for underprivileged or disabled children or people living with disabilities.

1.2 The competition has been developed in accordance with the requirements of all current Russian Federation legislation and the Foundation’s Charter and Charitable Program. These Regulations establish terms and conditions for participating in the competition, the criteria by which entries will be evaluated and the procedure for concluding contracts with the eventual winners.

#### **1.3 Competition objectives:**

To promote the development and implementation of projects providing comprehensive support and assistance to individuals and groups identified as Beneficiaries of the Program (see clause 2.1.3) who face challenging Life circumstances, by:

I. Helping to strengthen the role of family in society and through the promotion of protection of childhood, parenthood;

II. Assisting with activities to promote and provide education, science, culture, and physical development;

III. Assisting with preventive and protective activities concerning personal health;

IV. Promoting a healthy lifestyle and improving the moral and psychological state of citizens;

V. promoting volunteering and assistance with activities to develop vocational skills for beneficiaries.

#### **1.4 Competition outputs:**

To identify and support non-profit, non-governmental organizations offering potential solutions to the personal and social issues provided for by the competition objectives.

## 2. Key concepts and abbreviations

2.1 For the purposes of these regulations, the following basic concepts and abbreviations are applied:

2.1.1 **Grant** - funds provided by the Foundation on a gratuitous and non-refundable basis to a non-profit, non-governmental organization expressly for the implementation of the project specified in the application, and subject to the mandatory reporting of evidence that social performance goals were achieved and the targeted use of funds.

2.1.2 **Applicant** - a non-profit non-governmental organization that has submitted an application to participate in the competition.

2.1.3 **Beneficiaries** - NPOs implementing effective social projects and programs for the benefit of:

- i. Children without parental care;
- ii. Physically and/or mentally disabled children and their families;
- iii. Children (and their families) facing extreme hardship or poverty;
- iv. Victims of abuse and their families;
- v. Children of low-income families;
- vi. Children exhibiting behavioral problems and their families;
- vii. Children coping with exceptional and insurmountable circumstances that may pose a risk to life or future development.

### 2.1.4 **The Competition**

The “Stronger with CSS” is competition for potential beneficiary organisations to apply for grants from the CSS Charitable Foundation.

### 2.1.5 **Coordinating Committee**

A competition committee, consisting of employees, board members, the Presidium and founder of the Foundation, will oversee the provision of grants.

2.1.6 **Coordination committee Chairman** - Foundation founder.

2.1.7 **Non-profit, non-governmental organization** – An entity established under Russian law in a legal form permitted for non-profit organizations, except for the legal forms specified in clause 4.2. of these Regulations, as well as state or municipal institutions, public law companies, state corporations, state companies and other non-profit organizations established by the Russian Federation, a constituent entity of the Russian Federation, a municipal formation, state body and (or) local government body.

2.1.8 **Expert Council** - a collegial body established by the Coordinating Committee to ensure the independent examination of projects submitted to the

competition.

2.1.9 **A project** is a series of activities aimed at achieving specific social initiatives generating positive results for identified Beneficiaries within a specified schedule and budget in accordance with Program rules.

2.1.10 **Competition expert** - an individual working with and engaged by the Foundation to evaluate applications for participation in the competition.

### 3. Project topics and grant amounts

3.1 Projects proposed by non-profit, non-governmental organizations providing for the implementation of activities to address problems experienced within the following target groups and which comply with the following activities may be submitted for consideration:

3.1.1 Addressing serious problems faced by children aged 0 to 18 who live in challenging circumstances (clause 2.1.10 Regulation) by:

3.1.1.1 Projects providing accompanied accommodation and/or accompanied employment.

3.1.1.2 Projects intended to integrate former family housing center pupils and children from foster care.

3.1.1.3 Projects providing psychological support and counselling for parents and families in crisis.

3.1.1.4 Projects to engender greater independence for vulnerable families.

3.1.1.5 Project to encourage the exchange of best practice and professional standards for work with vulnerable families and children.

3.1.1.6 Projects involving work with the parents of disabled children to develop and build their skills and emotional and mental preparedness for the challenges they face.

3.1.1.7 Projects that improve the quality of education for deprived or underprivileged children.

3.1.1.8 Projects providing vocational skills training and education for children nearing adulthood.

3.1.1.9 Projects that promote a healthy lifestyle culture through enhanced educational initiatives.

3.2. The solution of acute social problems for disabled people aged 0 to 44 through:

3.2.1. Support projects for families raising children with developmental disabilities.

3.2.2. Accompanied Living and Accompanied Employment Projects.

3.2.3 Projects for the systematic development of "inclusion".

3.2.4 Projects that improve the quality of education.

3.2.5 Projects for the exchange of best practice and techniques for professionals working with the project's Target Groups.

3.3 Non-profit, non-governmental organization may apply for the following grant amounts:

3.3.1 For organizations that have existed for **less** than 1 calendar year at the time of application: up to 700,000 roubles.

3.3.2 For organizations that have existed for **more** than 1 year and implemented a new project to expand the scope and scale of the project: up to 5,000,000 roubles.

3.3.3 For organizations that have existed for more than 3 years and successfully implemented a project to disseminate "best practice": up to 12 million roubles per year (maximum, 3 years).

3.3.4 For more information on grant criteria, see paragraph 7.

#### **4. Competition Participants**

4.1 Non-profit, non-governmental organizations (hereinafter referred to as the Organization) that meet all the following requirements may be eligible for the competition:

4.1.1.1 The organization was registered no later than one year before the deadline for applications to participate in the competition, or, if the organization requests a grant of up to seven hundred thousand roubles, no later than six months before the deadline for applications to participate in the competition.

4.1.1.2 The organization carries out, in accordance with the charter, one or more activity corresponding to those specified in clause 3 of this regulation.

4.1.1.3 The organization is not in the process of liquidation, no insolvency (bankruptcy) proceedings have been instituted against it, the organization's activities have not been suspended in any manner prescribed under the legislation of the Russian Federation.

4.2 The following are not permitted to participate in the competition:

4.2.1.1 consumer cooperatives, including housing, housing and garage cooperatives, horticultural, vegetable garden and country consumer cooperatives, mutual insurance societies, credit cooperatives, rental funds, agricultural consumer cooperatives;

4.2.1.2 political parties;

4.2.1.3 religious organizations;

4.2.1.4 self-regulatory organizations;

4.2.1.5 employer associations;

4.2.1.6 cooperative association;

4.2.1.7 chambers of commerce;

- 4.2.1.8 partnerships of property owners, including homeowner partnerships;
- 4.2.1.9 chambers of law;
- 4.2.1.10 attorney formation;
- 4.2.1.11 notarial chambers;
- 4.2.1.12 state-public and public-state organizations (associations), their regional sub-units (branches), including those that are separate legal entities;
- 4.2.1.13 microfinance organizations.

## **5. Competition Procedure**

### **5.1 Application Rules:**

- 5.1.1.1 Applicant should complete the application form (Appendix No. 1), confirm agreement with this Regulation, as well as consent to personal processing, with a special mark in the application form presented on the website <http://cssfoundation.org>. The application should be submitted within the period indicated in Appendix 2.
- 5.1.1.2 Applications submitted by any other means, including by e-mail or in paper form, will not be accepted for consideration and will not be registered for the Competition.
- 5.1.1.3 Applications must be completed in Russian.
- 5.1.1.4 One Applicant may submit one application for each of the specified amounts within each project type. It is forbidden to use other people's data. Applicants undertake and guarantee to the Foundation to indicate and verify the reliability of all submitted data. If at any stage of the Competition (including when determining winners) the use of false data is identified, which includes the entrant's use of applications filed by other persons, the Foundation reserves the right to disqualify the participant from the Competition.
- 5.1.1.5 Data specified by applicants in registered applications will be stored in the Foundation's archive and will not be edited.
- 5.1.1.6 Participants will notified of the registration of an application and of all subsequent updates and status changes during the selection stages by email to the address specified in the application.
- 5.1.1.7 The Foundation accepts no responsibility for failures and will not be accountable for shortcomings by internet service providers

regarding the timely delivery of information by e-mail, including in the event of incorrect or erroneous data entries by the applicant.

5.1.1.8 The Foundation reserves the right to request further information from entrants.

5.1.1.9 The Foundation will not accept applications for participation in the Competition after 18:00 (Moscow time) on July 31, 2020. Any information or documents received by the Foundation after the indicated time will not be considered, except for information or documents expressly requested by the Foundation after that date.

5.1.1.10 Applications to the competition, received by the Foundation before July 31, 2020, are entered onto the Foundation's system after which, no corrections or amendments may be made to them.

5.1.1.11 If an organisation wishes to withdraw an application to participate in the competition, an authorized representative of that organisation must notify the foundation in writing.

## 5.2 Competitive selection process:

5.2.1.1.1 At the end of the application period, the Coordinating Committee will confirm that all registered Applications comply with the Competition terms and conditions.

5.2.1.1.2 Competitive selection procedure:

5.2.1.1.3 Stage ONE consists of verification by Foundation staff that all each application complies with the selection criteria.

5.2.1.1.4 After successfully passing the first stage, applications go on to the examination stage.

5.2.1.1.5 Stage Two - Evaluation of applications by experts and Foundation staff. Each application is evaluated by two experts with experience in the field relevant to the application or to individual elements of the application. The experts will evaluate the application for compliance with Competition Criteria (clause 7 of the Regulation). On the basis of expert evaluations, the expert council will draw up a shortlist of applicants to be invited to an interview by video link. The identities of competition experts will not be disclosed.

5.2.1.2 In evaluating applications, competition experts will not make contact with applicants, and will not discuss their applications, or directly request documents, information and/or further explanation.

Competition experts may not consider an organization's application if he or she (or any of his or her close relatives) is an employee or member of a management body of that organization or if there are any other circumstances suggesting that the expert might have a direct or indirect personal interest in the awarding of a grant.

5.2.1.2.1 Foundation staff will verify all information provided by applicants, including recommendations, and study any available information about the applicant organization, available on the Internet, whether directly specified in the application or in the public domain. The foundation reserves the right to send representatives to visit applicant organizations in order to become familiar with their activities.

5.2.1.2.2 Foundation employees will conduct remote interviews via video link with each participant. This may include representatives of the Coordinating Committee and the Committee Chairman. The Coordinating Committee will select the Competition winners on the strength of submitted information and the outcome of the interviews conducted. All winners will be announced on September 15, 2020.

5.2.1.2.3 Upon reviewing all competition entrants, the Coordinating Committee will prepare a draft list of competition winners, including proposals concerning the value of all grants provided for the implementation of each project. The joint expert council, considering experts recommendations, has the right to provide project implementation grants lower than the amount requested in the application.

### 5.3 Applications must include the following:

- An electronic (scanned) copy of the current edition of the organization's charter (including any and all amendments).
- An electronic (scanned) copy of a document confirming that the person submitting the application on the organization's behalf is authorised to do so - if such power of attorney is not already clearly indicated in the unified state register of legal entities.
- A letter of support from the applicant's current financial partners.
- A letter of support from the applicant's financial partner, to which the applicant has successfully reported on received funds.

Each of these documents to be submitted as a single file in pdf format.

- A non-profit, non-governmental organization shall have the right to include additional information and documents with its application in accordance with the evaluating criteria defined in this document.

5.4 An Organization may submit only one application to participate in each area of competition, as specified in clause 3.2 of these Regulations, however no Organization may be awarded a grant for more than one project within each period of competition.

It is not permitted to submit two or more applications to participate in the competition, in which the brief description of the project, justification of the project's social significance, its goal or goals and objectives, the project schedule and/or the project budget coincide in content by more than 50 percent.

If an Organization has submitted several projects for consideration (in different areas of activity) and two or more of that organization's applications go on to win, the Foundation will independently select which of the winning projects will ultimately receive the grant applied for.

5.5 The following may not be covered by a grant:

- Expenses not directly related to implementation of the stated project.
- Expenses for the acquisition of real estate (including land) or the capital cost of constructing new buildings.
- Expenses for the purchase of alcohol or tobacco products, or luxury goods; or expenses connected with gambling, pornography or any illegal activity.
- Expenses involving the financing of political parties, campaigns and actions, the preparation and conduct of rallies, demonstrations, pickets, or promoting religion.
- Repayment of an organization's debt.
- Payment of fines and other penalties.
- Funding for the purchase of any assets that do not fully serve the stated beneficiaries.

## **6. Project Implementation Terms**

6.1 The term of the project (relating to activities for which a grant is requested) should not begin before October 1, 2020 and end no later than December 31, 2021.

6.2 The Competition Committee may establish special conditions for the independent examination of long-term projects, including considering the provision within the applications for participation in confirming the rationale and inexpediency of project implementation within the time period specified in paragraph 1. above.

6.3 The term of a contract may be extended by additional mutual agreement of the parties.



## 7. Evaluation Criteria for Competition Applications

7.1 The Evaluation of applications for participation in the competition will be carried out in accordance with the following criteria on a ten-point scale. '0' indicates that the application does not meet the criteria at all, and '10' indicates an absolute match:

Criteria	Application for the amount up to 700,000	Application for the amount up to 5,000,000	Application for the amount up to 12,000,000
Addressing a clearly identified problem that qualifies for the Foundation's support	✓	✓	✓
The validity of social impact	✓	✓	✓
Proven social impact (confirmed by external experts or data showing tangible life changes for the target groups)		✓	✓
Qualitatively and quantitatively exhibiting indicators that project goals, objectives and activities are being achieved	✓	✓	✓
A clearly systemic solution and identifiable long-term results		✓	✓
Early stage development (from 1 to 3 years of the organization's existence)	✓		
Scale stage - the project expands in scope and/or geography	✓	✓	
The project can be considered an example of "Best Practice"	✓	✓	✓
Potential project effectiveness in terms of time, resources and positive social impact	✓	✓	✓
Geographical coverage	1 or more region	1 or more regions, Moscow only subject to expansion to other regions	1 or more regions, Moscow only subject to expansion to other regions
Budget realism and cost justification			

		✓	✓	✓
Reliability of the applicant organization, reputation		✓	✓	✓

## 8. Procedures for giving grants and overseeing their use

8.1 A donation agreement (hereinafter - the Agreement) is concluded with the competition winners for a period of one year.

8.2 In the event that a competition winner is found to have submitted false documents and (or) false information to the Foundation, including false assurances, the Foundation has the right to exclude that participant from the list of competition winners and terminate any resulting Agreement.

8.3 Obligations of competition winners:

8.3.1.1 Use the grant only for the specified project.

8.3.1.2 Maintain separate records of how the Grant has been spent, as well as separate records of property or assets acquired with Grant funding.

8.3.1.3 Submit reports to the Foundation in the manner and within the time stipulated by the Agreement; and submit to the Foundation any information and documents required to confirm that funds are used for the intended purpose of the Grant and that the competition winner is acting according to the terms of the Agreement, in the manner and within the time stipulated by the Agreement concluded with the Competition winner.

8.3.1.4 Return to the Foundation any portion of the Grant that was not used by the competition winner during the project implementation period.

8.3.1.5 To return to the Foundation any portion of the Grant, that may have been used by the competition winner for any purpose not specified in the application (including that which was recognized by the Foundation as being used for other purposes).

8.3.1.6 To return to the Foundation any portion of an awarded Grant, not ultimately used by the competition winner between the day upon which funds were transferred and any future date upon which the Foundation, at its discretion and after due notice, terminates the contractual agreement with the recipient.

8.3.1.7 To prominently display the Foundation's logo and mention the Foundation in all publicity, public information and any other reporting, and in all external communications making direct reference to the project funded by the awarded grant.

8.4 The Foundation awards grants in accordance with written agreements concluded with competition winners.

8.5 The Foundation organizes and conducts a monitoring process for all projects for which Grants are provided (including monitoring the spending of funds granted). The results and outcomes of all projects, including social impact, will also be evaluated.

8.6 Monitoring of the spending of Grants awarded by the Foundation includes, but is not limited to:

- 8.6.1.1 Receipt and verification of reports required by the contract with the Competition winners.
- 8.6.1.2 Analysis of documentary evidence that all goods financed by the Grant have been received.
- 8.6.1.3 Failure to comply with the provisions of the agreement to provide required documents or other information may result in the suspension of the provision of further grant funds.
- 8.6.1.4 Agreements may be terminated without notice in the event of misuse of grant funds or the discovery that competition winners submitted falsified documents, or that a winning application included false assurances.
- 8.6.1.5 Reclaiming (if necessary by recourse to legal sanctions) of the grant sums to be returned to the Foundation by a competition winner.

## **9. Contest participants' Personal data**

9.1 By entering the Competition, all Applicants and participants give consent for any and information voluntarily provided by them, which may include personal data, may be processed by the Foundation in fulfilling its rights and obligations under the terms stipulated in these Regulations.

9.2 Applicants further acknowledge that personal data submitted with or in support of an application to participate in competitions will be studied and potentially acted upon by the Foundation and give informed consent for any such use of personal data. All applicants also warrant and confirm that all individuals named in the application and whose personal information may be submitted with the application have given their informed consent for that personal information to be used in support of the application. Personal data subjects may include photographs and videos of projects related to the Competition, which may be used by the Foundation to verify satisfactory progress of the project in question.

9.3 The Foundation guarantees to take all necessary and reasonable measures to protect any personal data and other information provided by Competition participants against unauthorized access in accordance as required by the legislation of the Russian Federation.

## **10. Final provisions**

10.1 The Foundation will not reimburse any expenses incurred by applicants in respect of the costs of participating in the competition though the Foundation may at times and at its sole discretion choose to reimburse such expenses.

10.2 The Foundation under no obligation to notify applicants of the results of the competitions or to offer explanations if an application is not successful, this includes sharing expert assessments and conclusions. Unsuccessful applicants may receive feedback on why their grant application was declined by written e-mail request to be received by the foundation no later than December 31, 2020.

10.3 The applicant bears the risk of consequences of not receiving legally significant messages from the Foundation sent to the email address indicated in their application to participate in the competition.

**Application for participation in the grant competition  
of the CSS Charitable Foundation**

	<b>Question on the application form</b>	<b>Commentary for the applicant</b>
<b>1</b>	<b>Applicant</b>	
1.1	FULL NAME*	Full name of person applying on behalf of the organisation
1.2	Contact details*	Phone, email
1.3	Position in organization *	Title and role within the organisation
1.4	Will the applicant implement the specified project? If not, enter the full name and position of the person responsible for the project *	
1.5	How did you hear about the competition?	Eg, Social media, Media, colleague, friend, other
<b>2</b>	<b>Organization</b>	
2.1	Full name of organization *	
2.2	How is the organization best known?	
2.3	Information about the applying organization *	Include links to website, social media profiles
2.4	PSRN (Primary State Registration Number)*	Document scan
2.5	ITN (Individual Taxpayer Number)*	Document scan
2.6	Charter*	Attach copy
2.7	Director *	Name and contact details. If the applicant is not the head of the organization, please attach a letter of consent from the head.
2.8	Is your organization in any stage of bankruptcy? *	If yes, indicate which?
2.9	Does your organization subject to any legal proceedings as a defendant? *	If yes, please provide details
2.10	Is your organization in debts, eg loans, taxes or fees? *	Attach a certificate of absence of tax arrears
2.11	Organization Mission *	
2.12	Long-term social performance goals *	State some of the organization's goals that you hope to achieve in the next 10 years

		1) With this project, and; 2) other projects implemented by the organization		
<b>3</b>	<b>Project</b>			
3.1	Project name*			
3.2	Brief Project Description*	(up to 3000 characters)		
3.3	Project Geography*	In what region or regions will the project be implemented. If expansion is planned, what additional regions will benefit?		
3.4	Project Start Date*	dd.mm.yyyy		
3.5	Project End Date*	dd.mm.yyyy		
3.6	Sum for  which the project is submitted*	The applicant may apply for the following grant amounts: If the organization has existed for less than 1 calendar year at the time of application, up to 700,000 rubles; If the organization has existed for more than 1 year and implementating the project will expand its scope and scale - up to 5,000,000 rubles; If the organization has existed for more than 3 years and implementating the project will serve to promote "best practice" - up to 12 million per year (maximum 3 years).		
3.7	New or current project*			
3.8	If the project is current*	Project Start Date	Funding Sources	Volumes of invested funds (in cash or kind)
3.9	Justification of the project's social significance*	What acute problem(s) will the project address. Provide statistics confirming the relevance and severity of the problem, and an analysis of other organizations dealing with the issue		
3.10	Project Target Groups*	Choose one of the following categories: <ul style="list-style-type: none"> <li>● Children without parental care.</li> <li>● children with disabilities, either physical and/or developmental.</li> <li>● children (and their families) living in extreme poverty or deprivation.</li> <li>● Victims of child abuse, and their families.</li> <li>● The children of low-income families.</li> </ul>		

		<ul style="list-style-type: none"> <li>● Families of children displaying behavioural problems.</li> <li>● Children coping with exceptional and insurmountable circumstances that may pose a risk to life or future development..</li> </ul>
3.11	Which goal of the CSS Competition the project is aimed at*	<p>Please select from the list:</p> <p>1. Solving the acute problems of children from 0 to 18 years of age who are in a difficult life situation (see paragraph 2.1.10) by:</p> <ul style="list-style-type: none"> <li>1.1 Accompanied residence and/or accompanied employment.</li> <li>1.2 Integrating former family center pupils and foster children.</li> <li>1.3 Provision of psychological support and counselling for parents and families in crisis.</li> <li>1.4 Engendering independence for vulnerable families.</li> <li>1.5 Exchange of best practice for professionals working with vulnerable families and children.</li> <li>1.6 Work with the parents of disabled children to develop and build their skills and preparedness for the challenges they face.</li> <li>1.7 Projects that improve the quality of education for deprived or underprivileged children.</li> <li>1.8 Provision of vocational training skills and education for children nearing adulthood.</li> <li>1.9 Promotion of a healthy lifestyle culture through enhanced educational initiatives.</li> </ul> <p>2. The solution of acute social problems of people from 0 to 44 years of age with disabilities through:</p> <ul style="list-style-type: none"> <li>2.1 Support projects for families raising children with developmental disabilities.</li> <li>2.2 Accompanied Living and Accompanied Employment Projects.</li> <li>2.3 Projects for the systemic development of inclusion.</li> <li>2.4 Projects that improve the quality of</li> </ul>

		education. 2.5 Projects sharing best practice and techniques for professionals.
3.12	Project goal*	
3.13	Project objectives*	
3.14	Project Events*	State all known project activities, including dates and expected number of participants.
3.15	Project partners*	Please list any current project partners, including a partnership form or other confirmatory documents (eg. contracts, agreements, letters of support)
3.16	Quantitative results *	How many representatives of the Target Audience will the project help during the specified term?
3.17	Qualitative results*	State exactly what will change lives for the Target group and how. Include expert opinions confirming the feasibility of the envisaged outcome. Include details of long term benefits and changes after the project is completed.
3.18	How will the project help Beneficiaries to become happy and independent adults?	
3.19	Project Manager *	Full Name, position, contact information, brief description experience and interest in this project
3.20	Project Team *	Please list all project team members, including full names, experience, positions and specific roles within the project
3.21	Project presentation	Presentation of the project in pdf, pptx or video format.
3.22	Additional project information	Please add anything else you think the Foundation experts will find useful
<b>4</b>	<b>Project estimate</b>	
4.1	Grant applied for from CSS *	
4.2	The total cost of the project *	
4.3	Other sources of financing	(If any)
4.4	Estimated cost breakdown*	Please list what you plan to spend the grant on. (Pay attention to clause 5.5 of the Competition Regulation)



## Competition schedule 2020

### First Round

<b>Stage</b>	<b>Dates</b>
Application Collection	June 1 – July 31
Examination of applications by Foundation representatives and Experts	August 1 – September 1
Final interviews with shortlisted applicants	September 1 - 15
Winners Announced	September 15

### Second Round

<b>Stage</b>	<b>Dates</b>
Application Collection	September 1 -October 31
Examination of applications by Foundation representatives and Experts	November 1 – December 1
Final interviews with shortlisted applicants	December 1 – 15
Winners Announced	December 15