

APPROVED
by resolution of the Presidium
of CSS Charity Foundation
(Minutes No. 9 of 27 April 2023)

STRONGER WITH CSS: BECOMING SELF-SUFFICIENT
COMPETITION REGULATIONS

CSS Charity Foundation (the “**Foundation**”) announces an **open competition *Stronger with CSS: Becoming Self-sufficient*** (the “**Competition**”). The Competition will be held as part of the *Stronger with CSS* charity program and is designed to support socially significant projects that are consistent with the mission and priority goals of the Foundation. The priority goal of the Foundation is to improve the circumstances of socially disadvantaged children, teenagers, and young adults (the “**Key Beneficiaries**”).

The **purpose of the Competition** is to promote successful integration of socially disadvantaged teenagers and young adults in the society using assisted living techniques.

Lines of work to support the Key Beneficiaries eligible for sponsorship in the Competition:

1. **Training apartments**

Social services on the basis of specially equipped premises for temporary accommodation of socially disadvantaged teenagers and young adults. Support from social workers in teaching independent living skills through mastering of the necessary social competencies and adaptation to independent life.

2. **Assisted living techniques**

Implementation, application and replication of (permanent) assisted living techniques for young adults with disabilities with the necessary assistance to develop and support self-sufficiency in everyday life to the maximum extent possible, and to ensure conditions for full-scale participation in social life.

3. **Professionals**

Training and improving the competencies of professionals working in the field of assisted living.

Projects must address the following **objectives**:

- **Formation of social and domestic skills and competencies** in teenagers and young adults from socially vulnerable groups to help them lead an independent and full adult life;
- **Formation of a positive outlook and vision of the future** in teenagers and young adults from socially vulnerable groups, enhancing their self-esteem and faith in themselves and their abilities;

- **Supporting the Key Beneficiaries' integration in the society**, including through promotion of tolerance in the society itself, and raising awareness about the principles and benefits of inclusion of socially vulnerable groups in the society on equal terms;
- **Improving the competencies, and stepping up involvement in the habilitation process, of the immediate social environment** (parents, significant adults, etc.) of the Key Beneficiaries;
- **Expansion and support of the community of professionals** working in the field of assisted living who provide direct or indirect support to the Key Beneficiaries.

Priority support will be given to:

- Projects promoting best assistance practices at regional level beyond Pskov, Moscow and Saint Petersburg;
- Partnership projects (involving several organizations working together);
- Projects that contemplate co-financing from other sources (with no percentage limits) and/or the applicant entity's own financial/non-financial contribution to the project, expressed in monetary terms.

Target audience of the Competition

1. Teenagers and young adults in difficult circumstances, aged 14 to 30:
 - left without parental care;
 - living in foster and substitute families;
 - with disabilities, i.e. physical and/or mental development conditions (*except those that require palliative care or teenagers and young adults with severe multiple development disorders*).
2. Birth and substitute families.
3. Professionals working with the above groups.
4. Non-profit non-governmental organizations working with the above groups.

Competition winner **selection criteria**:

1. Project meets Competition priorities

- The purpose of the project is logically aligned with the purpose of the Competition: in the event of successful achievement of the purpose, the project will contribute to the purpose of the Competition in one or more areas.
- The target groups of the project are in line with the terms and conditions of the Competition.
- The project is aimed at solving one or more objectives of the Competition.
- The application demonstrates that project experience (if successfully implemented) can be extended to other regions and/or other priority target audiences of the Foundation, and/or the project contemplates such experience sharing.

2. Validity of the planned social impact

- Project description contains a theory of change, i.e. a reasoned validation of how and why project activities will lead to achievement of the project purpose.
- All arguments are tied to the context of project implementation (including the features of the target group, the specifics of the region, and the peculiarities of the problem in question).

3. Sustainability of activities initiated by the project

- The application describes how the applicant entity intends to continue the activities initiated under the project after the project ends.

4. Risk assessment quality

- Project description contains an exhaustive list of possible adverse circumstances that may significantly affect the course and the outcome of the project.
- The impact on the project of each of such circumstances is analyzed.
- The project includes a list of measures to be taken by project actors to minimize or completely eliminate the adverse effects of each of such circumstances on achievement of the project purpose.
- All measures to be taken by project actors in the event of adverse circumstances are realistic.

5. Project budget quality

- The extent of resources needed to implement the project is tied to the project change theory.
- The cost estimate lists the cost of all resources required to implement the project, including the applicant entity's own financial/non-financial contribution expressed in monetary terms, and/or co-financing of the project from other sources.

6. Quality of performance indicators

- Project description contains the requisite and sufficient list of indicators linked to the main components of the project change theory (purpose, objectives, activities).
- All indicators have reasonable target and reliable baseline values, or project description contains a validation of why such values are not specified.

7. Project team potential

- The applicant entity has the necessary professional capacity to implement the project.

8. Transparency of the applicant entity

- The applicant entity has a website and/or a page in a social network
- The website contains up-to-date (regularly updated) information about the entity.

Funding amounts

The maximum amount of funding for a project, irrespective of the chosen line of work and region of implementation, is up to One Million Five Hundred Thousand (1,500,000) rubles.

For organizations registered 6 to 12 months before the Competition application deadline, the maximum amount of funding is up to One Million (1,000,000) rubles, irrespective of the chosen line of work.

The maximum amount of the grant fund for:

- projects implemented in Pskov, Moscow or Saint Petersburg may not exceed 30% of the total grant fund of the current Competition;
- projects implemented elsewhere in the Russian Federation (besides Pskov, Moscow and Saint Petersburg) must account for at least 70% of the total grant fund of the current Competition.

Activities or expenses not eligible for support in the Competition

1. Projects that contemplate activities not consistent with the statutory purposes and statutory activities of the applicant entity;
2. Projects focused on supporting and/or involvement in political activities or election campaigns;
3. Projects containing elements of extremist activities and/or directed at changing the fundamentals of the political system in the Russian Federation;
4. Commercial projects to generate profit;
5. Academic (research) studies;
6. Expenses relating to travel (business trips or training) outside of the Russian Federation;
7. Capital construction expenses. Construction and/or complete outfitting of greenfield living accommodation;
8. Expenses for rent, repairs and equipment of premises;
9. Projects involving separate events that are not an integral part of the project (e.g., a festival, celebration, competition, academic competition, etc.);
10. Projects aimed at promotion of military and patriotic education or preparation of individuals for military service;
11. Projects involving direct targeted financial or medical support to individuals, humanitarian or food aid, aid for subsidiary farming, or provision of personal means of life and activity support;
12. Acquisition and servicing of vehicles (except gasoline expenses and car maintenance costs borne by the provider in the course of project implementation);
13. Greenfield development of online platforms or websites, unless an integral and important part of a project.

Expense allocation

Administrative costs may not exceed **20% of total** requested funds. If a project contemplates the acquisition of equipment, administrative costs and the costs to purchase the equipment may not exceed in the aggregate **30% of total** requested funds.

Competition geography

The Competition can provide support to projects implemented throughout the Russian Federation.

Entities eligible for participation in the Competition

Russian non-profit non-governmental organizations registered under the laws of the Russian Federation with statutory purposes that do not conflict with the purposes and objectives of the Competition and the project submitted for the Competition.

Entities not eligible for participation in the Competition

- Political parties and movements;
- Governmental or municipal organizations;
- Religious organizations or organizations involved in religious activities;
- Trade unions, whether in the form of a public organization or in any other legal form (including in the form of association, union or non-profit partnership) whose statutory activities include the facilitation of professional activities;
- Governmental or local authorities;
- Commercial organizations;
- Foreign organizations or representative offices thereof.

Timeline of key stages of the Competition

Applications accepted from	1 June 2023
Final application deadline	14 July 2023
Technical review of applications	17–27 July 2023
Independent review of applications (Experts)	28 July–14 August 2023
Independent review of applications (Competition Committee)	15–22 August 2023
Interviews with Competition finalists, legal due diligence, decision on funding	23 August–14 September 2023
Announcement of winners	15 September 2023
Execution of agreements with winners	Before 30 September 2023

Funding sources of the Competition

The Competition is financed from the funds of the Foundation and from private donations by Russian or foreign grantors.

Project duration

The duration of projects may vary but may not exceed 12 months. The start and end dates of project implementation may not be earlier than 1 October 2023 and later than 30 September 2024, respectively.

Terms and conditions for participation in the Competition; application procedure

All applications must be submitted **online only** on the website of the Foundation:
<https://www.cssfoundation.org>.

To apply, the applicant must be registered in the system. Applications for the Competition made in any other manner (e.g., by mail, fax or email) will not be considered.

To apply for the Competition, the applicant must fill out all mandatory fields in the electronic form. The project must be in line with the priority focus areas, purpose and objectives of the Competition, the Charter of the applicant entity, and the laws of the Russian Federation.

The applicant entity is responsible for the accuracy of the information included in the application. If unreliable information is found therein, the application will not be accepted.

Consideration of an application for the Competition may be discontinued at the request of the applicant, sent by email to russia@cssfoundation.org. Such request can be made in any form on the letterhead of the entity and must be signed by a person authorized to act on behalf of the entity which submitted the application.

Applications received after the application deadline date and time specified in the Competition announcement will not be accepted.

Information and documents received after the specified time shall not be taken into account and will not be accepted.

An applicant may submit only one application for the Competition.

Attachments in the form of files with scanned copies of the following documents shall constitute an integral part of the application:

- Certificate of state registration of legal entity / record form from the Unified State Register of Legal Entities;
- Certificate of state registration (if a non-profit organization);
- Evidence of CEO's authority (e.g., election minutes, order, power of attorney);

- Certificate of registration of Russian entity with its local tax authority;
- Charter of the applicant (complete with all amendments), stamped by the registration authority;
- Extract from the Unified State Register of Legal Entities dated not earlier than one month before the application submission date;
- The most recent annual report filed with the Russian Ministry of Justice (or local office thereof) and posted on the web portal of the Russian Ministry of Justice;
- Balance sheet for the last year;
- Tax clearance certificate dated not earlier than one month before the application submission date;
- Signed and sealed letter of the entity's CEO confirming that the filed application is up-to-date and that the information provided is true (to be submitted if the applicant is a person other than the entity's CEO);
- Confidentiality agreement.

We recommend attaching to the application letters of support/cooperation agreements from partner organizations and regional or municipal authorities, and letters of reference from expert organizations or individual experts.

The application submission deadline is **12 AM** (Moscow time) on **14 July 2023**.

Application procedure and decisions on funding

Stage One

All applications submitted for the Competition will be subject to technical review and consideration by the Foundation for compliance with the formal criteria as set forth herein, namely:

- All required documents are attached with current dates;
- The project submitted for the Competition is in line with the statutory activities of the applicant entity;
- The project submitted for the Competition is in line with the purpose of the Competition;
- Project activities comply with the terms and conditions of the Competition Regulations;
- The entity meets the terms and conditions of the Competition Regulations;
- The requested funding is in line with the age of the entity;
- The ratio of administrative to program expenses is complied with;
- The project activity period is complied with

Applications that meet the formal criteria will be referred to independent experts for further review and evaluation.

Stage Two

To ensure transparency of the decision-making process with respect to funding, all applications received in the Competition will be subject to independent expert review. Each application will be evaluated by at least two (2) experts. The identities of the experts will not be disclosed.

Following the expert review, the Foundation will compile a shortlist of Competition finalists whose projects will have scored the largest number of points in accordance with the selection criteria set forth herein, and shall submit it to the Competition Committee. The evaluation of applications will be governed by the Regulation on the Independent Expert Review.

Stage Three

The Competition Committee is a collective body formed for approval of the preliminary list of Competition finalists recommended for funding to the management of the Foundation. Members of the Competition Committee may examine the shortlisted applications, their preliminary ranking, the scores and the experts' comments, hold meetings, and may also revise the evaluation of an application in scoring points with respect to one or more selection criteria.

Meetings of the Competition Committee shall be private. The identities of Competition Committee members will not be disclosed.

Stage Four

Winners of the Competition will be finally selected by the management of the Foundation. If necessary, Competition finalists will be interviewed in person and/or online, and a legal due diligence of the applicant entities will be carried out. A project may be amended by agreement between the parties. Accordingly, the Foundation reserves the right to request from Competition finalists additional information and documents.

Competition results

The results of the Competition will be posted on the Foundation's website, www.cssfoundation.org, on or before **15 September 2023**.

Execution of agreements with Competition winners

A special-purpose donation payment agreement will be entered into with each winning entity that submits all documents required hereunder by 30 September 2023.

Amendment of the terms or cancellation of the Competition

The Foundation reserves the right to amend, if necessary, the Competition Regulations. Such amendments to the Competition Regulations may be made during the first half of the

application acceptance period. In such event, the revised Competition Regulations will be posted on www.cssfoundation.org. The Competition may be cancelled at any stage thereof for reasons of force majeure and/or cessation of funding. For any other reason, the Competition may be cancelled only at the stage of acceptance and registration of applications.

The Competition shall be declared void if the number of registered applications that meet all requirements of the Competition Regulations is less than three.

Annexes to the Competition Regulations:

1. Application form;
2. Cost estimate form;
3. Timetable form.

We are looking forward to your applications.

Annex 1
to *Stronger with CSS: Becoming Self-sufficient*
Competition Regulations

APPLICATION FORM

	Item of the application	Comment for the applicant
1	DETAILS OF THE APPLICANT	
1.1	Last name*	
1.2	First name*	
1.3	Patronymic*	
1.4	Telephone number*	
1.5	E-mail*	
2	DETAILS OF THE ORGANIZATION	
2.1	Full name of the organization*	Please indicate the full name of the organization as in the registration documents
2.2	Abbreviated name of the organization*	
2.3	Full name of the chief executive officer of the organization*	
2.4	E-mail of the chief executive officer of the organization *	
2.5	Telephone number of the chief executive officer of the organization*	
2.6	Consent of the chief executive officer of the organization to participation in the competition*	Attach scan (signed and sealed) Signed and sealed letter from the chief executive officer of the organization confirming that the application is up-to-date and that the information provided is true
2.7	Confidentiality agreement*	Attach scan (signed and sealed) Print the sample agreement, fill in the missing information. To make changes to the automatically completed fields, you must make the appropriate changes to the data filled in when you registered the applicant.

*All sections marked with an asterisk must be completed. Incomplete forms will not be considered

2.8	Details of the applicant organization*	Provide a brief description of your organization's activities.
2.9	Website	If any
2.10	Profile in Vkontakte	If any
2.11	Main state registration number*	Attach scan Certificate of state registration of legal entity / Entry form from the Uniform State Register of Legal Entities (Form No. 50007) issued by the tax (registration) authority.
2.12	Certificate of state registration of non-commercial organization*	Attach scan Certificate of state registration of non-commercial organization issued by the Ministry of Justice of the Russian Federation
2.13	Document confirming the authority of the chief executive officer*	Attach scan E.g., election minutes, order, power of attorney
2.14	Taxpayer identification number*	Attach scan Certificate of registration of Russian organization with the tax authority at its location (Form No. 1-1-Account).
2.15	Charter*	Attach scan Charter of the applicant (as amended or supplemented) stamped by the registration authority
2.16	Uniform State Register of Legal Entities*	Attach scan Dated not earlier than one month before the application submission date
2.17	Most recent annual report filed with the Ministry of Justice*	Attach scan (signed and sealed) Most recent annual report (Forms OH 0001, OH 0002, OH 0003 or certificate of continuation of activity) filed with the Ministry of Justice (its local agency) and

*All sections marked with an asterisk must be completed. Incomplete forms will not be considered

		available on the web portal of the Ministry of Justice
2.18	Most recent annual balance sheet*	Attach scan (signed and sealed) Annual balance sheet according to OKUD forms 0710001 (accounting balance sheet), 0710002 (statement of financial results) and 0710003 (statement of the targeted use of funds) for the last reporting period.
2.19	Is your organization at any stage of bankruptcy proceedings?*	If yes, specify.
2.20	Is your organization involved in any litigation as a defendant?*	If yes, provide details
2.21	Does your organization have any tax arrears?*	Attach a tax clearance certificate dated not earlier than one month before the application submission date
2.22	Mission of the organization*	The mission of the organization according to the Charter.
3	DETAILS OF THE PROJECT	
3.1	Name of the project*	
3.2	Brief description of the project*	A maximum of 3,000 characters
3.3	Have you previously carried out activities similar to those stated in the project description, and what were the scope thereof and the financial expenditure; if yes, what is the novelty of the proposed project*	
3.4	Geographic coverage of the project*	Specify the region or regions where the project is implemented and, if scaling is planned, the planned new regions. If the project is to be implemented in a format that will cover the whole of Russia, select "All Russia". To select and attach a region, select it from the drop-down list, then click "ADD REGION". Repeat if more than one region is to be selected.
3.5	Target audience of the project*	Choose one or more answers: 1. Teenagers and young adults. 2. Families.

*All sections marked with an asterisk must be completed. Incomplete forms will not be considered

		<p>3. Professionals and mentors.</p> <p>4. Organizations.</p> <p>Complete a free-form description of the project's target audience.</p>
3.6	Project commencement date*	<p>DD.MM.YYYY</p> <p>The start date of the project is not earlier than October 1, 2023.</p>
3.7	Project completion date*	<p>DD.MM.YYYY</p> <p>The duration of the project does not exceed 12 months.</p> <p>The end date of the project no later than September 30, 2024.</p>
3.8	Substantiation of the social importance and relevance of the project and the chosen methods of work*	<p>Describe what acute problem the project solves. Provide statistics to demonstrate the relevance and urgency of the problem. Indicate what changes will make a difference in the lives of the intended audience, when the project is over and in the long term.</p> <p>Name the conclusions of an expert, which demonstrate the feasibility of the this planned result (if any).</p>
3.9	Focus areas in providing support to Key Beneficiaries*	<p>Choose one or more answers:</p> <ol style="list-style-type: none"> 1. Training apartments. 2. Assisted living technologies. 3. Specialists.
3.10	Purpose of the project*	
3.11	Project objectives*	
3.12	Project activities*	<p>Fill out and attach a calendar plan in Excel format, filled out according to the template.</p>
3.13	Project partners*	<p>Specify partners and type of support. Attach letters of support (if any). Note that you can attach several separate files.</p>
3.14	Quantitative deliverable 1*	
3.15	Quantitative deliverable 2 *	
3.16	Quantitative deliverable 3 *	
3.17	Quantitative deliverable 4 *	
3.18	Quantitative deliverable 5 *	

*All sections marked with an asterisk must be completed. Incomplete forms will not be considered

3.19	Qualitative deliverables*	
3.20	Monitoring and evaluation methods	Describe in detail the ways and methods for measuring effectiveness and efficiency of your project.
3.21	How and using what funds will the project be developed after the end of funding*	
3.22	Project leader*	Full name, position, contact details, brief statement as to why you are involved in this project
3.23	Project team*	Please list all members of the project team, including their full names, experience, positions and specific roles in the project
3.24	Experience of your organization in the chosen area	If the declared project is part of a long-term program, tell about the previous stages and their results in conjunction with the expectations of the project.
3.25	What grants and donations and from whom has your organization received over the last three years*	
3.26	Project presentation	Attach a project presentation in pdf or pptx format and/or a link to a video presentation of no more than 3 minutes.
3.27	Comments to project description	Any information concerning the project not covered by the items above which you would like to communicate to the experts and employees of the Fund
3.28	Information project support*	Indicate which of the following you are ready (plan, intend to) to do for the informational support of the project. Select all that apply. 1. Placement of the CSS Foundation logo on the organization's website and/or project page. 2. Publicity and promotion of the project with mentioning the sources of funding sources. 3. Regular provision of content about the progress of the project for publication on CSS information resources. 4. Placement of the CSS Foundation logo on promotional materials.

*All sections marked with an asterisk must be completed. Incomplete forms will not be considered

		5. Other.
3.29	Risk management*	Describe the risk factors as well as possible additional/alternative options for implementing the project in order to meet the stated objectives.
4	FINANCIAL	
4.1	Amount of funds requested from the Foundation*	
4.2	Total cost of the project*	
4.3	Other funding sources	List the sources of co-financing for the project
4.4	Detailed cost estimate*	Fill out and attach a detailed estimate in Excel format, filled out according to the template.

*All sections marked with an asterisk must be completed. Incomplete forms will not be considered

2	ADMINISTRATIVE EXPENSES												
	<p><i>Administrative expenses include:</i></p> <ul style="list-style-type: none"> - <i>Payroll of administrative and managerial staff (specify project involvement in percent);</i> - <i>Social charges on administrative and managerial staff payroll;</i> - <i>Lease of office premises;</i> - <i>Audit services;</i> - <i>Bank charges;</i> - <i>Accounting services;</i> - <i>Travel expenses not related to NCO's program activities;</i> - <i>Office maintenance costs;</i> - <i>Representation expenses;</i> - <i>Telecommunication services.</i> 												
	Total administrative expenses												
	Total expenses												

