

Regulations of the Kulczyk Foundation Grant Programme – 2nd Edition of “Hi Girls!” Ukraine 2022

Launching the 2nd Edition of the Kulczyk Foundation Grant Programme – “Hi Girls!” Ukraine 2022. Given the immense continued needs, we decided to launch a new edition of the Programme. We were also convinced to do so by the number of applications sent in the 1st Edition.

Grants from the “Hi Girls!” Fund are being forwarded to new organisations, with a view to helping them implement their most important projects. What we have put in motion is now going full steam ahead.

Thanks to the initiative of the Kulczyk Foundation and the actions taken by the Polish-Ukrainian Sisterhood, the life of Girls from Ukraine is becoming better. Many of them have started a new life over the Vistula, trying to adapt to the reality of Poland. Today, we are opening ourselves to their further needs.

The needs of those Girls who have found their second home, and those who want to return to Ukraine and help rebuild it. Our goal is also to help Women and Children in other places across the globe who have been forced to leave their homes, fleeing from war, violence or persecution.

We are launching the 2nd Edition of our Grant Programme thinking about the future and further projects entwined in the network of our shared values: compassion, understanding and Sisterhood.

I. General conditions

1. The organiser of the Kulczyk Foundation Grant Programme – 2nd Edition of “Hi Girls!” Ukraine 2022 (hereinafter: the “**Programme**”) is Kulczyk Foundation, established and operating under the Polish law, having its registered office at ul. Krucza 24/26, 00-526 Warsaw, entered into the Register of Associations, Other Social and Professional Organisations, Foundations and Independent Public Health Care Institutions of the National Court Register under KRS [National Court Register] number 0000471002, NIP [Tax Identification Number]: 7010414847 (hereinafter “**Foundation**”).
2. The Programme is addressed to non-governmental organisations, associations, foundations, cooperatives, cultural institutions, social enterprises, higher education institutions and their special purpose vehicles, as well as local government units and organisational units reporting thereto or supervised thereby – established and operating in accordance with the Polish law and carrying out activities for the benefit of the communities in Poland or Ukraine – which may submit grant applications under the Programme (hereinafter: “**Applicants**”).
3. An Applicant who has submitted an appropriate application for the registration of an entity listed in item 2 in a relevant register, record, court or administrative authority, required for the entity's establishment in accordance with the Polish law, but who has not obtained a decision on the registration of this entity yet, is allowed submit an Application in the Programme. A project covered by an Application of such an Applicant submitted in the Programme may also include the stage and costs of establishment and registration of such an entity. In this case, an Applicant shall, together with their Application, provide a

copy of the submitted application for registration of that entity along with the attachments and the confirmation of its submission (which is a formal condition for the submission and acceptance for consideration in the Programme of such an Application). If a decision is taken to award a grant to such an Applicant, the grant shall be awarded under the condition of registration of the aforementioned entity within 60 days from the date on which the decision to award the grant is delivered to the Applicant. The Agreement referred to in part III, item 11 of the Regulations is concluded with the aforementioned entity after registration (not with the Applicant) - this entity shall be considered the Programme's Beneficiary. The Applicant shall promptly inform the Foundation about the registration of the entity. In the event that the registration of the entity does not take place within 60 days from the date on which the decision to award the grant is delivered, such a grant shall be deemed not to have been awarded, without the need for the Sisterhood's further decision in this respect.

4. The Foundation has created a "Hi Girls!" Support Fund for Women and Girls from Ukraine (hereinafter: the "**Fund**") which is a special purpose fund created in order to collect and distribute funds for a long-term help provided to Ukrainian women and their families affected by the war, in particular to those fleeing Ukraine as a result of the war. The Foundation is an entity collecting resources under the Fund, managing, disbursing and allocating the Fund's resources as well as coordinating and overseeing the allocation and disbursement process.
5. The aim of the Programme is to distribute the pool of the Fund's resources allocated by the Foundation for the grants to finance or co-finance projects that fulfil the objectives of the Fund and the Programme and, in the assessment of the Foundation and the Polish-Ukrainian Sisterhood, mentioned in part III of these Regulations (hereinafter: the "**Sisterhood**"), meet the Programme's criteria to the highest degree.
6. As a matter of principle, the grants under the Programme are awarded for projects whose aim is to help women and children of Ukrainian origin.
7. Applications for a grant under the Programme (hereinafter: the "**Application**") are accepted within the deadline published on the Foundation's website and specified in these Regulations of the Kulczyk Foundation Grant Programme – 1st Edition of "Hi Girls!" Ukraine 2022 (hereinafter: the "**Regulations**").
8. The total maximum value of grants that may be awarded under the Programme is PLN 950.000 (in words: nine hundred fifty thousand zloty 00/100.) The total amount of grants awarded in the Programme may be lower than the above amount, in accordance with the amounts of grants awarded in the Programme under the Sisterhood's decision. The minimum amount that an Applicant may apply for under the Programme is PLN 25,000 (in words: twenty-five thousand zloty 00/100), whereas the maximum amount is PLN 75,000 (in words: seventy-five thousand zloty 00/100.)
9. The final amount of the grant awarded to the Applicant in the Programme may vary from the amount requested and is subject to the decision of the Sisterhood. The amount of the grant is a maximum amount; where the provisions of law specify this, the Foundation as taxpayer shall deduct input tax or other public and legal charges, or they will be charged to the Applicant in accordance with the applicable law.
10. It is necessary to read and accept the Regulations in order to participate in the Programme. Submission of an Application confirms that the Applicant has read and accepted the Regulations.

II. Applications and deadlines for their submission and consideration

1. Applications drawn up in Polish should be submitted from 20 October 2022 to 30 November 2022, until 5:00 PM.
2. The announcement of grant awards shall be published on the Foundation's website www.kulczykfoundation.org.pl and www.czescdziewczyny.pl; information about the grant award and its amount shall be communicated to the Beneficiary by 31 January 2023.
3. The Applications which have been completed using the application form available on the Foundation's website www.kulczykfoundation.org.pl and www.czescdziewczyny.pl (hereinafter: the “**Form**”) and submitted in accordance with the Regulations shall be considered under the Programme.
4. The date and time of submission of the Application is the date and time on which the Foundation receives the completed Form, signed and scanned in a PDF format (maximum: 10 MB) and sent to: granty@kulczykfoundation.org.pl.
5. In order for an Application to be submitted and accepted for consideration, all fields of the Form intended for the Applicant must be completed correctly.
6. Within 3 working days of receiving the Application, the Applicant will receive an email confirmation that the Foundation has received the Application. Confirmation of Form’s receipt sent from the address granty@kulczykfoundation.org.pl is not tantamount to an assessment of the correctness of the Application's submission or its substantive assessment..
7. The Foundation does not call for the Applicants to complete the Application in case of formal defects. The Applications that do not meet the formal requirements will not be considered.
8. The submission of an Application, as well as the confirmation of receipt of an Application, shall not be tantamount to its formal or substantive assessment, its consideration or the awarding of a grant.
9. Within the grant amount applied for, a maximum of 10% may be allocated to the administrative costs of the project, including, e.g., costs of maintaining office space, running accounting, purchasing stationery, hiring a coordinator or manager or other staff directly engaged in the management, accounting and monitoring of the project or the performance of other administrative actions within the project, in particular costs of remuneration for these people, their professional assignments, etc.
10. The project should start no later than 30 days after the date the Agreement referred to in part III, item 11 of the Regulations is concluded.
11. Projects that have already been completed (in which the grant would be used to cover, for example, the financial receivables of completed projects) cannot be submitted to the Programme.

III. Awarding of grants

1. Decisions on the awarding of grants under the Programme are made by the Polish-Ukrainian **Sisterhood** (referred to in the Regulations as the “**Sisterhood**”.) The President of the Foundation’s Management

Board manages the work of the Sisterhood, convenes and guides the discussions and work of the Sisterhood.

2. The Sisterhood shall decide on the award of grants to selected projects included in the Applications submitted for its decision in accordance with item 7 and on the basis of the objectives and criteria adopted in the Regulations.
3. The projects submitted under the Programme will be assessed from the perspective of achieving the Fund's and the Programme's objectives listed below and according to the criteria indicated in item 4:
 - a. Professional activation.
 - b. Support for social adaptation.
 - c. Psychological support.
 - d. Humanitarian aid.
 - e. Support for educational initiatives.
 - f. Support for scientific initiatives.
 - g. Support for cultural initiatives.
 - h. Strengthening social infrastructure.
4. Projects submitted under the Programme will be assessed according to the following criteria and within the scale for the following categories:
 - a. The project's focus on making a real difference and improving the situation of women and children (especially those affected by war, refugeeism and social exclusion) (0-15 points),
 - b. Cooperation with the local community (0-15 points),
 - c. Involvement in the project of Ukrainian entities or persons of Ukrainian origin or entities or persons (refugees) from other countries at war (0-15 points),
 - d. Meeting the needs of beneficiaries struggling with the problem (0-15 points),
 - e. Applicant's transparency and efficiency (0-10 points),
 - f. Attention to the effectiveness and efficiency of the project (0-10 points),
 - g. A credible and reliable cost estimate (0-10 points),
 - h. Volunteers' participation in the project (0-5 points).
5. No grant will be awarded to a project scoring 50 points or below, also if there are no Applications with higher scores or if the amounts of the grants requested in the Applications with higher scores do not exhaust the pool of funds allocated for the grants under the Programme, as defined in part I, item 8 of the Regulations.
6. If an Application does not meet the Programme requirements for formal reasons, it is not subject to substantive assessment.
7. The Programme Coordination Team appointed by the Foundation verifies the submitted Applications, in particular as regards their fulfilment of the Programme and Regulations requirements and the substantive assessment of the Application. A minimum of 30 Applications which have not been rejected and are recommended by the Programme Coordination Team will be submitted to the Sisterhood to decide

whether to award the grant. The decisions of the Programme Coordination Team in this respect are binding and final and cannot be appealed.

8. The decision of the Sisterhood, in particular regarding whether or not to award a grant, cannot be appealed. The decisions of the Sisterhood are binding and final.
9. The decision to award the grant shall be communicated to the Applicant by email. The Applicant who has not been awarded a grant will also be informed of this by email.
10. In the case of a successful Application which will be awarded a grant, the Foundation may request to receive documents by email or by post (in particular, e.g. a statement of acquaintance and acceptance of the Regulations, a statement of having read and accepted the Regulations, information on personal data processing by the Foundation or registration and statutory documents of the Applicant) within 7 working days from the date of informing the Applicant about the grant award. In the case of postal correspondence, the date of the postmark will determine whether the deadline has been met, whereas in the case of email correspondence, it will be determined by the date of email receipt by the Foundation. The envelope should be marked “Confirmation – KF grants” under the recipient's (Foundation's) data or in an email. Failure to send the required documents within the above-mentioned time limit means that the Applicant resigns from the grant and results in the grant being refused without the need for the Sisterhood to make a decision in this regard, unless the Applicant provides the Foundation with a justification for missing the deadline within 3 days of the expiry of the above-mentioned deadline and the Foundation accepts it, in which case the Applicant will send the documents within an additional time limit set by the Foundation.
11. An agreement specifying in detail the conditions and deadlines for disbursement of the grant (hereinafter: the “**Agreement**”), the model of which, along with its annexes, constitutes an appendix to the Regulations, shall be signed with each Applicant whose Application has been approved and who has been awarded a grant under the Programme (hereinafter: the “**Beneficiary**”). The Agreement should be concluded within 60 days of informing the Beneficiary that they have been awarded a grant under the Programme. If the Beneficiary refuses to conclude the Agreement in the aforementioned deadline, this shall mean that the Applicant rejects the grant awarded and the grant is refused – without the need for the Sisterhood to make a decision in this regard – unless the Foundation and the Beneficiary agree on an extension of the deadline and the Agreement is concluded within the extended time limit.
12. The resources not used by the Beneficiary under the grant within the time limit specified in the Agreement are to be returned to the Foundation's bank account, under the conditions specified in the Agreement.
13. Funding awarded under the Programme must be appropriately recorded and highlighted in the Beneficiary's external communication, e.g. in reports and publications made available in connection with the project or in advertisements or announcements relating to the project, in the manner specified in the Agreement.

IV. Settlement of grants

1. The Beneficiary should settle the grant awarded within 30 days from the date the project is implemented, but not later than 31 December 2023 at 11:59 PM.
2. The settlement shall be made by submitting, within the deadline referred to in item 1 above, a report on the use of the grant containing an account report and a factual report on the implementation of the project, in particular the elements and annexes specified in this part IV of the Regulations (hereinafter: the “**Report**”). The Report shall indicate which costs have been financed by the grant, along with a detailed breakdown of the costs, and shall submit a summary the documents in accordance with the model annexed to the Agreement.
3. The report should be submitted by:
 - a. email – by sending a set of signed and scanned documents to the email address: granty@kulczykfoundation.org.pl with an annotation: “Settlement – KF grants”
or
 - b. post – by sending a printed set of signed documents to the following address: Kulczyk Foundation, ul. Krucza 24/26, 00-526 Warsaw, with an annotation: “Settlement – KF grants.”
4. In the case of a Report sent by email, the date and time of its submission shall be the date and time of receipt of the email by the recipient.
5. In the case of a Report sent by post, the date and time of submission shall be determined by the postmark.
6. All accounting documents related to the project for which the grant is awarded should be issued in the name of the Programme Beneficiary.
7. The Report shall be supplemented by a list of documents according to the model attached to the Agreement. At the request of the Foundation and within the time limit indicated by the Foundation, the Beneficiary is obliged to submit scans of properly described accounting documents concerning the project.
8. The Project Report should include photos, possible scans of press publications or other materials concerning the implementation of the project.
9. Failure to submit the Report within the deadline specified in item 1 above, or a submission of a Report that does not meet the requirements specified in this part IV of the Regulations, entitles the Foundation to claim reimbursement of the grant amount in full, without the need to call upon the Beneficiary to submit the Report or to correct/complete the Report, respectively. The Agreement may also provide for other cases entitling to claim the reimbursement of the grant.

V. Personal data processing

1. In connection with the implementation of the Programme, the Foundation collects and processes personal data in accordance with the Regulations and generally applicable laws, including in particular the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the

protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (hereinafter: “**GDPR**”).

2. The Foundation is the data controller of personal data of natural persons acting on behalf of the Applicant or submitted by the Applicant to the Programme.
3. Personal data will be collected for the purpose of implementing the Programme, including its settlement, fulfilling legal requirements in connection with the Programme and for archival purposes. The Foundation is entitled to process the personal data of natural persons acting on behalf of the Applicant or submitted by the Applicant, to the extent necessary to implement Programme.
4. The detailed conditions for the processing of personal data by the Foundation in connection with the Programme are set out in the information clause which forms part of the Form.
5. The provision of personal data is voluntary, but necessary in order to participate in the Programme.
6. In order to exercise one' s rights in relation to data protection, it is necessary to send the relevant information to the following email address: iod@kulczykfoundation.org.pl.

VI. Miscellaneous

1. The Regulations enter into force on the date of the Programme’s announcement, i.e. 20 October 2022, and are available on the Foundation's website: www.kulczykfoundation.org.pl and www.czescdziewczyny.pl
2. By submitting an Application under the Programme, the Applicant confirms that they are familiar with the Regulations, the Agreement and the information clause referred to in part V, item 4 of the Regulations and agrees to the Programme conditions contained within them and to the terms and conditions of the Agreement.
3. The Foundation reserves the right to make changes to the Regulations at any time without giving any reason. Information concerning amendments to the Regulations will be published at the Foundation’s website, www.kulczykfoundation.org.pl and www.czescdziewczyny.pl Amendments to the Regulations come into force within 3 days of the publication of the amended Regulations on the Foundation's website. The Foundation will inform the Applicants who submitted Applications about the change in the Regulations by sending relevant information to the email address of the Applicant indicated in the Application, prior to the change coming into force.
4. For matters not regulated by these Regulations, the provisions of the Polish law shall apply.
5. The Polish language version of the Regulations is binding. If the Regulations are drawn up in other language versions, and discrepancies arise between them, the Polish language version shall be decisive.