

Approved by
the Resolution of the Council of
Charitable Fund for Child & Family
Support “Teresa”
Minutes No. 02-2022
dated February 18, 2022

REGULATIONS
on Charity Program «Next to Family»

1. General Information

1.1. Charitable Fund for Child & Family Support “Teresa” (“Fund”) is the unitary non-profit organization without membership established under the legislation of the Russian Federation and registered in the Unified State Register of Legal Entities under the Primary State Registration Number (OGRN): 1037739728620, Taxpayer’s Identification Number (INN): 7718129902, Tax Registration Reason Code (KPP): 770501001, located at 73 Sadovnicheskaya str., bldg. 1, office 2, Moscow.

1.2. To achieve its statutory objectives, the Fund has decided to approve this Charitable Program “Next to Family” (“Program”).

2. Tasks and Objectives of Program

2.1. The Fund implements the Program in accordance with its statutory objectives. In particular, the Fund:

- 2.1.1. Implements social, charitable and cultural programs, provides financial and material support for children from low-income families;
- 2.1.2. Assists in strengthening the family image and role in the society;
- 2.1.3. Assists in protection of motherhood, childhood and fatherhood;
- 2.1.4. Assists in spiritual development of an individual;
- 2.1.5. Assists in promotion of healthy lifestyle;
- 2.1.6. Assists in improvement of moral and psychological state of citizens.

2.2. The Program implemented for the purposes hereof is aimed at solving the following tasks:

- 2.2.1. Provision of financial aid to families whose financial position does not allow them to independently support a family member ¹ who undergoes treatment or rehabilitation after an illness outside the municipality where he/she is registered;
- 2.2.2. Assistance in improvement of moral and psychological state of persons who undergo treatment or rehabilitation after an illness outside the municipalities where they are registered, by providing such persons’ family members the possibility to accompany them when they receive healthcare services;
- 2.2.3. Assistance in strengthening family values by providing family members of those who became ill or undergo rehabilitation after a disease with the possibility to accompany them during treatment outside the municipality where they are registered;

¹ Pursuant to this Program, the family members include: spouses; parents and children; adopters and adoptees; brothers and sisters; grandparents and grandchildren; persons who actually upbringing and support minor children; stepfather and stepmother, stepsons and stepdaughters.

2.2.4. Assistance in protection of motherhood, childhood and fatherhood by providing material and financial targeted aid to families in difficult circumstances, as namely:

2.2.4.1. Families whose financial situation does not allow them to provide a decent living minimum for all family members;

2.2.4.2. Families whose moral and psychological state does not allow them to provide a decent living minimum for all family members;

2.2.4.3. Families who are in a difficult financial situation due to the impact of natural and man-made emergencies;

2.2.4.4. Families who are in a difficult financial situation due to a disability or need for treatment of a family member, loss of breadwinner or permanent income, need to incur considerable unforeseen expenses.

3. Period of Program Implementation

3.1.1. Start of the Program implementation: 15 September 2021

3.1.2. Finish of the Program implementation: 15 September 2022.

3.1.3. The Program implementation period may be changed, and the Program may be early terminated according to the established procedure.

4. Territory of Program Implementation

4.1. The Program shall be implemented within the Russian Federation.

5. Stages of Program Implementation

5.1. The Program requires the Fund to implement throughout the entire period of the Program the following actions (stages) not limited in time:

5.1.1. Dissemination of information about the Program;

5.1.2. Public awareness of the fundraising required to implement the Program (including through topical round tables, workshops, expert meetings, information events, as well as information resources on the Internet, etc.);

5.1.3. Accumulation of donations, their further spending (for charitable assistance) and monitoring of whether the Program Participants use charitable assistance in compliance with the Program objectives;

5.1.4. Check whether donations are spent for intended purposes under the Program and provision of reports on their spending.

6. Key Activities of Program

6.1. The Program is implemented through arrangement and performance of the following activities:

6.1.1. Accumulation of donations;

6.1.2. Provision the Program Participants with the charitable assistance according to the Program conditions;

6.1.3. Monitoring over the charitable assistance usage by the Program Participants, check of whether the funds are spent by the Program Participants for intended purposes, processing of reports;

6.1.4. Information support of the Program;

6.1.5. Workshops, round tables, expert meetings and other information events, which meet objectives of the Program.

7. Amount and Sources of Funding, Program Estimate

7.1. The Program is funded by donations of legal entities and individuals (“Donors”). Funds donated by the Donors are spent during the Program period, unless otherwise established by the relevant contract or another agreement with the Donor.

7.2. All donations received are obligatorily recorded in the Fund’s accounting records. The procedure for recording donations received by the Fund is governed by the existing accounting standards and this Program.

7.3. The total amount of the Program funding is defined by the amount of monetary funds received from the Donors² for the Program implementation. The Program estimate is provided for in Appendix No. 1 hereto.

7.4. If the amount of funds received is more than indicated in the Estimate, the excess funds should be spent during the next time period of the Program.

7.5. To implement the Program, the Fund disseminates information about the Program to the public and offers to enter into a donation agreement, which is a public offer to make targeted donations.

7.6. Transfer/remittance of donations or promise to make donations for the Program implementation are governed by the current legislation of the Russian Federation (Article 582 of the Civil Code of the Russian Federation).

7.7. Donations may be gathered through:

7.7.1. Direct transfer of a charitable donation to the Fund’s settlement account;

7.7.2. Transfer of a charitable donation to the Fund through electronic and other payment systems;

7.7.3. Other legal ways (all available methods are indicated on the Fund’s Web-site).

7.8. A property donation is made in the events established by the current legislation of the Russian Federation and based on an agreement and acceptance certificate. The value of the property donated is indicated by the parties in the agreement or defined based on its assessment results. The property received from the Donor shall become the Fund’s property upon its transfer and be subject to accounting in the Fund.

7.9. The Fund is an administrator of the funds donated.

7.10. Methods of donation to the Fund:

7.10.1. Crediting of monetary funds to the Fund’s settlement account:

The Donor may remit a charitable donation directly to the Fund’s settlement account, including remittance by legal entities/individual entrepreneurs under the payment orders, bank transfer by an individual directly through the Donor bank’s cash desk, payment in the Donor's personal account on the Donor bank’s website, debiting of monetary funds from the Donor’s bank card, etc.

7.10.2. Transfer of charitable donations through electronic payment systems:

The Donor may remit a charitable donation through electronic payment systems with or without intermediate crediting of the amount donated to the Fund’s account in the payment system based on an agreement entered into between the Fund and appropriate electronic payment system.

² The total budget of the charitable program may vary depending on the amount of funding raised at expense of the donations made by individuals and legal entities during its period. The annual estimate of the charitable program is approved for each fiscal year of the program period by the resolution of the Fund Council.

7.10.3. Donations in the form of goods, works, and services:

At the Donor's option, the donation may be made with or without a written donation agreement in the form of a single document entered into by the Donor and the Fund, by actual remittance or transfer of the donation to the Fund, which for the purposes of the Charitable Program means that the Donor has read, understood and acknowledged the terms of the Program and public offer. In both cases, the written form of the donation agreement is deemed to have been complied with.

7.11. Unless otherwise envisaged by the donation agreement in the form of a single document entered into by the Donor and the Fund, the donations made by the Donor by bank remittance or other transfer of monetary funds in favor of the Fund means that the Donor has read, understood and acknowledged the terms of the Program and public offer, and that the donation made is intended to be spent on charitable activities according to objectives and methods envisaged by the Program.

7.12. Donations from individuals and legal entities are spent during the Program period, unless other period is envisaged by appropriate agreement or other arrangements with the Donor.

7.13. The total amount of funding for the Program is defined by the amount of monetary funds received for the Program implementation from the Donors being individuals and legal entities. The Program estimate is provided for in Appendix No. 1 hereto.

7.14. In addition to the financial assistance to the Fund, the volunteers may also provide, on their own initiative, a gratuitous assistance in the form of works and/or services for the Fund and/or Program Participants. If necessary, conditions of such activity may be fixed in a civil law contract entered into by the volunteer and the Fund.

8. Expected Results of Program Implementation

8.1. It is expected that the Program implementation will result in the creation of a system of material and financial assistance to the categories of families listed in p. 2.2. of the Programs, who are unable to cover basic material and financial needs of family members and to accompany a family member who undergoes treatment or rehabilitation after a previous illness outside the municipality where he/she is registered. Enrollment into the Program will allow them to obtain financial and material targeted assistance, as well as financial assistance for accompanying family member through payment of travel and accommodation expenses if the treatment or rehabilitation is provided outside the municipality where the sick person is registered.

9. Procedure of Enrollment into Program

9.1. The Program participants are provided with charitable (financial) assistance upon their personal application to the Fund and without any competition.

9.2. Deadlines for acceptance of applications:

9.2.1. Applications are accepted until the end of the Program period.

9.2.2. Appeals are sent by potential participants of the Program directly to the Fund.

9.3. Conditions for accepting applications

9.3.1. Appeals (Applications) are drawn up in accordance with the requirements for the form of appeals (Appendix 2 to the Regulations).

9.3.2. Applicants-citizens of the Russian Federation, along with the application, must submit the following documents (copies or originals) to the Fund:

Consent to the processing of personal data (for each family member separately).

Copy of the passport of the Applicant and the second parent, if available (also pages of the

record of registration at the place of residence, children, marital status (even if the page is blank)).

Copies of birth certificates or passports for each child.

Information about the composition of the family:

in the case when any of the family members are registered separately for any reason, but live together (full family) - certificates confirming the composition of the family are provided from the place of registration of each family member;

if a woman is legally married, but does not live with her father (or vice versa), and he avoids raising children, the certificate from the place of residence should indicate: “does not live with her husband, does not receive alimony”;

if a woman is divorced and does not receive alimony (or vice versa), it should be indicated: “divorced from her husband, does not receive alimony.”

Certificate from the social security authority or from the place of work on the fact of receiving and the amount of benefits, compensations and other social payments for the current year (monthly).

Copies of SNILS of all family members.

9.3.3. Applicants who are foreign citizens or stateless persons must submit the following additional documents to the Foundation along with their application:

A copy of the identity document of the Applicant - a foreign citizen or a stateless person:

passport of a foreign citizen or a document recognized in accordance with an international treaty of the Russian Federation as a document proving the identity of a foreign citizen;

a document issued by a foreign state and recognized in accordance with an international treaty of the Russian Federation as a document proving the identity of a stateless person;

temporary residence permit for a stateless person;

temporary identity card of a stateless person in the Russian Federation;

residence permit of a stateless person;

documents recognized in accordance with an international treaty of the Russian Federation as documents proving the identity of a stateless person.

A copy of the identity document of the second parent, if available.

Copies of identification documents for each child.

A document confirming the registration of a foreign citizen or stateless person permanently or temporarily residing in the Russian Federation at the place of residence (if any).

Work permit or patent (if any).

Certificate from the place of work on the fact of receipt and amount of benefits, compensations and other social payments for the current year (if available, monthly).

Additional documents for certain categories of applicants:

For employees:

certificate of employment 2NDFL (on salary) for the current year;

a copy of the work book certified by the employer with the last entry: “currently working” (all pages).

For persons carrying out entrepreneurial activities or registered as self-employed:

a copy of the certificate of registration of an individual entrepreneur;

a copy of the income statement for the last reporting period.

For the unemployed:

a copy of the work book (first and last filled pages);
if it is on the stock exchange: a certificate of the amount of unemployment benefits;
if you have never worked: a certificate from the labor exchange indicating “did not work anywhere and does not have a work book”.

For pensioners:

a copy of the pension certificate;
information about the size of the pension.

For pregnant:

certificate from the antenatal clinic.

For guardians:

certificates of guardians;
decision of the body of guardianship and guardianship on the appointment of a guardian;

copies of court decisions on the deprivation of parents of parental rights, or any other document that clearly shows that the parents of the child under guardianship are absent;

a document from the guardianship authority on the appointment of payments for guardianship and for wards.

For family members with disabilities:

a copy of the disability certificate;
list of required medicines, prescription;
certificate of medical and social expertise;
individual rehabilitation program for a disabled person;
certificate of disability pension.

For victims of natural disasters, fires:

a certificate from specialized services confirming an unforeseen event caused by an emergency (fire, theft, etc.) and related to the loss or damage to property;

certificate issued by the administration of the municipal district or city on the provision of material assistance at the expense of the local budget (if any).

For widows or widowers:

a copy of the death certificate of the husband or wife;
certificate for the child about the loss of the breadwinner;
certificate of the size of the children's pension for the loss of the breadwinner (if any).

Documents confirming maintenance obligations:

divorce certificate;

a copy of the court decision (writ of execution) on the recovery of child support from one of the parents;

in case of non-payment of alimony: a certificate from the bailiff service confirming the fact of non-payment of alimony by one of the parents for 6 months that precede the month of application;

in case of receiving alimony: a certificate from the bailiff service on the amount received during the 6 months that precede the month of application (monthly).

Medical documents:

extract from the medical history;

the conclusion of a specialist of a medical institution in which the person in need of treatment is regularly observed or examined in connection with the disease - with

information about the diagnosis, his condition, with recommendations on conducting a specific treatment, rehabilitation (original);

the conclusion of a specialist of a medical institution in which it is planned to carry out treatment, rehabilitation of the patient (original);

other medical documents relevant to the case.

9.3.3. The Fund has the right to request from the Applicant other documents confirming the existence of the criteria for participation in the Program, provided for in Section 9.4 of the Program.

9.3.4. Applications and documents attached to them are sent to the Fund by mail or in person at the following address: 107023 Moscow, Elektrozavodskaya street, 27s1A.

9.3.5. Applications and documents attached thereto may also be provided in soft copies to e-mail address: info@teresafund.ru. In this case, originals of the Application and other documents attached thereto shall be submitted to the Fund within fifteen (15) calendar days after the Fund confirms the funding. If originals of the Application and other documents attached thereto are not submitted within the specified period, or if there is a discrepancy between the originals of these documents and those submitted to the Fund in soft copies, the Application is deemed canceled. In this case no charitable assistance is provided under such an application.

9.3.6. Applications which do not meet requirements specified herein are not considered.

9.4. Assessment criteria:

9.4.1. Applications received by the Fund are assessed according to the following criteria:

- compliance of the applicant's needs with terms and objectives of the Program;
- specificity of the application;
- availability of supporting medical and other documents;
- compliance of needs described in the application with supporting documents;
- feasibility of the amount requested or the assistance provided;
- efficiency (ratio of expenses and expected results).

9.4.2. A decision to provide/not to provide charitable assistance and its amount (including its preliminary amount) is taken by the General Director of the Fund based of the application consideration and the amount available for funding.

9.4.3. Where an expert opinion is required to assess the documents received, the General Director of the Fund has the right to involve external specialists (experts) experienced in the program subject matter.

9.4.4. Moreover, to select potential participants of the Program, the General Director of the Fund has the right to create a work team.

9.4.5. If the work team participates in the selection of potential participants of the Program, the decision to provide/not to provide charitable assistance and its amount is taken by such work team.

9.4.6. The decision to provide/not to provide charitable assistance and its amount is executed in writing in the form of a separate document or by putting an appropriate note (visa) on the application for charitable assistance. The applicant is notified of the decision within fourteen (14) calendar days after decision is taken, by any method according to the contact details specified in the application.

9.5. Composition of Work Team and procedure for its formation

9.5.1. The Work Team is composed of the General Director and other employees of the Fund. According to the decision of the General Director of the Fund, the Work Team may also include the donor and/or his/her authorized representatives (subject to the donor's wish to participate in the Work Team). The number of the Work Team members should be odd. The list of the Work Team members is approved by the General Director of the Fund, who also acts as the team chairman. The Chairman of the Work Team arranges its activities and presides over its meetings. Meetings of the Work Team are held in person/in absentia, including through the exchange of opinions by e-mail.

9.5.2. Where an expert opinion is required to assess applications, the Work Team may involve external specialists (experts) experienced in the Program subject matter.

9.6. Main tasks of Work Team:

9.6.1. The Work Team considers applications for funding submitted by individuals and organizations and assesses them according to the adopted selection criteria.

9.6.2. The Work Team may recommend to revise the final version of the application, change its budget, implementation period and other conditions upon agreement with the individual or organization that submitted the application.

9.6.3. The Work Team forms a list of individuals and organizations to be funded (if the team is created to select candidates for charitable funding).

9.7. Procedure of Work Team operation and decision-making

9.7.1. Members of the Work Team rank the applications received on the basis of a score system. In the process of the applications consideration, members of the Work Team take into account their compliance with the submission requirements, conditions and criteria of the Program.

9.7.2. A decision of the Work Team is deemed adopted if the majority of the Work Team members present at the meeting voted for such a decision. All members of the Work Team have equal rights; every team member has one vote.

9.8. The Fund has the right to refuse the Applicant to be included in the Program if the amount of funds is insufficient to provide assistance.

9.9. The Fund reserves the right to refuse the Applicant to be included in the Program in the event of an inappropriate behavior of the Applicant towards the Fund (including, but not limited to, the gross behavior and coarse language towards the Fund's employees).

10. Procedure for Entering into Agreements with Donation Recipients

10.1. Targeted donation agreements shall be entered into with the individuals, whose applications are approved for funding. Such agreements shall contain a description (subject), estimate, terms and procedure for submission of documents, which confirm the intended use of monetary funds provided by the Fund. The Program participants are funded upon entering into the appropriate agreement.

11. List of Appendixes

11.1. Appendix No.1 – Estimate.

11.2. Appendix No.2 – Form of Application.