

Approved
By the decision of the Board of the
Tereza Charitable Foundation for
Support of Children and Families
Protocol No. 1-06-2022
dated June 3, 2022

REGULATIONS about the Charity Program "Professional Support"

1. General information

1.1. The Tereza Charity Foundation for Supporting Children and Families (hereinafter referred to as the "Fund") is a non-membership unitary non-profit organization established in accordance with the legislation of the Russian Federation and registered in the Unified State Register of Legal Entities with the assignment of OGRN: 1037739728620 , TIN: 7718129902 , KPP : 770501001 , location of the Fund: Moscow, st. Sadovnicheskaya, 73, building 1, room 2.

1.2. In order to achieve its statutory goals, the Foundation has decided to approve this charitable program " Professional Support " (hereinafter referred to as the "Program").

2. Goals and objectives of the Program:

2.1. The Fund implements the Program in accordance with the statutory goals of the Fund, namely:

- 2.1.1. implementation of social, charitable and cultural programs, financial and material support for children from low-income families;
- 2.1.2. promoting the prestige and role of the family in society;
- 2.1.3. promoting the protection of motherhood, childhood and fatherhood;
- 2.1.4. assistance to the spiritual development of the individual;
- 2.1.5. assistance in the promotion of a healthy lifestyle;
- 2.1.6. assistance in improving the moral and psychological state of citizens ;
- 2.1.7. socialization of orphans and children left without parental care.

2.2. The program implemented for the purposes provided for by these Regulations is aimed at solving the following tasks:

- 2.2.1. Psychological support for families with adolescent children in order to create the basis for harmonious communication in the family through the formation of psychological knowledge, increasing the level of psychological culture and psychological competence of parents (legal representatives) in the upbringing and development of children;
- 2.2.2. Psychological support for families with adolescent children with serious illnesses and / or disabilities;
- 2.2.3. Work with adolescent children with diseases requiring psycho-correctional treatment;
- 2.2.4. Psychological support for families who have lost a child;
- 2.2.5. Psychological support for families with foster children in order to adapt children and build harmonious parent-child relationships;

2.2.6. Psychological support for orphans and children left without parental care in order to improve their socialization, adaptation in society and at the workplace, as well as improve their moral and psychological state.

3. Terms of the Program implementation

3.1.1. The start of the implementation of the Program is June 15, 2022.

3.1.2. The end of the Program implementation is June 15, 2023.

3.1.3. The term for the implementation of the program may be changed, and the program may be prematurely terminated in accordance with the established procedure.

4. Territory of the Program implementation

4.1. The program is being implemented on the territory of the Russian Federation.

5. Stages of the Program implementation

5.1. The Program implies the implementation by the Fund of the following actions (stages) throughout the entire period of the Program implementation without time limitation:

5.1.1. dissemination of information about the Program;

5.1.2. informing the public about the collection of donations for the implementation of the Program (including through thematic round tables, seminars, expert meetings, information events, as well as through the use of information resources on the Internet, etc.);

5.1.3. accumulation of donations, their further spending (provision of charitable assistance) and monitoring of the use by the Participants of the Charitable Assistance Program in accordance with the objectives of the Program;

5.1.4. checking the targeted spending of donations within the framework of the Program and providing reports on the spending of donations.

6. Main activities of the Program

6.1. The implementation of the Program is carried out by organizing and conducting the following activities:

6.1.1. accumulation of donations;

6.1.2. provision of charitable assistance to Program Participants in accordance with the terms of the Program;

6.1.3. monitoring the use of charitable assistance by Program Participants, checking the targeted spending of funds by Program Participants, processing reports;

6.1.4. information support of the Program;

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

7. Size, sources of funding, cost estimate of the Program

7.1. The program is funded by donations from legal entities and individuals (hereinafter referred to as the "Philanthropists"). Donation funds of the Philanthropists are spent during the term of the Program, unless otherwise provided by the relevant agreement, other agreement with the Benefactor.

7.2. All received donations are obligatorily recorded in the Fund's accounting records. The procedure for registration of donations received by the Fund is regulated by existing accounting standards and this Program.

7.3. The total amount of funding for the Program is determined by the amount of funds received by the Benefactors for the implementation of the Program ¹. The estimate is given in Appendix No. 1 to the Program.

7.4. If the amount of funds received is more than provided for in the Budget, then the surplus funds must be used for the Program in the next time period.

7.5. In order to implement the Program, the Foundation distributes information about the Program with a proposal to conclude a donation agreement addressed to an indefinite circle of persons, which is a public offer to make targeted donations.

7.6. The transfer/transfer of a donation or a promise to make a donation for the purposes of implementing the Program is governed by the current legislation of the Russian Federation (Article 582 of the Civil Code of the Russian Federation).

7.7. Donations can be collected through:

7.7.1. direct transfer of a charitable donation to the account of the Foundation;

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

7.7.3. by other legal means (available methods are indicated on the Fund's Website).

7.8. A property donation is formalized by an agreement, an act of acceptance and transfer, and in the case established by the current legislation of the Russian Federation. The value of the transferred property as a donation is indicated by the parties in the contract or is determined based on the results of the assessment. The property received from the Benefactor from the moment of its transfer is the property of the Foundation and is subject to accounting in the Foundation.

7.9. The Fund is the manager of the donated funds.

7.10. How to donate to the Foundation:

7.10.1. transfer of funds to the settlement account of the Fund:

The Benefactor can make a direct transfer of a charitable donation to the account of the Foundation, including by paying a payment order by legal entities/individual entrepreneurs, making a bank transfer by an individual directly through the operating cash desk of the Benefactor's bank, making a payment in the Benefactor's personal account on the Benefactor's bank website, debiting funds from the Benefactor's bank card and others.

7.10.2. transfer of the Charitable donation through electronic payment systems:

The Benefactor can transfer the Charitable Donation through electronic payment systems with or without intermediate crediting of the donation amount to the account (account) of the Fund in the payment system on the basis of an agreement between the Fund and the relevant electronic payment system.

7.10.3. donation of goods, works, services:

At the choice of the Benefactor, a donation can be made on the basis of a written donation agreement drawn up in the form of a single document between the Benefactor and the Foundation, or without drawing up an agreement in the form of a single document between the Benefactor and the Foundation by actually transferring or transferring a donation in favor of the Foundation, which for the purposes of the Charity program means that the Benefactor is familiar with the terms of the Program and the public offer and agrees with them. In both of these cases, the written form of the donation agreement is considered to be observed.

¹ The total budget of the charitable program may vary and depends on the amount of funding received from donations from individuals and legal entities during the period of its validity. The annual estimate of the charitable program is approved by the decision of the Board of the Foundation for each financial year during the period of the program.

7.11. Unless otherwise provided by the donation agreement between the Benefactor and the Foundation, drawn up by the parties in the form of a single document, the Benefactor's donation by bank transfer or other transfer of funds in favor of the Foundation means that the Benefactor has read the Program and the public offer and agrees to their terms and that the purpose of the donation made is to spend it on charitable activities in accordance with the goals of the Program and in the ways provided for by the Program.

7.12. Funds donated by individuals and legal entities are spent during the term of the Program, unless otherwise provided by the relevant contract, other agreement with the Benefactor.

7.13. The total amount of financing of the Program is determined by the amount of funds received for the implementation of the Program by the Benefactors - individuals and legal entities². The estimate is given in Appendix No. 1 to the Program.

7.14. In addition to financial assistance to the Foundation, volunteers can also provide it on their own initiative with gratuitous assistance in the form of performing work and / or providing services for the Foundation and / or Program Participants. If necessary, the conditions for such activities can be fixed in a civil law contract concluded between a volunteer and the Foundation.

8. Planned results of the Program implementation

8.1. It is planned that the result of the implementation of the Program will be regular support for organizations that help people in accordance with the goals listed in paragraph 1 of this Program. The program will contribute to building long-term, realistic, systemic, scalable projects aimed at supporting beneficiaries and will improve the material and moral and psychological state of vulnerable segments of the population.

9. The order of inclusion in the Program

9.1. Charitable (financial) support of the Program participants is carried out without holding a competition when applying to the Foundation on their own.

9.2. Application deadlines:

9.2.1. Appeals are accepted until the end of the implementation of the Program.

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 from individuals are drawn up in accordance with the requirements for the form of appeals (Appendix 2 to the Regulations).

9.3.2. Applicants-individuals, along with the application, must provide the Fund with the following additional documents:

- a copy of the passport (for persons in a situation of homelessness - if any) of the Applicant (the first page, as well as pages with records of registration at the place of residence, information about children, marital status, even if the pages are blank);
- consent to the processing of the personal data of the Applicant, as well as consent to the dissemination of personal data;
- certificate of family composition (for older people living alone);
- certificate of income of the Applicant in the form 2-NDFL and (or) certificate of the amount of pension (if any);

²The total budget of the charitable program may vary and depends on the amount of funding received from donations from individuals and legal entities during the period of its validity. The annual estimate of the charitable program is approved by the decision of the Board of the Foundation for each financial year during the period of the program.

- details of a bank account in the name of the Applicant.

9.3.3. Legal entity applicants must submit the following documents to the Fund:

- Charter of the organization (in the Charter, as recipients of services, people who are in the situations listed in paragraph 2 of this program must be indicated);
- certificate of registration with the Ministry of Justice of the Russian Federation as a non-profit organization (if the organization is non-profit);
- certificate of registration with the tax authority;
- certificate of making an entry on the state registration of the organization in the Unified State Register of Legal Entities or an entry sheet in the Unified State Register of Legal Entities;
- description of long-term, realistic, systematic, scalable projects implemented by the organization that correspond to the objectives of this Program;
- estimated costs;
- Bank details.

9.3.4. The Foundation 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 3 of the Program. The list of documents to be provided in agreement with the Applicant is provided in Appendix 3.

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

9.3.6. Appeals and documents attached to them can also be sent electronically (by e-mail) to the address: info@teresafund.ru. At the same time, the original application and other attached documents are transferred to the Fund no later than 15 (fifteen) calendar days from the date of confirmation of financing by the Fund. If the original application with the attached documents is not submitted within the specified period, as well as in the event of a discrepancy between the originals of these documents and those transferred to the Fund in electronic form, the application is considered canceled. Allocation of charitable assistance for such an appeal is not made.

9.3.7. Applications that do not meet the requirements specified in this Regulation will not be considered.

9.4. Criteria for evaluation:

9.4.1. Appeals received by the Fund are evaluated according to the following criteria:

- compliance of the applicant's needs with the conditions and objectives of the Program;
- specificity of the appeal;
- availability of supporting medical and other documents;
- compliance of the needs described in the appeal with supporting documents;
- the realism of the amount requested or the assistance provided;
- efficiency (the ratio of costs and the planned result).

9.4.2. The decision to allocate / refuse to allocate charitable assistance and its amount (including its preliminary amount) is made by the General Director of the Fund based on an assessment of the appeal and the amount of available funding.

9.4.3. If it is necessary to obtain an expert opinion when evaluating the received documents, the General Director of the Fund has the right to involve external specialists (experts) with experience in the subject of the program.

9.4.4. Also, in order to select potential participants of the Program, the General Director of the Fund has the right to create a working group.

9.4.5. If a working group participates in the selection of potential Program participants, the decision to allocate / refuse to allocate charitable assistance and its amount is made by the working group.

9.4.6. The decision to allocate / refuse to allocate charitable assistance and its amount is made in writing in the form of a separate document or by placing an appropriate mark (visa) on the application for charitable assistance. The applicant is notified of the decision made within 14 (fourteen) calendar days from the date of the decision, in any way, using the contact details specified in the application.

9.5. Composition and procedure for the formation of the Working Group

9.5.1. The Working Group includes the General Director and other employees of the Fund. By decision of the General Director of the Foundation, the Working Group may also include a philanthropist and / or his authorized representatives (if necessary, if the philanthropist expresses a desire to participate in the Working Group). The number of members of the Working Group must be odd. The list of members of the Working Group is approved by the General Director of the Fund, who is the chairman of the group. The Chairman of the Working Group ensures the work of the group and also chairs its meetings. Meetings of the working group take place in person / in absentia, including through the exchange of views by e-mail.

9.5.2. If it is necessary to obtain an expert opinion when evaluating applications, the Working Group may involve external specialists (experts) with experience in the subject of the Program.

9.6. The main tasks of the Working Group:

9.6.1. The working group considers the applications of individuals and organizations submitted for funding and evaluates them in accordance with the accepted selection criteria.

9.6.2. The working group may recommend revisions in terms of the final version of the application, changes in the budget, the timing of its implementation and other conditions in agreement with the individual or the applicant organization.

9.6.3. The working group generates a list of individuals and organizations for funding (if the group is created to select candidates for charitable funding).

9.7. Working procedure and decision-making by the Working Group

9.7.1. Members of the Working Group rank received applications according to a point system. When considering applications, members of the Working Group take into account their compliance with the requirements for registration, compliance with the conditions and criteria of the Program.

9.7.2. The decision of the Working Group is considered adopted if the majority of the members of the Working Group present at the meeting voted for it. All members of the Working Group have equal rights, each member of the group has one vote.

9.8. The Fund has the right to refuse the Applicant to be included in the Program due to insufficient funds necessary to provide assistance.

9.9. The Fund reserves the right to refuse the Applicant to be included in the Program if the Applicant shows inappropriate behavior towards the Fund (including, but not limited to, rudeness and obscene language towards the employees of the Fund).

10. Procedure for concluding agreements with recipients of donations

10.1. Targeted donation agreements are concluded with individuals, in respect of whose appeals a decision on financing has been made. These contracts must contain a description

(subject), cost estimate, terms and procedure for providing documents confirming the intended use of the funds provided by the Fund. Financing of the Program participants is made after the conclusion of the relevant agreement.

11. Application list

11.1. Appendix No. 1 - estimate. Appendix

11.2. Appendix No. 2 - application form (Application) .