

## **Grants Policies & Regulations of the All-Russian public organization "Russian Geographical Society"**

### **1. General provisions**

1.1. These Regulations determine the procedure for awarding grants by the All-Russian public organization "Russian Geographical Society" (hereinafter - the Society).

1.2. For the purposes of these Regulations, the following concepts and terms are used:

1.2.1. The Society's grants are targeted funds provided to individuals and legal entities for conducting fundamental and applied scientific research, publishing, educational and / or media projects (media grants) aimed at achieving the Society's goals and solving objectives (hereinafter - grant projects).

1.2.2. Grant categories:

targeted grants are projects devoted to topics suggested by those who can contribute;

initiative grants are projects initiated by the President of the Society, members of the Board of Trustees and the Governing Council, as well as councils and commissions of the Society;

grants of regional offices are projects submitted by regional offices of the Society;

media grants are grants aimed at media support for the regional, targeted, initiative Society's projects as well as projects in the field of popularization of geographical knowledge and activities of the Society (independent media grants).

1.2.3. Applicants for the Society's grants are individuals and legal entities who take an active part in achieving the goals and solving the tasks of the Society and who have applied for the Society's grant (hereinafter referred to as the application) in the manner established by these Regulations.

1.2.4. Grantee is an individual or a legal entity in respect of which a decision to provide a Society's grant was made.

1.3. Grant assignment takes place according to the results of the Competition.

1.4. The main principles of the Competition are:

1.4.1. Openness of information about the Competition.

1.4.2. Equal possibility in obtaining a grant from the Society by all applicants.

1.4.3. Transparency of the application review procedure.

1.5. The Society's grants are financed for a period of 1 (one) year.

### **Competition regulations**

2.1. Annually, until October 15 of the year proceeding the year when the decision on the provision of the Society's grant is made, the Governing Council of the Society approves:

2.1.1. List of nominations.

2.1.2. Dates and stages of the Competition.

2.1.3. The maximum amount of funding for grants of the Society.

2.2. Within 1 (one) month from the date of approval of the Competition conditions specified in clause 2.1 of these Regulations, the Executive Directorate of the Society shall announce the start of the Competition on the official website of the Society in the Internet ([www.rgo.ru](http://www.rgo.ru)).

2.3. The notice of the Competition should contain:

2.3.1. Information about the conditions of the Competition specified in paragraph 2.1 of these Regulations.

2.3.2. Requirements for applicants for grants of the Society.

2.3.3 The list of documents to be submitted by applicants for grants from the Society to participate in the Competition.

2.4. Applications are accepted within the time period specified in the notice of the Competition published on the Society's website.

2.5. Each applicant for a grant has the right to change or withdraw his application at any time before the application submission deadline.

2.6. Applications are submitted in electronic form on the website at <http://grant.rgo.ru>.

2.7. Applications submitted by persons, whose reports in accordance with the terms of previously concluded contracts for the provision of grants to the Society were not approved by the Executive Directorate of the Society, are not considered.

2.8. Applications that provide for the implementation of projects aimed at achieving the Society's goals and solving the objectives, and corresponding to the conditions of the Competition are accepted for the Competition.

2.9. The application must contain:

2.9.1. The name of the grant project, its purpose and objectives, expected results, timeframe and stages of the grant project.

2.9.2. The amount of funding required for the implementation of the project, and estimated costs of its implementation.

2.9.3. Information about the applicant of the Society's grant:

for individuals – surname, name, patronymic, citizenship, education, telephone number, e-mail address, postal address, which is used to contact the applicant for the Society's grant;

for legal entities – full and abbreviated name, main state registration number, location of the permanent executive body, last name, first name and patronymic of the person authorized to act without a power of attorney on behalf of the applicant for the Society's grant, last name, first name, middle name, telephone number and email address of the contact person;

other information requested in the application form.

2.10. Applications must be completed in Russian and be certified by the personal signature of the applicant for the grant (for individuals) or the signature of the person authorized to act without a power of attorney on behalf of the applicant for the Society's grant, and seal (if available) (for legal entities).

2.11. When applying, legal entities must attach copies of notarized documents:

2.11.1. Charter of the applicant of the Society's grant.

2.11.2. Certificate of state registration.

2.11.3. Certificate of tax registration.

2.11.4. Extract from the Unified State Register of Legal Entities.

2.12. Applications are reviewed according to the following criteria:

2.12.1 Compliance of the grant project with the approved nominations of the Competition.

2.12.2. The relevance of the grant project.

2.12.3. The social significance of the grant project;

2.12.4. Media attractiveness of the grant project.

2.12.5. The quality of the grant project (the novelty of the project, the quality of the application, the clarity of the grant project's objectives, a description of its implementation, focus on the final version, etc.).

2.12.6. Qualification of the applicant for the Society's grant (including experience in implementing similar projects).

2.12.7. The substantiation of the presented cost estimates for the implementation of the Society's grant project.

2.12.8. The possibility of attracting co-financing.

2.12.9. Prospects for further support and (or) implementation of the grant project after the end of the funding of the grant project.

2.13. Applications are reviewed as follows:

2.13.1. Upon expiration of the application deadline, the regional office of the Society indicated in the application by the grant applicant prepares reports on applications for the award of regional Society's grants (with the exception of media grants, initiative and targeted grants) in accordance with the criteria specified in paragraph 2.12. of these Regulations, and sends it as well as the summary record of the meeting of the Council of the regional branch of the Society to the Executive Directorate of the Society, indicating the grant projects recommended for consideration by the Expert Council of the Society.

2.13.2. Applications for the awarding of media grants are at first considered by the Media Council of the Society, and afterwards the Media Council of the Society sends recommendations to the Expert Council of the Society on the media grants award to applicants for grants.

Applicants for grants have the right to submit applications corresponding to the topics specified in clause 1.2.1 of these Regulations, including the topics recommended by the Expert Group formed by the Chairman of the Expert Council of the Society.

2.13.3. The Expert Council of the Society reviews incoming applications for regional, initiative and targeted grants in accordance with the terms and stages of the Competition approved by the Governing Council of the Society and develops recommendations on the grant awards for applicants, applications of which are sent to the Governing Council of the Society for consideration.

2.14. When considering applications, all other conditions being equal, preference is given to applications that provide co-financing from interested parties.

2.15. When considering an application, the Expert Council of the Society has the right to request additional information on the implementation of the Society's grant project from the applicant.

The refusal of the applicant to provide the specified information, as well as the provision of false information about the grant project or the applicant of the grant may result in a refusal to provide a grant from the Society.

2.16. The Governing Council of the Society considers the recommendations of the Expert Council of the Society on the grant awards, and decides on the following consideration of the grant project by the Board of Trustees of the Society.

2.17. The decision on the grant award is made by the Board of Trustees of the Society.

2.18. The Society does not provide written or oral explanations about the motives for making decisions based on the results of consideration of applications.

### **3. Grant agreement**

3.1. The Society's grant agreement is a complex civil law contract, the main conditions of which are the targeted use of funds provided by the Society (grants from the Society), the ability to use the results to achieve the objectives and solve the Society's tasks, and the obligation to submit information and financial reports to the Society about the results of the grant project.

3.2. The Society's grant agreement is concluded by the Society's Executive Directorate with the grantee on the basis of the decision of the Society's Board of Trustees to award the grant.

3.3. The agreement on the awarding of the Society's grant should contain the following essential conditions:

3.3.1. The name of the grant project, the term and stages of its implementation.

3.3.2 Subject of the contract and the terms of the grant from the Society.

3.3.3. Terms and procedure for financing the grant.

3.3.4. Requirements for the implementation of the grant project (terms of reference, schedule and cost estimates).

3.3.5. Rights and obligations of the parties.

3.3.6. Responsibility of the parties.

3.3.7. Procedure for interaction of the parties in the event of the establishment of an act of misuse of funds provided for the implementation of the grant project.

3.3.8. The procedure for the contract termination.

3.3.9. Reporting procedure.

3.3.10. Other conditions on which the parties have reached an agreement.

3.4. In order to conclude a contract, the grantor sends the approved form of the contract to the grantee.

3.5. Annexes to the contract (terms of reference, schedule and cost estimate) are subject to approval by the grantor's experts, after which the contract with the agreed annexes is sent for legal expertise,

3.6. The contract is considered to be concluded after it is signed by the grantor and the grantee.

3.7. The grant from the Society is provided by fund transfer in Russian rubles and in the amount determined by the agreement on the grant award.

3.8. The obligations of the Society under the grant agreement are deemed fulfilled from the moment the funds are transferred to the grantee's bank account.

3.9. It is not allowed to use the funds provided for the implementation of the grant project for:

3.9.1. Organizational and financial support of the grant project, with the exception of budgetary organizations, for which it is allowed to deduct up to 15 % of the amount allocated to finance the grant of the Society.

3.9.2. The acquisition by the grantee of real estate, the construction or repair of permanent field stations, the organization and current maintenance of laboratories, libraries and other units of the grantee.

3.9.3. Reprinting of previously published scientific works, with the exception of publications of classical scientific works, accompanied by new scientific commentaries and (or) scientific reference apparatus.

3.9.4. Payment of royalties.

3.9.5. Acquisition of vehicles, office equipment, computing equipment and components for it, mobile phones (mobile communications).

3.10. The grantee is obliged to return to the Society the unallocated portion of funds provided for the implementation of the grant project.

3.11. The grantee, within the time frames established by the grant agreement, is obliged to submit information and financial reports confirming the targeted use of funds provided for the implementation of the grant project (hereinafter referred to as reports), as well as a presentation revealing the content of the implemented grant project, its goals and objectives, results, conclusions and photographic materials.

3.12. Reports must be made in Russian in the form provided for by the Society's grant agreement, and presented to the Society's Executive Directorate in printed form in 2 (two) copies and in electronic form.

3.13. In the case of the grantor's comments on the financial and informational reports, their correction is carried out by the grantee within 15 (fifteen) working days from the moment of sending an e-mail to the grantor with comments. If within the specified period of time the grantee does not submit corrected reports to the grantor, the grantor should submit to the Expert Council of the Society the consideration of the issue of termination of the contract unilaterally.

3.14. The grantee has the opportunity to resolve complaints three times. If there are comments in the fourth expert opinion, the grantor submits consideration of the issue of termination of the contract unilaterally to the Expert Council of the Society.

3.15. Requirements for the financial report are established by the Regulations on the provision of financial reporting documentation for grant projects of the Society.

3.16. The reports are reviewed and approved by the Executive Directorate of the Society under the condition that the funds provided for the implementation of the grant project are spent for the intended purpose, the content of the results of the implementation of the grant project, as well as the timing of its implementation correspond to the technical task, schedule and cost estimate.

3.17. During consideration of reports, the Executive Directorate of the Society has the right to request from the grantee additional information necessary to obtain a complete picture of the progress and results of the grant project, and the grantee is obliged to provide them to the Executive Directorate of the Society.

3.18. The Society's Executive Directorate notifies the grantee of the approval of the reports, and also returns the additional copies of the specified reports.

3.19. The obligations of the grantee under the grant agreement shall be deemed fulfilled upon the approval of the reports by the Executive Directorate of the Society.

3.20. The Society holds reporting conferences on the results of the implementation of grant projects once every 2 (two) years.

3.21. Reports on the implementation of grant projects are prepared by the Executive Directorate of the Society.

#### **4. Final clauses**

4.1. The Society's Executive Directorate keeps records of the grants provided by the Society and maintains a register of grant projects.

4.2. If, due to the fault of the grantee, the contract is not signed within 3 (three) months from the date of the decision made by the Board of Trustees of the Society to award grants or from the time the grantor approves reports of the grantee under the previous contract (if the work under the contract is ongoing), the grantee may be excluded from the number of grant recipients by decision of the Governing Council of the Society.

4.3. If the grantee violates the terms of the Society's grant agreement, the grantee may be excluded from the list of potential applicants for the Society's grants by the Governing Council.

4.4. These Regulations shall enter into force upon its approval by the Governing Council of the Society.

4.5. Changes and additions to these Regulations are made by the Society's Governing Council on a proposal of the President or the Executive Directorate of the Society.