



GRANT RULES of the Divoké husy Foundation (NDH)

The BASIC PRINCIPLE of the Benefice s Divokými husami grant program:

- **we double the proceeds from beneficial events** by up to CZK 60 000. The foundation encourages non- governmental, non- profit organizations, but also individuals or school children, to raise money **by their own activity** - e.g. by organizing an exhibition, concert, sports match or by collecting paper.

CONDITIONS of support:

- organizing the beneficial event
- foundation's contribution must be used in favor of a specific purpose, i.e. for example the purchase of special beds for a hospice, equipment for disabled athletes, material for a sheltered workshop. It does not apply to the organization's usual operating costs

WHO can be the BENEFICIARY of the grant?

- non- governmental non- profit organizations (Civic Association, society, public service company, institute, church legal entity) working in the social, health, charity and development field.

Who cannot be the beneficiary of the grant?

- individuals and legal entities conducting business to generate profit
- governmental and public- benefit corporations

Purpose of use of funds:

- the grant (contribution) must be used for one specific purpose, directly serving
- the clients of the submitting organization (e.g. material, equipment, small construction works, healing and educational stays, educational materials etc.) and is subject to the final statement
- net proceeds from the beneficial event are not specifically bound by NDH rules and are not a subject of the final statement. If the purpose of use of the grant differs from the use of the beneficial event proceeds, the beneficiary is obliged to communicate this fact to the public during any promotion of the beneficial event
- if the grant exceeds the amount needed to cover the approved purpose, it is necessary to determine another way of using the funds in agreement with NDH. A request for purpose extension must be submitted in writing

- the purpose can only be changed based on a written request, after it is approved by NDH

Other rules:

- An organization can be the beneficiary of a grant once or twice during a calendar year. Drawing a grant twice in a calendar year is possible only if the previous cooperation with the beneficiary went in line with the NDH grant proceeding procedure. The beneficiary can draw a second grant in any given calendar year only after proper billing of the previous.
- The proceeds of the beneficial event must be used for a publicly declared purpose. At least from 80 %. This means that a maximum of 20 % of the profit from the beneficial event can be used to cover the expenses directly related to the organization of the event.
- The condition for awarding the grant is that the net proceeds from the beneficial event must be at least CZK 5 000. If the proceeds are lower, NDH is entitled to close the grant proceeding and not to award the grant.
- Net proceeds of the beneficial event can be doubled by NDH by up to CZK 60 000.

1. GRANT APPLICATION

Submitting organization – the APPLICANT will:

- The applicant is **always** the final beneficiary of the grant. This is also the case when the organizer of the beneficial event is not the applicant.
- Send **by mail** a completed and signed form I. Application for the grant [application for the grant \(1\)](#) incl. these **attachments** (documents do not have to be officially verified, we do not return the documents sent): Annual report (does not apply for newly established organizations) + Copy of Articles of Association of the organization
- If the purpose of use of the grant is related to repairs/alterations to buildings or premises, please also provide a document proving ownership of the property (a copy of the long-term lease or ownership agreement)
- **The application must include a link to your organization's website!**
- Send an **email** with the following attachments of the presentation materials: **History of the organization**, which will contain this information: Founding – who, when and why; Main goals; Activity; Client's story including his/her quote; Future plans; What the grant will be used for. Max. **1 A4 page!**
- **Send also photos characterizing the project** – max. 3 images capturing the active life of the organization, its members, co-workers and clients (do not send static photos of objects, rooms, buildings, land etc.). By providing the photos the organization agrees with their publication. If it is not possible, from the nature of the service, to provide pictures showing people's faces, inform us and send photos with an appropriate content.
- **All photos must be in color, width oriented with 4:3 or 16:9 aspect ratios and in resolution of at least 1024x768. Send the photos only in *.jpg or *.pdf**
- **Attach also logo of the organization + completed application in electronic form (completed application in Word, not a scan!)**
- **If you apply repeatedly** and there has been no change to the submitted documents, just send the Application form and the annual report by mail and the above- mentioned attachments electronically.

- **The application must be delivered** not later than two calendar months before the first day of the month in which the beneficial event is to be held. The deadline for applications is once a month, always on the last day of the month (see the table):
- **The Date of delivery of the application is decisive**, not the date of sending. Applications delivered later will automatically be discarded.

NDH:

- The NDH Selection Board will review all submitted applications and decide on awarding the grants.
- **Within 15 days** of the deadline for delivering the applications, it will **notify electronically** all **applicants** of the result of the selection proceeding.

2. REPORT ON THE COURSE OF THE BENEFICIAL EVENT

The applicant will:

- No later than **30 days** from the date of **organizing** the beneficial event, **send** a completed form II. Report on the course of the beneficial event ([report on the course of the beneficial event](#)), both by mail and electronically, attach relevant presentation material (print cuttings, ticket, invitation, poster, copy of press releases etc.) and send max. 3 – 5 photos from the event by email. By providing the photos the organization agrees with their publication
- Submit the **financial result** of the beneficial event.
- **The eligible income is** income from ticket sales, entry fee, income from the sale of supporting items, raffle, contracts for donation concluded during the course of the event or within a **maximum of 10 days before and after the event**. In the contract for donation, use this formulation: “The recipient declares that the financial gift was donated to him within the beneficial event “**Benefice s Divokými husami**“ and it will be used for a publicly declared purpose.“
- We multiply the contracts for donation only up to the amount of the proceeds of the beneficial event itself.
- **Eligible expenditures** for the realization of the event covered from its proceeds must not exceed 20 % of the total proceeds from the event.
- Attach copies of the accounting documents, i.e. cash receipts and expenditure documents, copies of bank statements, copies of contracts for donation.
- **Important note:** any income and expenses that are related to the event and will be claimed must pass through the organization’s accounting. This means that all contracts concluded in relation to the event must be concluded directly, i.e. without intermediaries (e.g. agencies).
- At the same time as **sending the Report on the course of the beneficial event, the organizer of the event will transfer the net proceeds of the event to the NDH bank account no. 27000019/0100** with the assigned **variable symbol**. Proceeds without the correct variable symbol will be sent back to the applicant. **Proceeds from the event up to a maximum amount of CZK 60 000 are to be transferred. If the proceeds of the beneficial event are higher, the applicant shall not transfer a financial amount exceeding that limit.**

NDH will:

- **Within 14 days** of receiving the Report on the course of the beneficial event, **send to the applicant electronically the Contract for donation of the NDH grant**. This contract for donation will be concluded to the amount corresponding with the proceeds from the

beneficial event transferred by the organization to the Foundation account. The maximum amount of the Foundation's contribution is CZK 60 000.

The applicant will:

- **Check** the correctness of the data in the Contract for donation, **print out two copies, sign them and send them together with a copy of the bank account contract** by registered mail to the NDH address.

NDH will:

Sign the two copies of the contract and return one to the applicant. Within 30 days of the delivery of the Contract for donation back to the NDH, The Foundation will transfer the proceeds from the event and the grant of the foundation back to the applicant's account. The Foundation's contribution will be transferred to the organization's current account.

3. REPORT ON THE USE OF THE GRANT

The applicant will:

- Send by both mail and electronically no later than **within 6 months of the date of transfer of the NDH grant** a completed and signed form III. He will send the Report on the use of the grant ([report on the use of the grant](#)) with copies of documents concerning the purchase of the agreed item
- He will send **electronically 3 – 5 photos** documenting the acquisition of the contractual item and its practical use when working with clients. By providing the photos the organization agrees with their publication
- The NDH grant may only be used for one previously approved specific purpose. **When changing the purpose**, it is necessary to **request the Foundation's approval in writing**. Otherwise the organization is obliged to return the NDH grant.

Failure to comply with any above-mentioned rule or procedure can lead to **lowering or denial of the Divoké husy Foundation grant**.

Thank you for flying with us!