**APPLICATION FOR COMMUNITY FINANCIAL SUPPORT**

**I. APPLICANT INFORMATION**

|  |
| --- |
| 1. **APPLICANT’S DETAILS**
 |
| 1.1. Name of legal entity |  |
| 1.2. Legal entity code |  |
| 1.3. Legal form *(association, foundation or other)* |  |
| * 1. Date of registration of establishment
 |  |
| * 1. Registered address
 |  |
| * 1. Contact address *(to be completed only if different from the address of registration):*
 |  |
| 1.7. Address of the actual place of business *(to be completed only if different from the address of registration)* |  |
| * 1. Telephone No.
 |  |
| 1.9. E-mail address |  |
| 1.10. Website and/or Facebook page link |  |
| 1.11. Financial Support Recipient status from |  |
| 1.12. Bank account No. |  |
| 1.13. Name of the Applicant's manager |  |
| 1.14. Contact telephone number and e-mail address of the Applicant's manager |  |
| 1. **AUTHORISED/CONTACT PERSONS OF THE APPLICANT**

Contact person shall mean the Applicant's representative who submits the Application and other relevant documents, and who is in contact with the Financial Support Provider on financial support issues. All communication (correspondence, telephone, documents and/or information) related to the financial support process must be carried out through the contact person designated by the legal entity, i.e. the head of the legal entity or a person duly authorised by the legal entity's operational documents. |
| 2.1. Position, name and surname of the Applicant's contact person |  |
| 2.2. Telephone and e-mail of the Applicant's contact person |  |
| 1. **DESCRIPTION OF THE APPLICANT**
 |
| 3.1. Describe the history, aim and the main areas of activities of the Applicant (up to 500 characters) |
|  |

**II. INFORMATION ON THE PROJECT FOR WHICH FINANCIAL SUPPORT IS REQUESTED**

Please provide the requested information on the project, its eligibility, the benefits and value it generates and the other information below:

|  |
| --- |
| **4. GENERAL INFORMATION ABOUT THE PROJECT**  |
| 4.1. Name of the project |  |
| 4.2. Amount of support requested (incl. VAT)[[1]](#footnote-2), EUR |  |
| 4.3. Total amount needed to implement the project (incl. VAT),[[2]](#footnote-3) EUR  |  |

|  |
| --- |
| **5. QUALITY AND CREATED VALUE AND RELEVANCE TO SOCIAL REALITY[[3]](#footnote-4) CRITERIA** |
| 5.1. Describe the aim and objectives of the project (up to 1,000 characters).[[4]](#footnote-5) |
|  |
| 5.2. What issues in your community does your project aim to solve? Please provide data or other evidence supporting the relevance and need of your project (up to 1,500 characters).  |
|  |
| 5.3. Describe the benefits and value the project will create for your community and/or region. Explain how the project will foster long-term cooperation between your community and the Financial Support Provider (up to 1,000 characters). |
|  |
| 5.4. In the table below, list who and how many people will contribute to this project and their roles and responsibilities. If your project involves volunteers, listing their names is not necessary. |
| Nr.  | Name Surname, position | Role and responsibility in the project |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |
|  |  |  |
|  |  |  |
| 5.5. Describe your previous experience (if any) in implementing projects. If you have implemented more than 3 projects, please describe the most recent and/or most relevant 3–5 projects. |
| Nr. | Project title and the main activities | Start and end dates of the project | Amount and donor |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
| 5.6. Visualisation – if the planned project relates to infrastructure, its installation and/or improvement, environmental management, etc., please attach photographs of the current appearance of the site, the infrastructure to be modified. |
| Annex: |
| **6. TRANSPARENCY, OPENNESS CRITERIA** |
| 6.1. How will you ensure transparency and openness in your project, and how will open and transparent information on the use of the financial support be provided to your community and other audiences (up to 1,000 characters). |

|  |
| --- |
| **7. CRITERION FOR RESULTS AND INDICATORS** |
| 7.1. Outline the project's phases and their preliminary deadlines, results and indicators and justify them. |
|  | Project phase | Preliminary deadline  | Results and indicators that will be used to measure the achievement of the result | Please justify the tangibility of the plan (in your answer to the question, please indicate the timeframes quoted by at least two of the project partners/companies that submitted commercial offers[[5]](#footnote-6)) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| ... |  |  |  |  |

|  |
| --- |
| **8. PROJECT RISKS AND THEIR MITIGATION** |
| 8.1. List and assess potential project risks (for example, how will you manage the risk of increasing costs of project/activity implementation, delays in project activities, the risks of unforeseen tasks, etc.). |
|  | Risk | Probability of occurrence (low, medium, high) | Impact on the project | Risk mitigation measures |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ... |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **9. CRITERIA FOR ADDITIONAL POINTS** |
| 9.1. Partnership. Will you cooperate with regional, national and/or international organisations while implementing the project? If so, list the organisations and what activities they will carry out and how they will specifically contribute to the project. |
|  |
| 9.2. Additional funding for the project from other sources. Will you contribute to the project with your own funds or funds from other organisations?  |
|  |

**III. BUDGET OF THE PROJECT**

**When completing the budget table, please note:**

The amounts must take into account the statutory charges, i.e. the amounts must cover all costs (including taxes or other obligations).

VAT taxpayers should report the amounts net of VAT, while non-VAT taxpayers who are not entitled to deduct VAT should report the amounts net of VAT.

If the Applicant's registered office is located outside the Republic of Lithuania, the amount may be denominated in the national currency of the country of the Applicant's registered office (indicating currency).

The **administrative costs** (if any) planned by the Applicant, i.e. the costs that the Applicant expects to incur for the administration of the project, **must not exceed 5 per cent** of the budgeted amount. If Financial Support for a project or activity is granted, 5 per cent will be calculated on the value of the Financial Support granted to the project or activity in accordance with the Financial Support Agreement.

The publicity costs (if any) planned by the Applicant, i.e. the costs that the Applicant expects to incur in publicising the project, must **not exceed 10 per cent** of the budgeted amount. If financial support for a project or activity is granted, 10 per cent will be calculated on the value of the Financial Support granted to the project or activity in accordance with the Financial Support Agreement.

**Budget justification:**

Justify the tangibility and adequacy of the submitted project/activity budget under normal market conditions by providing:

☐ up-to-date, detailed and adequate estimates for normal market conditions (from at least two different market participants) or

☐ preliminary up-to-date commercial offers from suppliers of goods/services (from at least two different market players) and/or

☐ up-to-date price survey summaries (from at least two different market participants).

The price lines in the estimates or commercial offers must correspond to the cost lines in the budget table.

The estimate or commercial offer must clearly indicate that the estimate or commercial offer is for the Applicant and for the implementation of the project envisaged in the Application.

|  |
| --- |
| **10. PROJECT BUDGET** |
| 10.1. Please provide detailed information on the purchase of equipment, supplies, assets, services, rent, administrative, publicity and other costs. |
|  | A | B | C | D | E | F | O | H |
|  | Title of the expenditure line | Measuring unit | Quantity | Unit price (incl. VAT)[[6]](#footnote-7), EUR | Total (incl. VAT), EUR | Amount of funding requested (incl. VAT), EUR | Other sources of funding | Amount from other sources (incl. VAT), EUR |
| 1. |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |
| ... |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Total: |  | - |  |
| Total project value:Requested funding (incl. VAT) + Funding from other sources (incl. VAT), EUR |  |

**IV. PUBLICATION OF THE PROJECT**

|  |
| --- |
| **11. PUBLICITY** (publication of project-related information is optional. However, if you plan publicity of the project, please complete the table below) |
|  | Description of the means of publicity (e.g. newspaper or other publication, social network, other) | When will the publicity take place (provisional timing) | Target value (e.g. number of articles) | Purpose or content of the publicity (what message you are trying to get across) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ... |  |  |  |  |

**V. FINANCIAL SUPPORT RECIPIENT QUESTIONNAIRE ON ANTI-CORRUPTION MANAGEMENT SYSTEM AND RISK MANAGEMENT**

To ensure compliance with the requirements set out in the Group's Financial Support Allocation Policy, ISO 37001 (Anti-Corruption Management System) and ISO 31000 (Risk Management), please answer the questions on behalf of the legal entity you represent:

|  |
| --- |
| **12. REPRESENTATIVES** |
| Please list any founders, stakeholders, partners, shareholders, members of the management body (if any) or other related natural persons or legal persons. Please indicate if the representative is a Politically Exposed (Affected) Person:**Politically Exposed (Affected) Persons** shall mean natural persons who are or have been entrusted with important public duties and their relatives or close associates. |
| Corporate name, name, surname  | Citizenship | Legal form | Address of registration, country (to be filled in if the Representative is a legal entity) | Percentage | Politically Exposed PersonYes/no |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **13. BENEFICIARY(IES)** |
| List the natural persons who are beneficiaries of the legal entity. Please provide information on the natural persons acting as managers of the legal entity (e.g. the General Manager, the chairperson and members of the Board (or other collegiate management body). Please indicate if the beneficiary is a Politically Exposed (Affected) Person. |
| Name, surname  | Citizenship | Place of residence | Politically Exposed PersonYes/no |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**VI. APPROVALS AND DECLARATIONS BY THE APPLICANT**

|  |
| --- |
| **14.** BY SIGNING THIS APPLICATION, THE APPLICANT HEREBY CONFIRMS THAT: |
| 14.1. The information provided in this Application is accurate and true; |
| 14.2. The Applicant has read, understands, accepts and agrees to be bound by the Group's Financial Support and Humanitarian Aid Policy, the Rules for the Management of Financial Support of UAB Ignitis Renewables and the other conditions; The Applicant also confirms that they are familiar with the Group’s strategy, the principles of sustainable business, and the Code of Ethics. |
| 14.3. The Project for which the Applicant is requesting Financial Support does not contradict the Group’s strategy and/or the principles of sustainable business and/or the Code of Ethics. The Applicant is aware that if, during the evaluation of the Application, it is determined that the Project contradicts the Group’s strategy and/or the principles of sustainable business and/or the Code of Ethics, Financial Support will not be granted for the Application. |
| 14.4. If Financial Support is awarded, the Applicant undertakes to use the Financial Support fairly and transparently and only for the purposes for which it was awarded, in accordance with all provisions of the Financial Support Agreement; |
| 14.5. The Applicant is aware that if the Financial Support is not used for its intended purpose, the Financial Support Provider will demand repayment in accordance with the procedures laid down in the legislation and the Financial Support Agreement; additional sanctions may also apply; |
| 14.6. The Applicant is aware that the Financial Support Provider is obliged to publish information on the Financial Support Recipient, the purpose of the Financial Support, the amount of the Financial Support and the duration of the Financial Support for the current year and for 3 (three) years in advance. |
| 14.7. The Applicant has all the necessary licences, other documents and/or permits for the construction or other works envisaged by the proposed project, and is aware that in the event of circumstances proving that the Applicant is unable to carry out the proposed project due to the non-obtaining of a licence, permit or other document, the Financial Support Provider reserves the right to recover the Financial Support granted. |
| 14.8. **Consent to the use of data:** By signing, the Applicant hereby confirms that he/she has the right to represent the above-mentioned organisation in accordance with the procedure and to the extent provided for by the legislation of the Republic of Lithuania, and agrees to disclose the information set out in Part V to the companies of AB Ignitis grupė and their employees, for the purpose of fulfilling the legitimate requirements of the supervisory authorities and/or approved by the group of companies. |
| 14.9. The Applicant has not committed the violations referred to in Article 91(9)(2) of the Republic of Lithuania Law on Charity and Sponsorship[[7]](#footnote-8); |
| 14.10. The Applicant is not included (including persons related to the Applicant) in the list of persons listed in Article 91(7)[[8]](#footnote-9) of the Republic of Lithuania Law on Charity and Sponsorship, who are not eligible for Financial Support; |
| 14.11. The Applicant is aware that the laws of the Republic of Lithuania provide for liability for the submission of false data and documents that do not correspond to the truth. |
| 14.12. The Applicant is aware that the Financial Support Provider's assessment of the Applicant's current application will be accompanied by an assessment of compliance with the State aid criteria. If the Financial Support meets the criteria for State aid and the requirements of Regulation (EC) No. 2023/2831, the Financial Support Provider shall submit the details of the Financial Support granted to the Register of State Aid and Insignificant (*de minimis*) Aid Granted. If it is subsequently established that such Financial Support has been granted in violation of European Union aid rules or has been declared incompatible aid by the European Commission pursuant to Article 55(1) of the Republic of Lithuania Law on Competition, the Financial Support Provider shall declare that such aid has been unlawfully granted and shall be repaid to the State budget. In such a case, the Financial Support Provider shall have the right to demand that the Financial Support Recipient reimburse the Financial Support granted thereto to the State budget, or the amount shall be recovered out of the dispute. The procedure for the recovery of unlawfully granted State aid or Financial Support of insignificant (*de minimis*) value is detailed in the procedure for the recovery of unlawful State aid or sponsorship of insignificant (*de minimis*) value approved by the Resolution of the Government of the Republic of Lithuania of 6 September 2004 No. 1136. |

|  |  |
| --- | --- |
| Position, name and surname of the Applicant's manager |  |
| Date |

|  |
| --- |
| Choose a date |

 |
| Signature |  |

|  |
| --- |
| **ANNEXES**  |
| The Applicant shall submit the following documents with this completed application:1. ...
2. ...
3. ....
 |

1. If the Applicant's registered office is located outside the Republic of Lithuania, the amount may be denominated in the national currency of the country of the Applicant's registered office (indicating currency). [↑](#footnote-ref-2)
2. If the Applicant's registered office is located outside the Republic of Lithuania, the amount may be denominated in the national currency of the country of the Applicant's registered office (indicating currency). [↑](#footnote-ref-3)
3. Social reality refers to the issues and challenges faced by the community. [↑](#footnote-ref-4)
4. Projects contributing to or ensuring energy efficiency and/or the generation and/or development of renewable energy, and/or the protection of the environment and the mitigation of climate change, and/or the creation of services and jobs in the community, and/or the development of social, health, entrepreneurial, or scientific, technological, engineering, and mathematical skills in the community shall be prioritised by giving them an additional point during the evaluation. [↑](#footnote-ref-5)
5. The commercial offers should be attached to this application form. [↑](#footnote-ref-6)
6. If the Applicant is a VAT payer, then the amounts should be net of VAT. [↑](#footnote-ref-7)
7. According to Article 91(9)(2) of the Republic of Lithuania Law on Charity and Sponsorship, state-owned enterprises may not be granted Financial Support if the Financial Support Recipient has, in the last 3 years, committed, in the context of a previous contract for receiving financial support, material violations of the terms and conditions of the contract with the state-controlled enterprise. [↑](#footnote-ref-8)
8. Pursuant to Article 91(7) of the Republic of Lithuania Law on Charity and Sponsorship, state-owned enterprises may not provide donations to funds and institutions established by civil servants of political (personal) trust, members of the Seimas of the Republic of Lithuania, members of the Government of the Republic of Lithuania, members of the Councils of the Republic of Lithuania, municipal councils, members of the governing bodies of single-person and collegiate governing bodies of political organisations and think-tanks, and their close relatives, spouses, in-laws, and partners, where the partnership has been registered as prescribed by law. [↑](#footnote-ref-9)