**APPLICATION FOR COMMUNITY SPONSORSHIP**

**(for sponsorship amounting over EUR 5,000)**

**Parts of Application:**

1. Applicant information
2. Information about the project
3. Budget of the project
4. Publication of the project
5. Questionnaire on anti-corruption management system
6. Approvals and declarations

**I. APPLICANT INFORMATION**

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| 1. **APPLICANT’S DETAILS** | |
| 1.1. Name of legal entity |  |
| 1.2. Legal entity code |  |
| 1.3. Legal form *(association, budgetary office, public enterprise 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. Sponsorship 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 Sponsorship Provider on sponsorship issues.  All communication (correspondence, telephone, documents and/or information) related to the sponsorship 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 in accordance with 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**   For application fields with character limits (including spaces), exceeding the number of characters will result in the description not being read and evaluated. | |
| 3.1. Describe the history and purpose of the Applicant (up to 300 characters): | |
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**II. INFORMATION ON THE PROJECT FOR WHICH SPONSORSHIP IS REQUESTED**

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

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

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| **5. QUALITY CRITERION** | | | | |
| 5.1. Describe the aims and objectives of the project (up to 1,000 characters).[[3]](#footnote-4) | | | | |
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| 5.2. Describe the number of people who will contribute to this project.  Describe your previous experience (if any) in implementing projects: when were the projects implemented, what were their objectives and activities, what was the project's budget (EUR), sources of funding. If you have implemented more than 3 projects, please describe the most recent 3–5 projects (up to 1,000 characters). | | | | |
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| 5.3. Describe the value of the project for your community, how it responds to social issues in the community, how it creates benefits for the region. Explain how the project will promote long-term cooperation between your community and the Sponsorship Provider (up to 1,000 characters). | | | | |
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| 5.4. 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. Describe how you ensure transparency and openness in your work. Please also describe how open and transparent information on the use of the sponsorship would be ensured (up to 1,000 characters). | | | | |
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| 6.2. Assess and identify potential project risks. For example, please specify the management of the risk of increasing costs of project/activity implementation. | | | | |
|  | Risk | Probability of occurrence (under which conditions it is likely to occur) | Impact on the project | Risk mitigation measures |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ... |  |  |  |  |

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| **7. Criterion of validity of results and indicators** | | | | |
| 7.1. List the project's milestones, the indicators and results they are expected to achieve and justify them. | | | | |
|  | Project phase | Term | Indicator and target result and how you will measure their achievement | Please justify the tangibility of the plan (in your answer to the question, please indicate the timeframes and prices/estimates quoted by at least two of the project partners / companies that submitted commercial offers) |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| ... |  |  |  |  |
| **8. Criteria for compliance with the Ignitis Group Sustainable Business Principles** (for more information on sustainability in the Ignitis Group, see here: [www.ignitisgrupe.lt/lt/tvarumas](http://www.ignitisgrupe.lt/lt/tvarumas)) | | | | |
| 8.1. Describe the value that the project will create in the field of the environment and/or in the field of the social environment (society, employees) and/or in the field of the market activities of the Ignitis Group (up to 1,000 characters) | | | | |
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| 9. Indicate with which regional, national and/or international organisations you cooperate (if any) while implementing this project (up to 1,000 characters) | | | | |
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**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 percent** of the budgeted amount. In the event that sponsorship for a project or activity is granted, 5 percent will be calculated on the value of the Sponsorship granted to the project or activity in accordance with the Sponsorship 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 percent** of the budgeted amount. In the event that sponsorship for a project or activity is granted, 10 percent will be calculated on the value of the Sponsorship granted to the project or activity in accordance with the Sponsorship 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.

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| **10. INFORMATION ON THE BUDGET REQUIRED TO CARRY OUT THE PROJECT ACTIVITIES** | | | | | | | | |
| 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)[[4]](#footnote-5), 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. |  |  |  |  |  |  |  |  |
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| Total: | | | | | |  | - |  |
| Total project value:  Requested funding (incl. VAT) + Funding from other sources (incl. VAT), EUR | | | | | |  | | |

**IV. PUBLICATION OF THE PROJECT**

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| **11. Publicity** (publication of project-related information is optional. However, if you plan to use part of the project funds for publicity, 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. SPORNSORSHIP RECIPIENT QUESTIONNAIRE ON ANTI-CORRUPTION MANAGEMENT SYSTEM AND RISK MANAGEMENT**

In order to ensure compliance with the requirements set out in the Group's Sponsorship 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:

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| **12. Representatives** | | | | | |
| Please list any founders, stakeholders, partners, shareholders, members of the management body (if any) or other natural persons or legal entities involved in any relationship. 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 Person  Yes/no |
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| **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 Person  Yes/no |
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**VI. APPROVALS AND DECLARATIONS BY THE APPLICANT**

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| **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 Sponsorship and Humanitarian Aid Policy, the Sponsorship Allocation Policy, the Rules for the Management of Sponsorship of UAB Ignitis renewables and the other conditions; |
| 14.3. In the event that a sponsorship is awarded, the Applicant undertakes to use the sponsorship in a fair and transparent manner and only for the purposes for which it was awarded,  in accordance with all provisions of the Sponsorship Agreement; |
| 14.4. The Applicant is aware that if the sponsorship is not used for its intended purpose, the Sponsorship Provider will demand repayment in accordance with the procedures laid down in the legislation and the Sponsorship Agreement; additional sanctions may also apply; |
| 14.5. The Applicant is aware that the Sponsorship Provider is obliged to publish information on the Sponsorship Recipient, the purpose of the sponsorship, the amount of the sponsorship and the duration of the sponsorship for the current year and for 3 (three) years in advance. |
| 14.6. 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 Sponsorship Provider reserves the right to recover the sponsorship granted. |
| 14.7 **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. |
| 14.8 The Applicant has not committed the violations referred to in Article  91(9)(2) of the Republic of Lithuania Law on Charity and Sponsorship[[5]](#footnote-6); |
| 14.9 The Applicant is not included (including persons related to the Applicant) in the list of persons listed in Article 91(7)[[6]](#footnote-7) of the Republic of Lithuania Law on Charity and Sponsorship, who are not eligible for sponsorship; |
| 14.10 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. |
| 14.11. The Applicant is aware that the Sponsorship Provider's assessment of the Applicant's current application will be accompanied by an assessment of compliance with the State air criteria. In the event that the Sponsorship meets the criteria for State aid and the requirements of Regulation (EC) No. 2023/2831, the Sponsorship Provider shall submit the details of the Sponsorship granted to the Register of State Aid and Insignificant (*de minimis*) Aid Granted. If it is subsequently established that such Sponsorship 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 Sponsorship Provider shall declare that such aid has been unlawfully granted and shall be repaid to the State budget. In such a case, the Sponsorship Provider shall have the right to demand that the Sponsorship Recipient reimburse the Sponsorship granted thereto to the State budget, or the amount shall be recovered out of dispute. The procedure for the recovery of unlawfully granted State aid or sponsorship 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. |

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| Position, name and surname of the Applicant's manager |  |
| Date | |  | | --- | | Choose a date | |
| Signature |  |

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| **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. 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-4)
4. If the Applicant is a VAT payer, then the amounts should be net of VAT. [↑](#footnote-ref-5)
5. According to Article 91(9)(2) of the Republic of Lithuania Law on Charity and Sponsorship, state-owned enterprises may not be granted sponsorship if the Sponsorship Recipient has, in the last 3 years, committed, in the context of a previous contract for receiving sponsorship, material violations of the terms and conditions of the contract with the state-controlled enterprise. [↑](#footnote-ref-6)
6. 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-7)