

Rules of the Grant Competition "#We have common goals" edition of 2018

§ 1. General Terms and Purpose of the Competition

1. The organizer of the CSR GAMIFICATION 2018 Grant Competition (hereinafter, the "**Competition**") is **Santander Bank Polska S.A. with a registered office in Warsaw**, al. Jana Pawła II 17, 00-854 Warsaw, entered in the register of businesses maintained by the District Court for the Capital City of Warsaw in Warsaw, 12th Business Department of the National Court Register under no. KRS 0000008723, established pursuant to Regulation of the Council of Ministers of 11 April 1988 regarding incorporation of Bank Zachodni in Wrocław (Journal of Laws of 1 July 1988 no. 21 item 142), REGON 930041341, NIP 896 000 56 73, with a share capital of PLN 993,334,810 fully paid up (hereinafter referred to as the "**Organiser**" or the "**Bank**").
2. The competition is conducted in partnership with the **Santander Bank Polska Foundation with a registered office in Warsaw**: Al. Jana Pawła II 17, 00-854 Warsaw, established pursuant to a notarial deed made by Janina Jarzabek, Notary Public with a registered office in Wrocław, on 17 December 1997, repertory A no. 798/97, operating in conformance with the provisions of the Act of 6 April 1984 on Foundations and the Foundation's Statutes, entered in the register of foundations, other social and professional organisations and independent public healthcare institutions, maintained by the District Court for the Capital City of Warsaw, in Warsaw, 12th Business Section of the National Court Register under KRS number 0000120807, NIP 8971635900 and REGON 932198147 (hereinafter, the "**Partner**").
3. The purpose of the **Grant Competition "#We have common goals" edition of 2018** is to provide financial support in the form of a grant for the execution of one Project promoting Sustainable Development Goals (hereinafter, the "**SDGs**") on the territory of Poland.
4. The competition will lead to the selection of one social initiative (hereinafter, the "**Project**") meeting the competition criteria and submitted by an Organisation which intends to implement it, and awarding to the Organisation financial support in the form of a grant for the execution of the proposed activities (hereinafter, the "**Grant**").
5. The Grant in the Competition will be awarded to an Organisation whose Project contributes to the SDGs supported by the **Organiser**. The Bank's Sustainable Development Goals can be found at www.en.raport.santander.pl/
6. Furthermore, the **Project** shall also mean an objective and an action plan to be executed in Poland with the involvement of a social institution or a non-profit organisation with a legal entity status (hereinafter, the "**Organization**").

7. The competition will be held in two stages:
 - a. **Stage 1** – accepting Project submissions for the Competition – from **17 October 2018** to **12 November 2018 until 12:00**.
 - b. **Stage 2** – gamification (competition) between two or three Projects submitted by Organisations and selected by the Judging Panel, from **19 November 2018** to **6 December 2018**.
6. Grants will not be awarded to for-profit entities or individuals.
8. One **Organisation** can file only one submission to the **Competition** relating to one **SDG**.

§ 2. Timelines and Announcement of Competition Results

1. Submissions will be accepted from **17 October 2018** to **12 November 2018 until 12:00**.
2. All submitted Projects will be evaluated by the specially appointed Judging Panel.
3. Out of all submitted Projects, the Judging Panel will select not less than 2 and not more than 3 Projects.
4. The Grant awarded by the Judging Panel will be provided in the form of a donation.
5. The funded Project must be completed no later than by **30 June 2019**.
6. The Competition results will be announced by **11 December 2018** on the Bank's website at www.en.raport.santander.pl/

§ 3. Submissions

1. A Project can be submitted for the Competition only using the dedicated Submission Form which will be available on the Bank's website at www.en.raport.santander.pl/ (hereinafter, the "**Form**"). The Form must be submitted by the set deadline specified on the website and herein.
2. Enrolment in the Competition shall take place when the **Organisation** has accepted and sent the completed **Form**.
3. Enrolment in the competition is treated as a sign of acceptance of these Rules and readiness to take part in the Competition.
4. If an Organisation fails to provide all required data in the Form, provides incorrect or untrue data or fails to execute any of the required actions before the set deadline, the Project submitted by the Organisation will be rejected.

5. Submission of the Form is not equivalent with the award of the Grant.
6. In order to take part in the Competition, the participant also has to consent to:
 - a. being contacted by phone, also using automated calling systems, for purposes related to the Project execution,
 - b. being contacted by electronic channels (e.g. emails, text messages) for purposes related to the Project execution.

§ 4. Required documents

1. At the Organiser's request, the Organisation shall attach a scan of its statutes and a current certificate of entry in the National Court Register (KRS) to prove its credibility. The organisations which do not have a KRS number should present a certificate of entry into another register and documents certifying their authorisation to sign civil law agreements and assume financial liabilities. The Organiser reserves the right to request access to the original versions of the abovementioned documents.
2. An Organisation participating in the Competition consents to the disclosure of its contact details by the Organiser to the Partner for the purpose of producing video, press, online or radio coverage of the execution of the Project submitted by the Organisation and agrees to cooperate with the media in order to promote the Competition.
3. An Organisation participating in the Competition agrees to obtain consents from persons involved in the preparation and execution of the Project for the use of their images. Such consents shall be submitted to the Organiser and the Partner at their request.
4. An Organisation which will ultimately be awarded a Grant, will be required to provide the Organiser with digital materials recorded on digital media, such as photographs and videos, documenting and illustrating the execution of the Project and will authorise the Organiser to use them in both internal and external communication. Upon providing such materials, the Organisation shall confirm that it has obtained consents of the persons appearing in the materials for the free of charge use of their images by the Organiser and the Partner. The Organiser and the Partner have the right to use such materials for an undefined period of time, both in Poland and abroad, in particular in online publications (Internet and Intranet posts) and leaflets, etc.

§ 5. Judging Panel, Project Evaluation Criteria and Stages

1. The Competition Judging Panel will be composed of representatives of the Organiser and the Partner.
2. In **Stage 1**, the Projects will be evaluated according to the following criteria:
 - a. conformance of the Project assumptions with the SDGs promoted by the Organiser,

- b. accuracy and completeness of the data provided in the Form,
 - c. inventiveness, innovativeness and attractiveness of the Project,
 - d. social engagement of the Project,
 - e. accurate and reliable cost estimation,
 - f. opinions of the Organiser's and Partner's experts.
3. Between **13 November 2018** and **18 November 2018**, out of the Projects submitted in **Stage 1**, the Judging Panel will select not less than two and not more than three Projects which will qualify for **Stage 2**.
4. If the Project does not meet formal requirements set out in these Rules, it will not be evaluated for merit.
5. The decisions of the Judging Panel shall be final and binding.
6. The Organiser will notify the selected Organisations that their Projects qualified for the second stage of the Competition and will seek confirmation that the Organisations are willing to continue their participation in the Competition:
 - a. by emails sent from **14 November 2018** to **15 November 2018** to the address provided by the Organisation in the Form, requesting for the confirmation of receipt,
 - b. if an organisation fails to confirm receipt of the email within referred to in a) above within one business day, the Organiser will additionally try to contact the Organisation by calling the phone number provided in the Form.
7. On the Bank's website at <http://santander.pl/raport-csr> the portfolios of the Projects qualified for **Stage 2** will be posted and Internet users will be encouraged to vote for them from **19 November 2018** to **6 December 2018**.
8. The Project portfolios will consist of:
 - a. the Project description,
 - b. multimedia presentations of the Project (if available),
 - c. a voting module to cast a vote for the project.
9. The Project with the highest number of votes in **Stage 2** will win the Competition and get the Grant.
10. In order to attract as many votes as possible, the Organisations will be obliged to promote their Projects and actively seek support e.g. by launching social media campaigns.
11. To cast a vote, each voter will have to:
 - a. log on via an identity verification tool:
 - o Google, or
 - o Facebook (Facebook Connect module),
 - b. answer one of 35 questions which are based on the contents of the Organiser's CSR Report,
 - c. in the case of five consecutive wrong answers, the voter will get a message with a recommendation to review the Organiser's CSR report more closely and try to vote once again.

§ 6. Other Project and Execution Requirements

1. The Project has to be implemented in whole with the Grant money (donation).
2. The Project's cost estimate may not include remuneration paid to the Project coordinators and members of the Organisation.
3. Remuneration can be included in the Project costs only in the case of hired experts without whom the Project would not be possible.

§ 7. Grant and Grant Disbursement

1. The Competition prize is the Grant in the amount requested in the Submission Form, not higher than **PLN 30,000** (including tax) (in words: thirty thousand zlotys 00/100).
2. The winning Organisation will have to sign a donation agreement drafted on the basis of the data provided in the Form.
4. The Grant will be disbursed by way of a bank transfer to the account specified by the Organisation after the Partner has received a copy of the agreement signed by both parties.

§ 8. Settlement

1. The winner is obliged to submit a settlement of the received Grant (donation) within a period of one month from the Project completion date specified by the Organisation, but no later than until **31 July 2019**.
2. The winner shall submit an accounting statement and a written report on the Project completion.
3. All accounting records which evidence the purchase of goods and services required for the implementation of the Project for which the Organisation received the Grant from the Partner should be issued in the Organisation's name.
4. The settlement of the Project costs should be accompanied by two-side scans of all accounting records with a proper description and information about the source of money used to finance the expenses.
5. The report on the completion of the Project should include photographs, press coverage scans and other types of evidence documenting the implementation of the Project.

§ 9. Complaints

1. Complaints regarding recruitment for the Competition can be filed via electronic mail at the following address: Joanna.Maras@santander.pl
2. Complaints should include the contact details of the complainant which are necessary to provide a reply to the complaint and a short description of the grounds for the complaint.
3. Effectively filed complaints will be evaluated as soon as possible, no later than within 14 days as of the complaint receipt date. The complainant will be notified about the outcome of the complaint evaluation by electronic mail, at the provided email address.

§ 10. Final Provisions

1. The Organiser and the Partner reserve the right to verify whether the Organisations submitting their Projects meet the criteria set out in these Rules. To this end, the Organiser or the Partner may request the Organisation to submit statements, provide data or deliver certain documents. If at any time it turns out that the Organisation fails to meet the requirements specified in these Rules, it may be excluded from the Competition.
2. An Organisation submitting a Project for the Competition is obliged to notify the Organiser or Partner about any change in its contact details following entry into the Competition. Neither the Organiser nor the Partner shall be liable for a change of the Organisation's contact details after enrolment in the Competition (and failing to notify the Organiser or the Partner about the change), as a result of which it will not be possible to get in touch with the Organisation in order to discharge the information obligations referred to in these Rules.
3. The participants can have access to the full text of these Rules at www.santander.pl/raport-csr.
4. In the event of any uncertainties regarding the enrolment procedure, the Competition or notification about changes in the contact details, Organisations can obtain the required explanations at the following email address Joanna.Maras@santander.pl
5. All matters unresolved herein shall fall under the relevant provisions of the Civil Code and other generally applicable legal regulations.
6. The Organiser's supervisory authority is the Polish Financial Supervision Authority (KNF).