



Latvijas ebreju kopienas restitūcijas fonds

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Translation from Latvian

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**PROCEDURE BY WHICH THE LATVIAN JEWISH COMMUNITY RESTITUTION FOUNDATION
MANAGES AND USES THE RECEIVED FOUNDATION FUNDS IN ACCORDANCE WITH THE LAW
“GOODWILL REIMBURSEMENT TO THE LATVIAN JEWISH COMMUNITY”**



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I. GENERAL PROVISIONS

1. Definitions

Approval	Candidate's written approval, by which the Candidate confirms readiness to realize the Project and conclude the Funding agreement with the Foundation
Candidate for the Aid	natural person who has suffered in holocaust in the territory of Latvia and lives outside Latvia
Aid	one-off material aid for the Candidate, who qualifies for the aid, approved by the Foundation council
Report	report on use of the Foundation funds allocated in the previous year
Opinion	document which provides the assessment of the Foundation board on compliance of the Project with the requirements for the Project, and which contains the decision taken by the Foundation board to support or not to support the Project
Founding agreement	agreement between the Foundation and the Candidate on allocation of Funding for realization of the Project
Funding recipient	Candidate with whom the Foundation has concluded the Funding agreement
Funding	portion of the Foundation funds allocated for the Projects provided for in the Plan
Foundation funds	Reimbursement allocated to the Foundation by Law
Foundation project	Project implemented by the Foundation itself
Foundation's website	www.lekoref.lv
Foundation	"Latvian Jewish Community Restitution Foundation", registration number in Latvia: 40008252290
Tender	Project tender organized by the Foundation
Law	Law on "Goodwill Reimbursement to the Latvian Jewish Community"
Objective	<p>realization of events and projects of the Latvian Jewish Community, among them:</p> <ol style="list-style-type: none"> 1) for renewal and preservation of the Latvian Jewish cultural historical heritage; 2) for support to other Latvian Jewish Community organizations which are part of the Council of the Latvian Jewish congregations and communities; 3) for management of properties of the Latvian Jewish Community and the Foundation; 4) for support to the Latvian museums, the work of which is directed to research of the history of the Latvian Jewish Community and holocaust in the territory of Latvia (museum "Jews in Latvia", Museum of the Riga ghetto and holocaust in Latvia, Zanis Lipke memorial, Museum of the Occupation of Latvia and others);

	<p>5) for funding of events and projects related to religion, culture, education, science, health care, history, sports, charity;</p> <p>6) for promotion of consolidation, integration of the Latvian society and development of civic society;</p> <p>7) for maintenance and improvement of the memorial of holocaust victims (Bikernieki forest, Dreilini forest, Rumbula, Mezaparks, Skede dunes, Daugavpils and other places)</p>
Provisions	these provisions which set forth the procedure by which the Foundation manages and uses the Foundation funds
Plan	plan for use of the Foundation funds in the next calendar year
Candidate	legally capable natural person or legal entity registered in the Republic of Latvia whose activity is related to the Objective and who meets the requirements set out in these Provisions
Principles	principle of sound financial management which comprises principles of economy, efficiency and effectiveness.
Application for the Project	application form for the Project approved by the Foundation
Request for the Project	set of documents and information listed in Clause 18.3. of the Provisions
Requirements for the Project	administrative (Clause 21.2. of the Provisions), quality (Clause 21.12. of the Provisions) and specific requirements if stipulated
Project	event or project conforming to the Objective. For reason of clarity, the Funding shall be allocated only to those Projects which are approved by the Foundation council in the procedure set out in these Provisions, and with respect of which the Funding agreement is concluded
Requirements for submission of the Project	Requirements for submission of the Project, which., inter alia, set forth the available Funding and the Deadline
Related person	representative, member of management or executive body who is direct or indirect participant / shareholder or the beneficial owner
Deadline	deadline for submission of applications for the Project

2. Purpose of the Provisions and the procedure for approval

2.1. Provisions, inter alia, set forth the procedure by which the Foundation manages and uses the Foundation funds, incl. the procedure by which:

- 2.1.1. Foundation decides on distribution of the Foundation funds;
- 2.1.2. Foundation announces and organizes Tenders;
- 2.1.3. Foundation notifies other persons of the availability of the Funding;
- 2.1.4. Candidates may apply for receipt of the Funding;
- 2.1.5. Foundation decides and notifies of allocation of the Funding to the Candidate;
- 2.1.6. Funding recipients report on the use of the received Funding;
- 2.1.7. Foundation board reports on the use of the received Foundation funds to the Foundation council;
- 2.1.8. Foundation reports on the use of the received Foundation funds to the Ministry of Finance.

- 2.2.** The elaboration of the Provisions shall be organized and the Provisions shall be approved by the Foundation council upon coordination with the Ministry of Finance of the Republic of Latvia. The Provisions shall be published on the Foundation's website.

3. Tasks of the Foundation

- 3.1.** The tasks of the Foundation with respect to the Foundation funds are as follows:
- 3.1.1.** to manage the Foundation funds and distribute them for realization of those Projects in Latvia, as well as to disburse the Aid;
 - 3.1.2.** to announce and organize Tenders and decide on distribution of the Foundation funds, incl. to set forth the procedure for the Tendering process, the procedure by which can be applied for receipt of the Foundation funds, as well as the procedure, by which the Funding recipients, except for the Aid, report on use of the Funding;
 - 3.1.3.** to purposefully and efficiently hold and use the Foundation funds ensuring control over the use;
 - 3.1.4.** to ensure full transparency of the Foundation's activity with respect to the Foundation funds - the public availability of all information related to the projects financed with the Foundation funds — and to publish the information about the amount of the Foundation funds allocated for the Projects and about the objectives;
 - 3.1.5.** to ensure preconditions so that the Foundation funds allocated for realization of the Projects shall be used in compliance with the Principles;
 - 3.1.6.** to prepare and submit the Report each year to the Ministry of Finance, as well as to publish the Report on the Foundation's website.

4. Distribution of the Foundation funds

- 4.1.** Each year until December 31st of the current year the Foundation board prepares, and the Foundation council approves the Plan. The Plan for 2023 shall be prepared and approved until March 31st, 2023.
- 4.2.** When preparing the Plan, the Foundation board observes the Principles, the Provisions, the Law and other regulatory enactments. For reason of clarity, the Foundation has the right to use and distribute the Foundation funds received in the current year also in the next financial years, that is, the Foundation has no obligation to use (incl. to distribute) in the respective year all Foundation funds received in the current calendar year.
- 4.3.** The Plan, inter alia, provides for as follows:
- 4.3.1.** all events, projects (incl. the approved Projects), costs etc. which are intended to be covered from the Foundation funds in the current year, incl. for management of the properties of the Latvian Jewish Community and of the Foundation as well as the funds intended for other Foundation projects. All Foundation expenses related to the management, distribution and use of the Foundation funds shall be covered from the Foundation funds;
 - 4.3.2.** Foundation funds reserved for disbursement of the Aid, if expenses are expected in the respective year;
 - 4.3.3.** planned amount of the Funding;
 - 4.3.4.** Funding allocated in the previous years which has not been yet disbursed and/or used and/or distributed;
 - 4.3.5.** general procedure by which the Funding is intended to be used (priorities, division by spheres, division by categories, the funds allocated for Tenders etc., if any).
- 4.4.** The Foundation board prepares the Plan (incl. amendments to the Plan) approved by the Foundation council. If the Foundation council expresses objections against the Plan

offered by the Foundation board, (incl. after approval of the Plan), the Foundation board prepares relevant amendments and submits the amended Plan to the Foundation council. The Foundation council, approving the Plan, may impose restrictions on the action of the Foundation board for disposal of the Foundation funds.

- 4.5. The Foundation notifies of the amount of the Funding, which will be available (distributed) in the current calendar year and the planned procedure, on the Foundation's website and other media at the discretion of the Foundation within three working days after approval of the Plan. Moreover, the Foundation notifies of any changes in the availability of the Funding on the Foundation's website.
- 4.6. The Foundation board uses the Foundation funds in conformity with the Plan and observing the regulatory enactments, the Provisions, the Foundation charter and the decisions of the Foundation council (incl. the imposed restrictions related to them). The Foundation board shall obtain prior written consent from the Foundation council for use of the Foundation funds only in the following cases:
 - 4.6.1. if directly stipulated by the Foundation charter, the Provisions, the Plan and/or the decision of the Foundation council;
 - 4.6.2. the Foundation funds are necessary for a Foundation project which is not included in the approved Plan, and the amount of the necessary funds exceeds EUR 5 000 in the calendar year;
 - 4.6.3. for other costs which are not clearly defined in the Plan and which exceed EUR 3 000 in the calendar year.
- 4.7. The Foundation board reports to the Foundation council on all costs referred to in Clause 4.6.2 and 4.6.3 of the Provisions no later than at the next (closest) meeting of the Foundation council upon occurrence of the respective costs specifying for which and in what amount the costs occurred as well as by submitting the updated Plan which includes these costs.
- 4.8. The Foundation board may propose to amend (incl. reallocate the Foundation funds between the spheres, to reduce and/or increase the funding etc.) the approved Plan (incl., if necessary, in order to enhance purposeful and efficient usage of the Foundation funds) by submitting the amended Plan to the Foundation council for approval.

5. Transparency of the Foundation's activity and notifications

- 5.1. The Foundation ensures the transparency of the Foundation's activity with respect to the Foundation funds and their use by publishing the information on the use of the Foundation funds on the Foundation's website and other media (incl. websites) at the discretion of the Foundation. Similarly, all information on the availability of the Funding and the Aid (incl. the time –limits and the available amount of the Funding and the Aid, the Tenders etc.) as well as any changes in this connection shall be published on the Foundation's website and other media.
- 5.2. At least the following information and documents shall be published on the Foundation's website:
 - 5.2.1. these Provisions;
 - 5.2.2. the Funding available in the current year;
 - 5.2.3. the balance of the Funding available in the current year – no less than once a quarter;
 - 5.2.4. the financed Projects (incl. the Funding recipient, the objective of the Project, the allocated Funding, the date of allocation etc..) – no less than once a quarter;
 - 5.2.5. the announced Tenders and their results;
 - 5.2.6. invitations to participate in the Tenders and the respective Tender rules;

- 5.2.7. invitations to submit Projects and the respective requirements for the Project submission;
 - 5.2.8. selective forms for submission of information and documents to the Foundation;
 - 5.2.9. standard terms of the Funding agreement;
 - 5.2.10. Report.
- 5.3. Upon receipt of a substantiated request, the Foundation board may issue additional information and documents with respect to the use of the Foundation funds.
- 5.4. The Foundation publishes information (data) or otherwise discloses it observing the restrictions (incl. requirements for protection of personal data and trade secret) on disclosure set forth in the regulatory enactments.
- 5.5. If the Provisions stipulate that the decision of the Foundation board and/ or the Foundation council is required to be notified to the person, the notification shall be sent to the respective person electronically to the e-mail address specified by the person and /or by registered letter within five working days from the day of adoption of the decision. If the decision is negative, then the conditions and/ or underlying consideration for adoption of the decision shall be specified.
- 6. Applying for receipt of the Foundation funds**
- 6.1. The person can apply for receipt of the Foundation funds by submitting the application for receipt of the Aid or the application for the Project.
- 6.2. The application for receipt of the Aid shall be submitted in the procedure set out in Section II "AID" of the Provisions, but the application for the Project shall be submitted in the procedure set out in Section III "PROJECTS" of the Provisions.
- 6.3. In order to promote the absorption of the Funding, the Foundation may also additionally organize separate Tenders. The Tenders may be dedicated for a specific purpose (incl. event, project and/or activity) or for achievement of the Objective in general (incl. set forth the availability of the Funding by phases). The submission of applications for the Project within the framework of the Tender shall take place in conformity with the procedure set out in Section IV "TENDERS" of the Provisions.
- 7. Submission of documents to the Foundation**
- 7.1. The documents may be submitted to the Foundation unless another procedure is set forth in the Tender rules or provisions for submission of the Projects:
- 7.1.1. by post – the documents should be sent by post or by courier to the legal address of the Foundation;
 - 7.1.2. in person – the documents should be submitted personally at the secretariat of the Foundation at Skolas street 6, Riga, Latvia;
 - 7.1.3. electronically – the documents should be sent to the e-mail of the Foundation applications@lekoref.lv
- 7.2. If the documents are sent electronically and/or the electronic version of the documents (incl. the application for the Project) is submitted, the documents should be submitted in their original format unless the Foundation specifies another format of their submission, i.e., if the document is prepared in MS Word format (for example, the application for the Project) or MS Excel format (for example, the budget plan or cost estimate), then the respective document should be submitted in the appropriate format unless the Foundation specifies another format of their submission.
- 7.3. If the Foundation on the Foundation's website has published standard document forms for application (for example, the application for the Project, the budget plan, the cash flow schedule etc.), the person shall submit the respective documents using the respective forms.

8. Decision-making procedure

- 8.1.** The Foundation board and the Foundation council adopt the decisions stipulated in the Provisions (incl. with respect to adoption of the decisions set out in these Provisions and providing approval) in the procedure set forth in the Foundation's charter.
- 8.2.** The Foundation board and the Foundation council, when adopting in essence the decisions set forth in these Provisions with respect to the Foundation funds (incl. giving approval to the documents set forth in these Provisions), ensure that at least the following principles are observed:
 - 8.2.1.** equal attitude, proportionality, impartiality, professionalism and transparency;
 - 8.2.2.** absence of conflict of interest – persons who find themselves in situation of conflict of interest do not participate in the decision making;
 - 8.2.3.** confidentiality – the received information is used only for the intended purpose unless otherwise set out by law or in the Provisions.
- 8.3.** Both the Foundation board and the Foundation council may hire specialists of the respective sphere for assessment of allocation and use of the Funding as well as other matters and conditions associated with the Foundation funds.
- 8.4.** Both the Foundation board and the Foundation council may extend the deadlines set in these Provisions (incl. with respect to a particular person), if there is a substantiated reason.

9. Control over the use of the Foundation funds

- 9.1.** The Foundation board is obliged to ensure that the Foundation funds are used in compliance with the Law, the Provisions, the Foundation's charter and the decisions of the Foundation council as well as the Plan. The supervision over the use of the Foundation funds is carried out by the Foundation council.
- 9.2.** The Foundation board each year prepares and submits the Report together with the annual report to the Foundation council for approval.
- 9.3.** The Foundation board submits the report approved by the Foundation council to the Ministry of Finance of the Republic of Latvia and publishes on the Foundation's website no later than within five working days after approval.
- 9.4.** The Foundation board once every half year submits statement on the use of the Foundation funds in the previous half year to the Foundation council.
- 9.5.** The Foundation council has the right any time to request the Foundation board to provide additional full information (incl. documents) and explanations on the use of the Foundation funds.
- 9.6.** For reflection of the transactions related to the Foundation funds a separate accounting system and/ or an appropriate accounting code is used to enable control over effective and transparent use of the Foundation funds.
- 9.7.** The lawfulness and conformity audit of the use of the Foundation funds shall be conducted no less than once a year by a sworn auditor selected by the Ministry of Finance or a Sworn Auditor Commercial Company, and the fees for the auditor's service shall be covered from the Foundation funds. The Foundation board is obliged to ensure the workplace for the sworn auditor during the audit, to present all documents and provide the necessary information in relation to the use of the Foundation funds.
- 9.8.** If the Foundation board considers necessary, it may prepare the standards (forms) of the necessary documents stipulated in these Provisions and/or in relation to the Provisions which are approved by the Foundation council. All approved forms shall be published on the Foundation's website within three working days from the approval.
- 9.9.** The Foundation council, if all Foundation members with voting rights give consent thereto, in specific cases (if there is a substantiated reason) may allow exceptions in the Provisions and/or the documents approved on the basis of the Provisions.

10. Obligation to repay the received Funding

- 10.1.** The person is obliged to immediately repay to the Foundation the Foundation funds received from the Foundation, if the Foundation states that the Foundation funds have been wrongly paid out to the person (incl. by violating the Provisions and/or the regulatory enactments) and/or they have not been used for the Objective and/or they have been used by violating the Provisions, the terms of the Funding agreement, the Law or other regulatory enactments or the applicable requirements.

11. Complaints

- 11.1.** The person may lodge a written complaint if he/she considers that the Foundation board and/or the Foundation council has violated these Provisions, the provisions of the Tender rules, the requirements for submission of the Projects, the Law and / or other regulatory enactments when examining and/or taking decision on allocation of the Funding.
- 11.2.** It is possible to lodge the complaint personally, send by post or electronically via e-mail. If the complaint is lodged electronically, it should be signed with a secure electronic signature.
- 11.3.** The complaint on the action of the Foundation board and/or the adopted decisions should be addressed to the Foundation council. The complaint on the action of the Foundation council and/or the adopted decisions should be addressed to the founder of the Foundation.
- 11.4.** If upon review of the complaint the addressee of the complaint (i.e. the Foundation council or accordingly the Founder) detects violation, the addressee of the complaint (i.e. the Foundation council or accordingly the Founder) orders the committer of the violation to prevent the violation (for example, to repeatedly assess allocation of the Aid or the Funding).
- 11.5.** If upon review of the complaint the addressee of the complaint does not detect violation, the addressee of the complaint rejects the complaint.
- 11.6.** The person who lodged the complaint is obliged to provide additional information reasonably required by the addressee of the complaint and the documents within the time limit set by the addressee of the complaint. If the person who lodged the complaint fails to provide the required information or documents within the set time-limit, the complaint shall be rejected.
- 11.7.** All decisions taken with respect to the complaint shall be notified to the person who lodged the complaint.

II. AID

12. Invitation to apply for the Aid

- 12.1.** The Foundation publishes the invitation to apply for the Aid on the Foundation's website and other media (incl. websites) at the discretion of the Foundation board.
- 12.2.** If information on the persons who have suffered during holocaust in the territory of Latvia and who live outside Latvia is available to the Foundation, the Foundation may individually invite such persons to apply for the Aid by sending a respective notification to the person's postal and/or e-mail address known to the Foundation.

13. Applying for the Aid

- 13.1.** The Candidate for the Aid may apply for the Aid by filing with the Foundation a free form application and documents substantiating that the person is victim of the holocaust in the territory of Latvia and lives outside Latvia. The Candidate for the Aid may receive the Aid only once.
- 13.2.** The application and the documents should be personally submitted to the Foundation or by sending by post or via e-mail, if the application is signed with a secure electronic signature.

- 13.3.** At least the following information should be specified in the application (the Foundation may request additional information and/or documents):
- 13.3.1.** given name, surname, date of birth of the Candidate for the Aid (submitter), data of the document confirming the identity (type, number, issue date, issuing authority and country), address of the place of residence, postal address (if different from the address of the place of residence), e-mail address (if any), telephone of the Candidate for the Aid (applicant);
 - 13.3.2.** information which evidences that the Candidate for the Aid has suffered in the holocaust in the territory of Latvia;
 - 13.3.3.** information which evidences that the Candidate for the Aid lives outside Latvia;
 - 13.3.4.** details of the bank account of that Candidate for the Aid for receipt of the granted Aid for the holocaust victims (account number, bank name, address, registration number SWIFT/BIC code);
 - 13.3.5.** manner in which the Candidate for the Aid would like to receive the information on the decision taken by the Foundation to grant or not to grant the Aid – electronically via e-mail or in paper format by post.
- 13.4.** The application and the documents attached thereto should be submitted in the Latvian, Russian and/or English language. The documents in other languages should have certified translation in the Latvian language in the procedure set out in the regulatory enactments.
- 14. Decision on the Aid**
- 14.1.** The decision of the Foundation on the Aid to be granted or rejected shall be adopted by the Foundation board and approved by the Foundation council.
 - 14.2.** The decision of the Foundation approved by the Foundation council shall be notified to Candidate for the Aid. If the Aid is not granted, the underlying circumstances for rejection of the Aid shall be specified in the notification.
- 15. Disbursement of the Aid**
- 15.1.** The Aid shall be paid out only to the Candidate for the Aid approved by the Foundation council by non-cash transfer in euro currency within three months after adoption of the decision of the Foundation council on granting the Aid to the particular Candidate for the Aid. Equal amount (sum) set by the Foundation council is paid out to all Candidates for the Aid.
- III. PROJECTS**
- 16. Announcement of acceptance of applications for the Projects**
- 16.1.** The Foundation shall announce acceptance of applications for the Projects as well as the requirements for submission of the Projects (incl. the available Funding and the Deadline) on the Foundation's website. The Foundation may schedule and announce the acceptance of applications for Projects for several times within the framework of the calendar year.
 - 16.2.** The decision to start the acceptance of applications for the Projects and the requirements for submission of the applications for Projects shall be prepared by the Foundation board, but they shall be approved by the Foundation council.
 - 16.3.** The invitation to submit the applications for the Projects and the requirements for submission of the applications for Projects shall be published on the Foundation's website within 5 (five) working days after approval of the Foundation council.
 - 16.4.** The requirements for submission of the applications for the Projects may provide for other procedure for submission of the applications for the Projects, assessment, approval and supervision as set forth in these Provisions (incl. different requirements for the Candidates, the Projects and the applications for Projects).

16.5. The Foundation may suspend the acceptance and review of the applications for Projects at any time if there is a substantiated reason (incl. if the allocated Funding is not available anymore) by publishing the notification thereof on the Foundation's website.

17. General requirements for the candidates

17.1. Except for as specified in Clause 17.2., only the Candidate may apply for receipt of the Funding.

17.2. The person cannot be a Candidate:

17.2.1. for whom legal protection proceedings, out-of-court legal protection proceedings are initiated or insolvency declared;

17.2.2. for whom the commercial activity is restricted, suspended or terminated or liquidation started;

17.2.3. whose debt obligations exceed the total amount of assets;

17.2.4. with respect to whom or his/her Related person the national sanctions or international sanctions are imposed adopted by the Organization of the United Nations or the European Union or other international organization, the member state of which is Latvia, and which are directly applied and implemented in Latvia in accordance with the Law on International and National Sanctions of the Republic of Latvia;

17.2.5. who or whose Related person is found guilty in committing a criminal offence by the court judgement which has come into force;

17.2.6. whose tax debts exceed EUR 150;

17.2.7. who has unsettled obligations against the Foundation in relation to previously granted Funding;

17.2.8. other criteria approved by the Foundation council.

18. General requirements for the Projects

18.1. The Project and the application for the Project should meet the requirements for the Project.

18.2. The recommended amount of the Funding (incl. co-funding) for one Project is no less than EUR 1000. The recommended co-funding of the Candidate is no less than 20% of the planned costs for realization of the Project. The total time for realization of the Project does not exceed three years.

18.3. The request for the Project consists of the application for the Project as well as information and documents which substantiate that the Project meets the requirements for the Project and the Candidate meets the requirements raised for the Candidate, incl. but not only:

18.3.1. budget of the Project;

18.3.2. Project activities and time schedule;

18.3.3. cash flow schedule for the Project;

18.3.4. brief summaries (CV) of the persons involved in the Project management;

18.3.5. annual reports for the last two years submitted by the Candidate to the State Revenue Service and the Candidate's operating balance sheet for the last reporting period, except, if the Candidate is a natural person. The newly founded legal entities and formations shall submit the operating balance sheet for the last reporting year;

18.3.6. statements from the Conviction Register on the criminal record / absence of criminal record of the Candidate and its Related persons. The statement must not have dated older than 60 days;

- 18.3.7.** other documents as per the discretion of the Foundation.
- 18.4.** The Foundation may request additional information and documents (incl. before the review and during the review), in order to ascertain that the Project and the Candidate meet the requirements for the Project, the Law and/or other requirements for receipt of the Funding.
- 19. Conceptual coordination of the Project idea**
- 19.1.** Before the Candidate can submit the application for the Project, the Candidate has to conceptually coordinate the intended Project with the Foundation by lodging the application in Latvian and English with the Foundation in which at least the following information on the intended Project is specified:
- 19.1.1.** Candidate;
 - 19.1.2.** Project objective;
 - 19.1.3.** brief and general description on the measures which will be taken in order to realize the Project;
 - 19.1.4.** total planned expenses for the Project, incl. the necessary Funding amount and the co-funding amount ensured by the Candidate and/or other person;
 - 19.1.5.** planned deadline for implementation of the Project;
 - 19.1.6.** persons, if known, involved in realization of the Project;
 - 19.1.7.** manner in which the Candidate would like to receive information on the decision to conceptually support or not to support the Project idea adopted by the Foundation – electronically via e-mail or in paper format by poste.
- 19.2.** The Foundation board may request the Candidate to provide additional information and documents for assessment of the Project idea.
- 19.3.** The application and the additional information requested by the Foundation board may be submitted by the Candidate personally, by post or electronically via e-mail.
- 19.4.** The Project idea is assessed by the Foundation board no later than within one month from the day of receipt of the application and other documents and information conforming to these Provisions requested by the Foundation. The day when the Project idea is submitted to the Foundation is deemed to be the respective day. The Project ideas are deemed to be reviewed and assessed in the sequence of their submission.
- 19.5.** Upon adopting a substantiated decision, the Foundation board may extend the deadline referred to in Clause 19.4.
- 19.6.** The Foundation board may not conceptually support the Project idea if, inter alia, the application does not conform to the Provisions or the Candidate fails to provide the required information or documents by the deadline set by the Foundation board, the Project idea does not conform to the Objective and/or the Principles, the Project provides for implementation of measures or other activities (incl. similar), for which the Funding has already been allocated, there is no sufficient Funding for realization of the Project etc.
- 19.7.** The decision of the Foundation board to support or not to support the Project idea shall be notified to the Candidate. If the Project idea is not supported, the Foundation board outlines in the notification the underlying considerations for not supporting the Project idea. For reason of clarity, the decision to conceptually support the Project idea does not give rights to the Candidate to receive the Funding for realization of the Project as well as does not guarantee that the Funding will be allocated later.
- 19.8.** After the Project idea has been coordinated with the Foundation (i.e. the Foundation board has adopted the decision to support the Project idea), the Candidate may submit application for the Project to the Foundation.

20. Submission of application for the Project

- 20.1.** In order to apply for receipt of the Funding, the Candidate has to submit the application for the Project to the Foundation, prepared in conformity with the Project requirements.
- 20.2.** When filling out the form, the Candidate shall observe the following requirements:
- 20.2.1.** application for the Project shall be prepared in computer writing and submitted in Latvian or English;
 - 20.2.2.** all sections and information shall be filled out in the application for the Project;
 - 20.2.3.** all information shall be specified accurately and sufficiently detailed to enable to assess the application for the Project according to the administrative, quality and specific assessment criteria.
- 20.3.** The application for the Project shall be submitted by the Deadline. The day when the Foundation has received the prepared and submitted application for the Project shall be deemed to be the submission of the Project. The Foundation is not obliged to review the Projects submitted outside the Deadline and/ or which do not conform to the Provisions.
- 20.4.** The application for the Project shall be submitted in one counterpart. The Candidate shall submit the originals of the documents or copies certified in the procedure set forth in the regulatory enactments. The translation in Latvian certified in the procedure set forth in the regulatory enactments shall be attached to the documents which are not in Latvian or English.
- 20.5.** The application for the Project may be submitted personally, by post or electronically by sending to e-mail. Submitting the application for the Project or the related documents electronically, they should be signed with a secure electronic signature.
- 20.6.** The electronic version of the application for the Project on the electronic data carrier specifying the Candidate's name should be attached to the application for the Project in paper format. Alternatively, the electronic version of the application for the Project may be sent via e-mail specifying the Candidate's name and information with the Project identification. The Candidate shall ensure that the electronic version of the application for the Project complies with the submitted original of the application for the Project in paper format.

21. Project assessment

- 21.1.** The application for Project shall be initially assessed by the Foundation board. The phases of the Project assessment are as follows:
- 21.1.1.** assessment of the application for the Project in conformity with the administrative conformity assessment criteria (Clause 21.2. of the Provisions) with the purpose to ascertain that the Candidate and the application for the Project conform to the established formal requirements and shall be moved forward for further assessment in their essence. The assessment of the application for the Project in conformity with the administrative conformity assessment criteria may be performed also by a person specifically authorized by the Foundation board;
 - 21.1.2.** assessment of the Project (incl. application for the Project) in its essence in conformity with the quality assessment criteria (Clause 21.12. of the Provisions) and the specific assessment criteria (if stipulated). The quality criteria set out general requirements for quality (conformity) and allow, inter alia, to assess the quality of the Project and the conformity to the raised requirements (incl. Objective, Principles etc.) in its essence. The specific assessment criteria establish specific quality requirements within the framework of a specific activity for the Projects (for example, in order to identify the Projects in the spheres of priority if above are provided for). The specific assessment criteria are directed towards facilitation to select the Projects, for

financing of which the preference should be given in order to reach the Objective more successfully.

- 21.2.** Administrative conformity assessment criteria of the Project are as follows:
- 21.2.1.** Project idea is conceptually coordinated with the Foundation;
 - 21.2.2.** Candidate conforms to the requirements raised to the Candidate;
 - 21.2.3.** Project is submitted by the deadline;
 - 21.2.4.** formal requirements for document execution and submission are fulfilled, incl. the number of copies, format etc.;
 - 21.2.5.** Project is submitted in the established procedure, incl. the application for the Project is fully filled out and prepared in conformity with the application form for the Project;
 - 21.2.6.** necessary documents are attached to the application for the Project, and the attached documents are submitted using the standard forms of the Foundation, if published on the Foundation's website;
 - 21.2.7.** scheduled period for realization of the Project does not exceed the maximum allowed period of time for the realization of the Project (three years);
 - 21.2.8.** requested amount of the Funding conforms to the set minimum amount of the Funding (if applicable);
 - 21.2.9.** amount of co-financing specified in the Project is not less than the set amount of co-financing (if applicable);
 - 21.2.10.** budget of the Project is calculated and all expenses are indicated in euro (EUR);
 - 21.2.11.** expenses for the Project, in the section for which the Funding is intended to be used, are eligible (Clause 24.3. of the Provisions);
 - 21.2.12.** application for the Project is signed by the person who has signatory rights;
 - 21.2.13.** other administrative conformity assessment criteria stipulated in the Provisions (if applicable).
- 21.3.** The Foundation board assesses the conformity to the administrative conformity assessment criteria within 15 days from the day of receipt of application for the Project by the Foundation.
- 21.4.** The Foundation board adopts decision on conformity of the Project to the administrative conformity assessment criteria, if the Project conforms to all the administrative conformity assessment criteria.
- 21.5.** If the Project does not conform to any of the administrative conformity assessment criteria (except for the criterion set forth in Clause 20.2.1. of the Provisions), the Foundation in writing at one single time requests the Candidate to prevent shortcomings within 30 days from the request day of the Foundation (incl. to make corrections and/or submit additional information and/or documents). By taking a substantiated decision, the Foundation board may set more extended deadline for prevention of the shortcomings. The Foundation shall send the request by post and/ or to the Candidate's electronic e-mail address specified in the application for the Project.
- 21.6.** If the Candidate prevents shortcomings by the set deadline, the Foundation board repeatedly assesses conformity of the application for Project to the administrative conformity assessment criteria.

- 21.7.** The Foundation board adopts a decision on non-conformity of the application for Project to the administrative conformity assessment criteria and its rejection in the following cases:
- 21.7.1.** the Project does not conform to the criterion set out in Clause 20.2.1. of the Provisions;
 - 21.7.2.** the Candidate fails to prevent shortcomings by the set deadline;
 - 21.7.3.** after repeated assessment the application for Project fails to conform to any of the administrative conformity assessment criteria.
- 21.8.** The decision of the Foundation board on the non-conformity of the application for Project shall be notified to the Candidate sending by post and/or to the Candidate's electronic e-mail address specified in the application for the Project.
- 21.9.** If the Project conforms to all administrative conformity assessment criteria, the Foundation board assesses the conformity of the Project to the quality assessment criteria and the specific assessment criteria (if above are stipulated in the requirements for submission of the Projects) and takes a decision to support or not to support the Project. The Board issues the decision electronically in the form of Opinion. The Opinion shall be signed on behalf of the Foundation board by the Chairman of the Foundation board or the member of the Foundation Board specifically authorized by the Foundation board.
- 21.10.** The Foundation board assesses the conformity of the Project to the quality assessment criteria and the specific assessment criteria (if above are stipulated in the requirements for submission of the Projects) to its own satisfaction on the basis of evidence that has been thoroughly, completely and objectively examined during the assessment process guided by the awareness based on logics, generally known facts and observations drawn from every-day experience.
- 21.11.** The Foundation board may reject the application for the Project and stop further assessment if the Foundation board states during the assessment process that the Project (s) obviously does /do not conform to any of the quality assessment criteria and/or specific assessment criteria and/or (ii) is not qualitatively prepared (incl. the application for the Project contains major shortcomings and/or non-conformities). The respective decision of the Foundation board shall be notified to the Candidate.
- 21.12.** The quality assessment criteria are as follows:
- 21.12.1.** purpose of the Project (idea) conforms to the Objective;
 - 21.12.2.** Candidate has sufficient capacity for administration, realization and financial capacity for implementation of the Project;
 - 21.12.3.** proper schedule of activities is developed in the Project for achievement of the objective, the intended activities are proper, realisable and are consistent with the objectives and the expected results of the Project;
 - 21.12.4.** Project activities are detailed and executable, and low risk exists that the realization of the Project activities could be impeded due to various external or internal conditions, as well as the risks of implementation and measures for prevention of risks are specified in the application for the Project (if applicable);
 - 21.12.5.** budget of the Project is detailed and substantiated, the planned expenses are directly related and necessary for implementation of the activities and achievement of the Project objective as well as they conform to the expected results;
 - 21.12.6.** eligible expenses are specified in the budget of the Project and those ineligible expenses which are necessary for achievement of the Project objectives;
 - 21.12.7.** financial means are available to the Candidate for realization of the Project if the Funding is requested or is available as co-funding;

- 21.12.8.** Project can be realized within the planned time-limit of the Project which is not longer than allowable;
- 21.12.9.** Project realization as well as the planned expenses are proportionally substantiated and are consistent with the Principles;
- 21.12.10.** no major risk exists that the Project will not be realized or the objectives set out in the Project will not be reached;
- 21.12.10.** other quality assessment criteria set forth in the Project regulations.
- 21.13.** The Foundation board, by taking a positive decision, determines the provisions for allocation of the Funding (procedure, amount, co-funding, time-limits etc.) in the Opinion. The Foundation board may determine other provisions for allocation of the Funding than requested in the application for the Projects. The Foundation board prepares the Opinion in the Latvian language. The Opinion should contain general information (summary) about the Project (objective, measures, resources etc.).
- 21.14.** Only those applications for the Project are moved forward to the Foundation council for approval which have received positive Opinion.
- 21.15.** The Foundation board no later than within five working days after the respective meeting of the Foundation board shall submit to the Foundation council (electronically, sending to e-mail padome@lekoref.lv):
- 21.15.1.** information on the supported or unsupported Project ideas;
- 21.15.2.** information on the applications for Projects received until the board meeting and their progress;
- 21.15.3.** information on the applications for Projects which are moved forward for approval as well as the Opinions for the respective applications for the Projects and the applications for the Projects ;
- 21.15.4.** information on the rejected applications for the Projects and the reasons for rejection. Upon request of any Council member, the Foundation board submits to the council also the respective Opinions and/or the decisions and the applications for the Projects.
- 22. Project approval**
- 22.1.** The Foundation board reviews the applications for the Projects for which a positive Opinion is obtained. The Projects are reviewed in the sequence of their receipt. The Foundation council adopts a substantiated decision to approve or reject the Project. When adopting the decision, the Foundation council takes into consideration the Opinion of the Foundation board, however, the Opinion is not binding upon the Foundation council.
- 22.2.** The Foundation council, inter alia, may reject the application for the Project, if it, at the discretion of the Foundation council, does not meet the Project requirements and/or has terminated, or the Funding is not sufficient for realisation of the Project.
- 22.3.** The Foundation council may postpone the review of the application for the Project and entrust the Foundation board to request additional information/ documents and/or repeatedly review the application for the Project if, at the discretion of the Foundation council, the application for the Project does not meet the Project requirements and/or the Project does not meet the Project requirements and/or the Foundation board in the opinion of the Foundation council has not assessed the application for the Project in the procedure set forth in the Provisions. The Foundation council may, at its discretion, to entrust the Foundation board to repeatedly assess the applications for the Project rejected by the Foundation board.
- 22.4.** By approving the application for the Project, the Foundation council confirms the provisions for allocation of the Funding set forth in the Opinion and/ or set forth other provisions for allocation of the Funding (procedure, amount, co-funding, time-limits etc.). The Foundation council may determine other provisions for allocation of the

Funding than requested in the application for the Project and/or provided for the requirements for submission of the Project. The decision of the Foundation council to approve or reject the application for the Project shall be signed on behalf of the Foundation council by the Chairman of the Board of the Foundation council or the member of the Foundation council specifically authorized by the Foundation council.

- 22.5.** The decision of the Foundation council to approve (incl. the requirements for allocation of the Funding) or reject the application for the Project shall be notified to the Candidate. The Candidate, no later than within 10 (ten) working days from the day of notification of positive decision, submits the Confirmation or refusal to realize the Project (incl. the Candidate does not agree to the requirements of allocation of the Funding). If the Candidate fails to submit the Confirmation on the set deadline or submits refusal, the application for the Project shall be deemed to be rejected unless the Foundation board and the Foundation council extend the respective deadline. The Foundation board informs the Foundation council about all approved applications for the Project, for which the Confirmation is not received by the set deadline or refusal is received. The rejection of the application of the Project shall be notified to the Candidate.

23. Conclusion of the Funding agreement

- 23.1.** If the Foundation council confirms the application for the Project, and the Candidate has submitted the Confirmation, the Candidate is invited to conclude the Funding agreement.
- 23.2.** If the Funding agreement is not concluded within two months from approval of the application for the Project, the application for the Project is deemed to be rejected unless the Foundation board or the Foundation council extends the respective deadline. The Foundation council informs the Foundation council about all approved Projects for which the Funding agreement has not been concluded or likely will not be concluded by the set deadline. The rejection of the Project shall be notified to the Candidate.
- 23.3.** The standard provisions of Funding agreement (project) shall be prepared by the Foundation board and approved by the Foundation council. The standard terms of the Funding agreement shall set out the rights, obligations and the responsibility of the parties, as well the procedure and the provisions, which should be observed and performed in order to achieve the objectives stipulated in the application for the Project and with the purpose to receive the allocated Funding as well the procedure for returning the Funding if the allocated Funding has been misused. The standard terms of the Funding agreement shall be published on the Foundation's website within three working days from their approval.
- 23.4.** If, upon approval of the application for the Project, other terms for allocation of the Funding are stipulated than provided for in the standard terms of the Funding agreement, the Foundation board, no later than within 10 working days from approval of the application for the Project and receipt of the confirmation, prepares and submits properly amended draft Funding agreement. A prior consent from the Foundation council is necessary for making other amendments in the standard terms of the Funding agreement (incl. t.sk. in the concluded Funding agreements).

24. Project realization

- 24.1.** The recipient of the Funding realizes the Project in conformity with the purpose stipulated in the Funding agreement and adhering to the terms of the Funding agreement and the regulatory enactments.
- 24.2.** The Foundation disburses the Funding in the procedure and amount set out in the Funding agreement.
- 24.3.** The Funding shall be granted only for eligible expenses (Clause 24.3. of the Provisions). If the eligible expenses form only a portion of the total expenses of the Project, the Funding recipient shall ensure the implementation of the Project in the

- respective part at his/her expense in conformity with the activities and objectives stipulated in the Project.
- 24.4.** The expenses of the Project shall be deemed as eligible if they:
- 24.4.1.** are not ineligible expenses (Clause 24.5. of the Provisions);
 - 24.4.2.** are made in conformity with the Provisions, the terms of the Funding agreement, the Tender rules or accordingly with the requirements for submission of the Projects;
 - 24.4.3.** are directly related to the implementation of the activities provided for in the Project and made in compliance with the requirements set out in the regulatory enactments;
 - 24.4.4.** are actually made and registered in the Funding recipient's accounting records in the procedure set out in the regulatory enactments and the Provisions, they are verifiable and substantiated with supporting documents;
 - 24.4.5.** they are compatible, economically substantiated and conform with the Principles;
 - 24.4.6.** they conform to the criteria set out in the Tender rules and/or the requirements for submission of the Projects.
- 24.5.** The Funding shall not be granted for ineligible expenses, including the following expenses:
- 24.5.1.** for ensuring the Funding recipient's principal activity;
 - 24.5.2.** expenses which increase the Project costs and do not create a proportional added value;
 - 24.5.3.** expenses which are not necessary for qualitative realization of the Project and do not conform to the Principles;
 - 24.5.4.** for payment or coverage of penalties, late interest, litigation costs or losses;
 - 24.5.5.** for bonuses and premiums for the Funding recipient's staff;
 - 24.5.6.** for acquisition of real property and construction of new buildings, except for the needs of the Latvian Jewish congregations and the community council or the Foundation;
 - 24.5.7.** for large construction / capital investments (for example, dismantling or construction works, as a result of which the volume of the building or its part has been changed or the load bearing elements or structures have been altered or reinforced, by changing or without change of the type of use or volume of the building), if the building is not owned by the council of the Latvian Jewish congregations and communities or the Foundation;
 - 24.5.8.** for expenses with respect of which another aid is granted, except for in the amount of the uncovered portion of such aid;
 - 24.5.9.** the value added tax, if the candidate can refund it;
 - 24.5.10.** general expenses related to preparation of the application for the Candidate's Project, including the consultation services.
- 24.6.** The Funding recipient ensures that the eligible costs reimbursed from the Foundation funds as well the eligible costs covered from the Funding recipient's funds, the illegible costs as well as the revenues related to the implementation of the Project, the cash flow, the assets and liabilities are identifiable, separated and verifiable in the Funding recipient's accounting records.
- 24.7.** When informing the society about the realization of the Project, the Funding recipient's obligation is to specify the information about the receipt of the Funding in the amount set by the Foundation.

25. Supervision of Projects

- 25.1.** The Funding recipient's obligation is to ensure access for the Foundation and its appointed persons to the originals of all documents related to the Project realization or derivatives with equal legal force and the accounting system as well as to the location of realization of the respective Project. Similarly, the Funding recipient's obligation is to ensure the possibility for the Foundation and its appointed persons to carry out supervision and control during the entire time of the Project realization and five years after completion of the realization of the Project by ensuring the fulfilment of the requirements of the Foundation and its appointed persons and free access to the Funding recipient's accounting and financial documents related to the Project realization as well as to other documents, information, financial resources, premises and other material values.
- 25.2.** If the final deadline of the realization of the Project does not exceed three months, then the Funding recipient, not later than within five working days after the final deadline of the Project realization has passed, shall submit to the Foundation:
- 25.2.1.** the Project realization review using the form elaborated by the Foundation;
 - 25.2.2.** the copies of payment or commercial documents (incl. contracts, deeds) confirming the expenses for the Project realization (to present originals upon request of the Foundation);
 - 25.2.3.** other documents and information requested by the Foundation.
- 25.3.** If the final deadline for the Project realization exceeds three months, then the Funding recipient:
- 25.3.1.** every three months submits the Project realization reviews using the form elaborated by the Foundation as well as within five working days after the final deadline or completion of the Project realization, if implemented before the final deadline;
 - 25.3.2.** within five working days after the deadline of implementation of the part of the Project determined in the Funding agreement submits to the Foundation the copies of payment or commercial documents (incl. contracts, deeds) confirming the implementation of the part of the Project (presents originals upon request of the Foundation);
 - 25.3.3.** other documents and information requested by the Foundation.
- 25.4.** If the receipt of the Funding is stipulated by phases, then the Funding recipient performs the activities set forth in Clause 25.3. of the Provisions simultaneously with the request for the next portion of the Funding.
- 25.5.** The Funding recipient submits all documents, which have to be submitted within the framework of the Project, to the Foundation electronically by sending to e-mail unless otherwise specified by the Foundation.

IV. TENDERS

26. Tender announcement

- 26.1.** The Tender rules and invitation to apply for the Tender shall be published on the Foundation's website and other media (incl. websites), at the discretion of the Foundation, within three working days after the Foundation has approved the Tender rules for the respective Tender.

27. Tender rules

- 27.1.** The Tender rules are elaborated by the Foundation board, by approved by the Foundation council. The Tender rules should provide for at least the following provisions:
- 27.1.1.** purpose of the Tender and/or the activities to be supported;

- 27.1.2. total Funding available for the Tender;
 - 27.1.3. minimum and maximum co-funding for the Project as well as other conditions for funding of the Project;
 - 27.1.4. form and contents of application for the Project;
 - 27.1.5. requirements to be raised for the Project. The Project should conform at least to the requirements for Projects;
 - 27.1.6. requirements for the candidates. The candidates should conform to the requirements at least raised for the Candidates in these Provisions;
 - 27.1.7. procedure for submission of the application for the Project;
 - 27.1.8. criteria for assessment of the application for the Project and the procedure for assessment;
 - 27.1.9. procedure for allocation, use of the Funding and the procedure for submission of reports;
 - 27.1.10. procedure for conclusion and the terms of the agreement on allocation of Funding.
- 27.2. The Foundation council may establish additional requirements with respect to the contents of the Tender rules (incl. the procedure for Tendering process). If the Foundation council establishes additional requirements, the Foundation board is obliged to update / amend the Tender rules elaborated by the board accordingly and to repeatedly submit to the Foundation council for approval.
- 28. Assessment of applications for the Projects**
- 28.1. The assessment of applications for the Projects shall take place within the framework of the Projects in three subsequent phases after the deadline for submission of the applications for the Projects has passed:
- 28.1.1. assessment of applications for the Projects in conformity with the administrative conformity assessment criteria (Clause 21.2. of the Provisions) in order to ascertain that the Candidate and the Project (incl. application for the Project) conform to the established formal requirements and can be moved forward for further assessment in its essence;
 - 28.1.2. assessment of the Projects (incl. applications for the Projects) in conformity with the quality assessment criteria (Clause 21.12. of the Provisions) and the specific assessment criteria (if above are stipulated). Only those Projects are assessed which conform to all administrative conformity assessment criteria. The assessment is performed in accordance with the point system;
 - 28.1.3. assessment of the Projects in their essence in conformity with the quality assessment criteria (Clause 21.12. of the Provisions) and the specific assessment criteria (if above are stipulated). Only those Projects are assessed which have obtained the highest score and for which the Funding is sufficient. If the Funding is sufficient for all submitted Projects, all submitted Projects, which conform to the administrative conformity assessment, shall be assessed in their essence.
- 29. Announcement of Tender results**
- 29.1.1. The Tender results shall be published on the Foundation's website, incl. specifying the information about the Candidate, the Project and the amount of the Funding.
 - 29.1.2. **Conclusion of the Funding agreement and supervision of the Project realization**
The Funding agreement shall be concluded, and the supervision of the Project realization shall be carried out in the procedure set forth in the Tender rules.