

2023 - 2024

GUIDELINES

CHARITY FUND AND SOCIAL
AND CULTURAL DONATIONS

Fondo
Beneficenza

INTESA  SANPAOLO

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Introduction

The 2023-2024 Guidelines were drawn up after an accurate analysis of the national and international context and consultation of numerous publications by the World Bank, FAO, ILO, Eurostat, OECD, ISTAT, Censis, Miur (Ministry of University, Education and Research) and specialist publications of accredited third sector organisations.

A stakeholder engagement activity was also carried out, which generated a collaboration with Organisations specialized in issues relating to focus 2, 3 and 4. With their help it was possible to refine this document. Therefore, we thank these organizations for their contribution, availability and enthusiasm during a lively and constructive discussion.

1. General characteristics of donations

The Charity Fund aims to contribute to the **achievement of the social objectives of the Bank's Business Plan** and the **Sustainable Development Goals set by the United Nations 2030 Agenda**.

The intention is to support the most fragile people, by financing medium and small-sized projects carried out by non-profit organizations. The funds are traditionally assigned to **development projects**. In case of disasters, calamities or extraordinary events, for which Intesa Sanpaolo, or the banking system in general, decides to dedicate actions, there is the possibility of supporting emergency interventions.

CATEGORIES OF DONATIONS ¹	
CENTRAL (over € 5.000)	TERRITORIAL (maximum € 5.000)
TECHNICAL SECRETARIAT OF THE PRESIDENCY	TERRITORIAL BANK DIVISION REGIONAL DEPARTMENTS
Projects considered significant because of the subject and the resources involved, with a significant social impact and preferably involving large territorial areas (whole country, several regions, entire region).	Projects of direct local impact, that express the local community.

The Charity Fund's Guidelines provide a means of **directing and selecting the requests** by potential Organisations over the period 2023-2024.

¹ For details on the types of donations, refer to the Regulations of the Charity Fund and to the section "General characteristics of donations".

2. Areas of action

Traditionally, the Fund concentrates the greater part of its resources in Italy, to support the communities where Intesa Sanpaolo is present with its branches. There is a close attention to ensuring a **fair and adequate geographical distribution of resources**.

NATIONAL SOCIAL AREA	NATIONAL RESEARCH AREA	INTERNATIONAL SOCIAL AREA
<ul style="list-style-type: none"> • Social projects in general or related to the focuses • Inclusive amateur sport (only for local donations) • Cultural projects, that directly involve fragile beneficiaries • Social projects by religious Organisations 	<ul style="list-style-type: none"> • Medical research projects • Social research projects 	<ul style="list-style-type: none"> • Development of the communities and areas where Intesa Sanpaolo Group operates through its foreign subsidiary banks • Projects in countries with a low or medium Human Development Index • Actions in poor or emerging countries

2.1 NATIONAL SOCIAL AREA – Focus

For the biennium 2023-2024, the Charity Fund intends to concentrate a significant portion of its resources (approximately 25%) on the following **issues**, deemed particularly important and urgent:



FOCUS 1 - EMERGENCY INTERVENTIONS AGAINST POVERTY – ONLY FOR 2023



FOCUS 2 - FIGHT AGAINST EDUCATIONAL POVERTY AND DIGITAL DIVIDE



FOCUS 3 - SUPPORT TO NEET AND ELET



FOCUS 4 – FIGHT AGAINST VIOLENCE DISCRIMINATION

2.1.1 FOCUS 1 – Emergency interventions against poverty (only for 2023)

The first focus concerns interventions to support poverty from the point of view of proximity and reception of people in a state of socio-economic fragility. To guarantee "first aid" interventions (e.g., contribution to the payment of bills, rents, hospitalization), charting a path out of poverty.

Since 2018, the Charity Fund has contributed to the achievement of the social objectives of the Intesa Sanpaolo Business Plan ("Food and shelter program") supporting initiatives against food poverty or aimed at covering or increasing the number of meals distributed by charitable structures throughout the country, through central donations. Food intervention is therefore excluded for this type of donation.

CENTRAL DONATIONS (> € 5.000)	TERRITORIAL DONATIONS (≤ € 5.000)
<p>Food intervention is excluded.</p> <p>Requests must come from structured organisations, already equipped with centers for taking charge of users of no less than 50 (already assisted), able to accompany the emergency intervention with projects to overcome the state of fragility, also through partnerships with the Public Services and/or other Third Sector Organisations.</p>	<p>Food intervention is allowed.</p> <p>Requests must come from organizations with a track record in the proposed field of intervention.</p>

2.1.2 FOCUS 2 – Fight against educational poverty and digital divide by favoring innovative methodologies aimed to youngsters in difficulty and to the educational community of reference (educators/teachers, parents, wider community)

Priority will be given to state schools and projects that provide free training for students in socio-economic difficulty. More consideration will be given to interventions integrated into the curricular timetable, preferably co-planned with children/teenagers and intended to be implemented in a network with other local Organisations. It is required that the intervention methodology has already been tested.

Some of the initiatives the Fund intends to support are:

- Psychological support
- STEM (Science, Technology, Engineering and Mathematics) skills development
- Educational and teaching tools, including digital ones, for learning innovation (e.g. laboratories)
- Work on soft skills and transversal skills: dealing with changes, making choices, making mistakes, looking to the future eagerly, exercising critical thinking, problem solving, problem framing, etc.
- Training on how to access to the digital environment, and how to use it mindfully, also for orientation
- Creation/strengthening “Third Space” inside the school or outside where youngsters can aggregate and express themselves freely
- Training for teachers, school administrators and educators on soft skills, new methods of involvement and digital technology
- Creation of multidisciplinary work teams of teachers and educators, to unify working methods and share skills
- Support/involvement of parents to actively participate in the children’s growth, including supporting the family care responsibilities
- Digital training for parents exclusively for educational purposes
- Creation/strengthening of Community Educational Pacts and existing local networks also through experts (e.g. facilitators).

2.1.3 FOCUS 3 – Support for NEET² and ELET³ to get out of their condition through training and job placement in sectors with better employment opportunities

Interventions involving the co-planning of the institution with the beneficiaries will be taken into greater consideration.

Some of the initiatives the Fund intends to support are:

- Engagement of beneficiaries directly on the territory (e.g. street teams) and through tools and socializing moments that use the language of youngsters
- Make educators who support children in extracurricular activities aware of the phenomenon, learn how to prevent it and how to identify subjects at risk
- Psychological support

² Not in Education, Employment or Training, i.e. young people who are neither employed nor in education or training.

³ Early Leaver from Education and Training, i.e. young people who leave school or training activities early.

- Accompaniment and re-motivation activities
- Creation of multidisciplinary work teams
- Innovative orientation projects for individual or groups
- Networking with companies to identify the most requested skills and activate professional training and job placement courses
- Training and job placement in (*non-exhaustive list of examples*):
 1. Activities that enhance ESG factors, especially the circular economy
 2. Green and blue economy (e.g. renewable energy)
 3. Digital economy (data science, virtual reality, robotics, internet of things, cybersecurity, e-learning)
 4. Creative economy (e.g. architecture, visual and performing arts, crafts, video games)
 5. Care economy (e.g. social workers, school educators, home care workers, community educators for people with disabilities and for minors, nurses, social health operators, family assistants)
- Support in family care management.

2.1.4 FOCUS 4 – Support for women and minors who are victims of violence and for those who are the object of serious discrimination based on ethnicity, origin, religion, gender identity and sexual orientation, physical and cognitive disability, both offline and online

Some of the initiatives the Fund intends to support are:

- Intervention to bring out episodes of violence due to discrimination
- Creation of multi-professional teams and development of peer tutoring
- Support for low-threshold services, aid and reception centers (shelters and hospitality facilities), anti-violence desks and dedicated toll-free numbers
- Psychological and legal support for victims
- Interventions aimed at developing self-esteem and economic independence
- Parenting training and support for family care management
- Migrants' integration projects, with particular attention to Unaccompanied Foreign Minors: access to services and participation in different areas of life (employment, education, housing, politics, etc.), also through intercultural mediation
- Projects to prevent, report and counter hate speeches online
- Activities for the recognition and fight against stereotypes and prejudices held by students, parents or teachers in compulsory school
- Training of frontline operators (paediatricians, general practitioners, ER doctors, law enforcement agencies, social workers, counselling centre staff), with a focus on respect for diversity.

2.2 NATIONAL SOCIAL AREA – General

The Charity Fund also aims to sustain interventions related to **other social issues**. In the past projects have been financed for the training and job placement of fragile individuals, psychological support and care for the frailty of young people, health poverty and illnesses, support for people with neurodegenerative diseases, the elderly and their caregivers.

It should be noted that:

- **Inclusive amateur sport: can only be supported by local donations**⁴ (requests exceeding € 5,000 are not accepted). The projects that are supported are those where sport promotes the social inclusion of fragile subjects; not those where sport is aimed at the physical well-being of children and adults
- **Cultural projects: they can be supported only if they have explicit social implications and directly involve fragile beneficiaries**⁵
- **The social area also includes social projects carried out by religious Organisations.**

2.3 NATIONAL RESEARCH AREA

2.3.1 Medical research

Most of the resources of the Research Area will be allocated to medical research.

The Research Area is supported **exclusively by central donations** (over € 5,000) and has the following requirements:

- **the eligible projects aim at improving people's lives**, seeking a possible response to serious problems or emerging needs
- the projects must be presented exclusively by the organisations that directly carry out the research project (fundraising on behalf of third parties is not permitted)
- **initiatives with a predominantly social-health imprint are not allowed.** They must be presented in the Social Area

⁴ For details on the types of donations, refer to the Regulations of the Charity Fund and to the section "General characteristics of donations".

⁵ Examples, which are not exhaustive, are represented by artistic activities for abandoned children or coming from disadvantaged areas; theatrical and musical activities involving prisoners and people with disabilities; artistic workshops aimed at promoting social inclusion through the participation of multicultural groups and people with diverse abilities; professional art training for fragile subjects.

- the form must be completed in all its parts and **exclusively in Italian**. In addition material in **English** can also be uploaded to the platform (**detailed abstract with the related budget**)
- **for requests of € 80,000 or more falling within the Research Area** (unlike other types of projects) **external Monitoring and Evaluation by a University is not required**.

For this area only, **the deadline for submitting requests** on the platform is **May 31** of the reference year. There are no exceptions to the required documentation for public and/or education and research organisations.

The projects will be **evaluated by external experts in the subject matter (referees)**. If, as a result of these evaluations, residual funds are available, a supplementary evaluation phase may be opened for projects sent after May 31. The outcome of the evaluations will be communicated at the end of the year in which the request is submitted.

The **contribution** from the Charity Fund is normally for **one year**. If organisations wish to continue to receive contributions they must re-submit the application on the platform and, at the same time, send the economic report for the period already supported. In order to be able to make another request for support for the following year, the organisation must not have residues from the previous disbursement. Therefore, it will be necessary to sign contracts or bonds that expire in the implementation time of the activities and the support provided.

It remains understood that, at the end of the project, research institutions will have to draw up and send the report following the criteria explained in the "Reporting Guide" which can be consulted on the Charity Fund's website. In particular, the ancillary costs (to be understood as general costs or *overheads*) - accepted within the maximum limit of 7% - must also be justified by suitable documents proving the expense, such as invoices, slips and related payments (self-certification is not accepted); patent costs are excluded.

2.3.2 Social Research

The Charity Fund focuses on studies that deepen or reveal forms of social discomfort or needs of the fragile. The research activity must lead to interventions that aim to solve the problem and/or respond to the identified needs. A limited part of the Research Area resources will be allocated to social research.

2.4 INTERNATIONAL SOCIAL AREA

While favoring interventions on national territory, it is important for the Charity Fund to keep international solidarity alive and contribute to the efforts of States and society **to reduce poverty in the world and help people grow.**

International projects are supported **exclusively with central donations**⁶ (requests over € 5,000). These projects refer solely to the Social Area and can include projects presented by religious organisations.

Priority will be given to medium-large projects in the following areas:

- development of the **communities and territories in which the Intesa Sanpaolo Group operates through its foreign subsidiary banks**⁷, also in partnerships set up by the International Subsidiary Banks Department. At least 50% of the resources allocated internationally are given over to this type of priority intervention. In 2022, a context analysis was carried out by the local banks, to map the most relevant social problems/needs in the respective countries. This analysis has evidenced certain common themes which the Charity Fund will treat as a priority:
 - poverty, especially in rural areas
 - educational poverty and early school leaving
 - training and employment of youngers and women;
 - digital divide
 - health poverty
 - support for non-self-sufficient elderly
 - social inclusion for orphans and people with disabilities
 - violence against women and minors
 - discrimination against minorities.

- Actions in **countries with a low or medium Human Development Index**⁸, with particular attention for the following topics:
 - Food insecurity
 - Inequality in the right to health
 - Educational poverty
 - Economic development and professional training
 - Women and youth empowerment
 - Racial discriminations.

⁶ For details on the types of donations, refer to the Regulations of the Charity Fund and to the section "General characteristics of donations".

⁷ <https://group.intesasanpaolo.com/it/chi-siamo/presenza-internazionale>.

⁸ <http://hdr.undp.org/en/content/human-development-index-hdi>.

- **actions in poor or emerging countries hit by natural disasters** (earthquake, flood, drought, etc.). For these projects, it will be decided on a case-by-case basis the amount that can be dedicated to the purchase of durable goods and equipment. In the event that the expenditure receipts cannot be recovered, the presentation of a third-party audit report on the project costs will be accepted. For projects of an amount equal to or greater than € 80,000 external Monitoring and Evaluation by a University is not required.

Outside the countries where the International Subsidiary Banks Department operates, it will be important to **geographically diversify the donations**, with an equal coverage of the different areas of the planet and, preferably, a **rotation of the selected countries**.

3. How to apply for a donation

DOCUMENTS ABOUT THE INSTITUTION *	CENTRAL DONATIONS	LOCAL DONATIONS
• Memorandum of association	✓	✓
• Articles of association	✓	✓
• Tax Code attribution	✓	✓
• Current corporate officers (as determined by the statute) recorded in the minutes	✓	✓
• Id of the legal representative	✓	✓
• Fiscal code of the legal representative	✓	✓
• CV of governance members	If available	
• Approved financial statements of the last two years with explanatory notes, management report and signed minutes	✓	✓
• Certificate of ownership of the bank account	✓	✓
DOCUMENTS ABOUT THE PROJECT *	CENTRAL DONATIONS	LOCAL DONATIONS
• Form	✓	✓
• Feasibility study	If available	
• Logical framework	✓	
• Schedule	✓	
• Budget	✓ (format provided by the fund)	✓ (free format)
• Any reference letters from people, professionals or organizations of undisputed reputation and renown fame	If available	If available
• Partnership agreement signed between the lead partner and the project partner(s)	Projects with partnership	Projects with partnership
• Agreement with universities for Monitoring and Evaluation	Projects ≥ 80,000 euro	
• Signed "Declaration and Attachments" form	✓	✓

* The project will be evaluated the completeness of the documents provided, the quality and accuracy of the presentation and the adherence to the standards of these Guidelines.

3.1 General characteristics of requesting Institutions

Requests must be submitted by Institutions:

- **non-profit, based in Italy, registered in at least one public register (e.g. RUNTS – Single Register of the Third Sector, Register of Cooperative Companies, List of Civil Society Organizations, etc.)**
- established and **operating for at least two years** at the time of the application **with at least two financial statements or financial reports**
- in international projects, with headquarters in Italy and in the country of implementation, or with an operating partner in the foreign country where the project will take place.

3.2 General characteristics of requests

Requests for donations must be submitted exclusively through the dedicated platform of the Charity Fund website⁹ by filling in the form, in Italian¹⁰, as follows:

- **description in the third person singular** (“the organisation”)
- **acronyms and abbreviations must be explained**
- **the amount requested must correspond to the contribution requested from the Charity Fund**
- **requests for € 80,000 or more**, falling within the “Social”¹¹ Area category, must provide for **external monitoring and evaluation** (see budget paragraph)
- **requests can also be submitted in partnership with other organisations** (operating partners¹²)
- **outcome changes must be quantified with numerical indicators.**

It is requested to preferably use the same access credentials for each request sent (to recover the data of the institution already registered, without having to fill them in again) and to verify that the name of the institution does not undergo changes, unless the name is actually changed.

3.3 General characteristics of requests in partnership

Requests can also be submitted in partnership with other organisations (operating partners¹²).

In the case of partnerships, a **formal partnership agreement** must be concluded and presented (the letter of intent is not sufficient) between the proposing organisation (lead partner) and the partner. If the agreements were modified after the disbursement, it will be necessary to send a copy in the final reporting, with the justification proving the transfer of resources from the lead organisation to the partners, if they directly manage some budget lines.

⁹ <https://fondobeneficenza.intesasanpaolo.com/it/>

¹⁰ For medical research projects, documents in English can also be uploaded to the platform.

¹¹ Both national and international.

¹² The operating partners are organisations that plan with the lead institution and deal with precise activities defined in the partnership agreement and, sometimes, manage the project budget together. They should not be confused with service providers (goods, consultancy, human resources, etc.), whose activity is paid for with a regular fiscal document (invoice, receipt). Those who participate in the initiative exclusively through financial support (such as the Charity Fund) are to be considered co-financiers. An operating partner can also be a co-financier, if it makes its own economic resources available for the implementation of the intervention.

It is requested to clarify the methods and timing for forwarding the part due to the partners. Furthermore, it should be noted that profit-making organisations may be admitted as partners only if they do not manage parts of the budget. Obviously, where there is a partnership, **the lead organization is responsible for the funds and activities.**

3.4 Budget

The overall project budget must be laid out by downloading the Excel model present in the form (or on the Charity Fund website¹³). The costs for which you request support from the Charity Fund must be indicated in detail in the appropriate column.

COSTS EXCLUDED	COSTS ADMITTED ONLY IN PART
<ul style="list-style-type: none"> • Construction, renovation, restoration or retrofit of movable and immovable property, also protected or bound by the Superintendency. • Establishment and starting of cooperatives and social enterprises, franchising, brand / packaging / merchandising development, etc. • Capital shares of companies of any kind (start-ups, cooperatives). • Any exchange losses (for international projects). • Patent costs. 	<ul style="list-style-type: none"> • Purchase of equipment and durable goods (including means of transportation): max 30% of the amount requested from the Charity Fund¹⁴ • Communication and visibility activities (including dedicated personnel): max 7% of the amount requested from the Charity Fund¹⁵. • Ancillary/general costs: only for central donations, max 7% of the amount requested from the Charity Fund¹⁶.

For central donations only, **the organisation will have to co-finance itself through its own funds or its own funds and those of the partner(s) for at least 10%**. If there are other donors, a certificate must be presented proving the granting/decision of the support.

¹³ <https://group.intesasanpaolo.com/it/sociale/fondo-di-beneficenza/come-richiedere-un-contributo>.

¹⁴ Even if this percentage is respected, when evaluating the request, the donor Institution may decide to reduce it, depending on the characteristics of the initiative.

¹⁵ Even if this percentage is respected, when evaluating the request, the donor Institution may decide to reduce it, depending on the characteristics of the initiative.

¹⁶ Capacity building costs for the organisation's personnel may be included.

3.5 External monitoring and evaluation

Organisations **requesting support for €80,000 or more** falling within the "Social" Area¹⁷ will have an external **Monitoring and Evaluation** of the activities and results achieved carried out by one of the universities chosen by the donor Institution¹⁸. The choice of the university, **exclusively** from those on the list, is free, but must consider potential conflicts of interest between the developer and the evaluator. Please refer only to the university contacts within the form.

The cost of the Monitoring and Evaluation will be negotiated directly between the applicant and the university. This cost must be included in the project budget when the request is presented, along with an adequate quotation by the university, and will be covered by the Charity Fund for a maximum of 50%. In the drafting phase of the initiative, the organisations must agree with the evaluator on the appropriate indicators of the expected results and activities, identifying the relative baselines, and monitor them during and at the end of the project for their verification. External monitoring and evaluation are not required for projects falling within the "Research" area and for international projects related to emergencies.

3.6 Communications

The requesting organisations can contact the donor via the email address fondobeneficenza@intesasanpaolo.com. E-mails must **always** include, in the subject, the identification code of the projects and/or the topic. **Organisations should read the Regulation and the Guidelines carefully, before asking for further information.**

The Charity Fund does not seek visibility through its support of a project. If the organisation, due to the support received, wishes to communicate it externally - of its own initiative -, it will necessarily have to contact the donor's offices to receive the go-ahead. Referring to donations, it should be written: **"We thank the Charity fund and social and cultural contributions of Intesa Sanpaolo"**. The logo of the Charity Fund may be requested, after defining its use.

¹⁷ Both national and international.

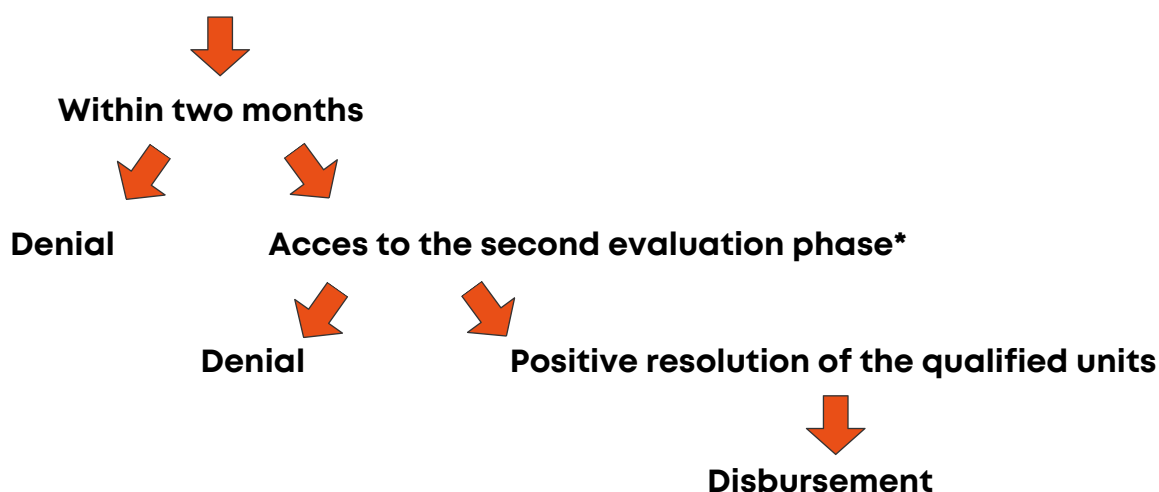
¹⁸ The list can be consulted on the website at the link

https://www.group.intesasanpaolo.com/scripts/sir0/si09/banca_e_societa/ita_fondo_beneficenza_monitoraggio_valutazione.jsp

4. Project selection, Evaluation and Financing

The assessments of requests starts in **January**, but the **disbursements cannot be made before May¹⁹**, because they are linked to the allocation of resources to the Charity Fund by the Intesa Sanpaolo Shareholders' Meeting, normally called at the end of April. Disbursements take place throughout the remaining part of the year, **gradually depleting the available funds**. Since funds are limited, applications should be submitted as soon as possible, in order to guarantee adequate timing for the preliminary investigation process. An exception is made for projects relating to the Research Area, which must be presented by 31st May. For further details please refer to the relevant section.

Presentation of the project on the platform



** This phase is not consecutive to the first one but considers when the project starts.*

4.1 Selection criteria

Regardless of the area, **the selection of projects is guided by the contents and their social implications**; in particular, these are evaluated ex ante, collecting information on the ability of the organisations to achieve the declared results (so-called "*track record*"). When selecting the requests, **a chronological order is not followed**, but priority is given to requests with **the best planning articulation, with the most significant results and social impact and with a more careful and effective use of resources**. The Charity Fund, in order to guarantee fairness and transparency in the selection, does not evaluate the projects in advance.

¹⁹ Exept for residuals of the previous years

For this reason, projects not yet officially presented via the platform will not be analysed. During the preliminary investigation process, the Charity Fund may contact the proposing organisation for clarifications/additions on the content of the project: organisations are required to respond promptly to further questions.

The donor institution reserves the right to confirm or modify the amount of support requested by the institution; the budget presented in the application may therefore be reduced. These changes will be formalized with the authorization and disbursement of the support, and adequate indications will be provided regarding the budget lines and amounts covered.

Applicants will always receive positive or negative feedback on the evaluation process. Communications will be sent to the e-mail address registered on the platform (login credentials). **Organisations are asked not to repeatedly contact the Charity Fund for updates:** once the e-mail confirming the successful entry of the application has been received, the project will remain under analysis for as long as necessary and until notification of disbursement or rejection. **The project evaluation is at the sole discretion of the donor institution and its contents are not made public. Therefore, detailed explanations about the reasons for declining requests will not be provided.**

The Charity Fund does not make retroactive disbursements (to cover costs incurred before the grant was approved), with the exception of territorial donations, for activities started during the year in which the request was presented. Merit assessments may be made for renewals. It is important, therefore, that **the start-up date of a project indicated in the application is consistent with the above.**

The available funds are used in the widest, most varied and flexible way through a **rotation mechanism**. On a timescale, **the contribution has a one-year duration and can be renewed for a maximum of three years**. Except for extraordinary events (e.g. pandemic), the project duration cannot exceed 18 months from the announced start date.

Only project initiatives are admitted, while supporting ordinary activity is excluded.

Excluded:

- the organization of initiatives and the provision of services for a fee or in any case at a non-regulated price

- the organization of events, concerts, festivals and folklore, promotional, tourist or commercial events
- the organization of competitions and prizes
- the publication of musical works, books or publishing initiatives
- fundraising
- indirect charity.

4.2 Renewal

In the case of multi-year projects approved and supported only for the first year, **the organization will have to re-submit the application for the following year, simultaneously sending the report for the period already supported.** The initiative will have the same evaluation and approval process as the years already approved. Whatever the duration of the single project, **the maximum limit of the economic support for the same intervention is two renewals (or three total requests), even if not consecutive.** In this way, greater opportunities for access to resources are offered to the largest number of initiatives.

There is also an overall commitment **to diversify the beneficiary organisations year on year.** Due to the aforementioned rotation mechanism, the Institutions will be able to present more than one project in the same calendar year (territorial level/central level or at the same level), but this duplication will be taken into consideration.

4.3 Financing

The payment of the donation is made after approval by the competent bodies and for 100% of the approved amount. **Payments are made exclusively by bank transfer to an account held by the requesting institution.**

4.4 Reporting

For central donations, at the end of the project (or of the supported period, in the case of multi-year initiatives) and within thirty days of its conclusion, there is an **obligation to return** - in digital format - **a reporting form** of the activities

carried out and results achieved, with a summary of the costs incurred and the related expense receipts ("Form C" and "Financial Report TO BE COMPILED", available online²⁰ and sent by the donor upon confirmation of support). It should be noted that for central donations the project must be accounted for in its entirety, both the part supported with the contribution of the Charity Fund and the part covered with own funds, those of the partners and/or other donors.

For details on the reporting rules, please refer to the specific Guide (see paragraph "Links for further information"). Any extension to the delivery of the report must be agreed with the Charity Fund. For **territorial donations, a final report will be requested - on a sample basis** - including a report on the activities carried out and a copy of the expense receipts. For both types of donations, in the event of failure to report, the refund of the amount disbursed may be requested. The reports received may be examined at a later date. For this reason, **the Organization must keep the final project report available for at least five years after the end of the project.**

If the disbursed sum is not used in full due to variations or difficulties related to the performance of the activities and there were, therefore, residuals, **the beneficiary Institution will contact the Charity Fund as soon as possible** to report it and **propose a use** exclusively intended for the continuation or to expansion of the approved initiative. Residual funds may not be used for initiatives other than the authorized one. In support of the variation, the organisation will have to send a narrative report and a revised budget. The agreed revisions must also be included in the final report.

It is possible that, due to needs arising during the implementation phase of the activities, changes to what was approved during the disbursement may become necessary (budget lines, implementation times, development of activities, etc.); **any variation must be promptly agreed with the Charity Fund** before implementation and in writing. These variations must also be reported in the final report.

²⁰ <https://group.intesasanpaolo.com/it/sociale/fondo-di-beneficenza/come-richiedere-un-contributo>.

5. Links and further information

- [Charity Fund Website](#);
- [Platform for compiling requests](#).