COMMUNITY INVESTMENTS PROGRAM

2027

WORKBOOK

TENGIZCHEVROIL.COM

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Tengizchevroil LLP (TCO) Community Investment Program

DESCRIPTION

Tengizchevroil's Community Investment Program (CIP) strives to align the needs and goals of community and business.

TCO invests in the communities of Atyrau Oblast through two voluntary programs: Egilik; and the Community Investment Program (CIP).

Egilik focuses on the construction of social infrastructure (e.g. kindergartens, parks) while the CIP supports the creation of long-term capacity in strategically important thematic areas.

TCO maintains an internal Community Investment Council (CIC) comprised of individuals from various departments to direct TCO's discretionary Community Investment Program budget.

The CIC reviews the proposals for project funding following the closure of RFP. Community investments are subjected to the same scrutiny as other business investments and include a measurement and evaluation component.

CIP GEOGRAPHY



- **Atyrau city and Zhylyoi district**

THE OBJECTIVES
of TCO's CIP

A key goal of the TCO CIP is to ensure a sustainable positive social impact on community beneficiaries.

TCO CIP priority areas are determined based on the Participatory Needs Assessment. This needs assessment is an independent, community-based study that aims to identify the most important social, economic and environmental problems or needs in the community and explore ideas on how to address them. The assessment is carried out once every three to four years.

The objectives of TCO's CIP are:

- Increasing capacity of medical institutions and their employees and prevention of public health.
- Improving quality and opportunities for education and training, including inclusive education.
- Stimulating economic development, including social entrepreneurship.
- Raising public awareness on environmental issues.
- Cultural development and preservation of heritage.
- Development of civil society.

THEME	SUB-CATEGORY	DEFINITION	PROJECT EXAMPLE(S)
Increasing capacity of medical institutions and their employees and prevention of public health	Awareness and Prevention	Improve community access to, and the quality of local health care and health & wellness information	• Work with medical professionals to develop programs to eliminate specific medical conditions prevalent in a particular community • Sponsorship to acquire specialized hospital equipment and train the personnel operating the equipment • Providing and improving quality of rehabilitation services for adults and children with disabilities • Healthy lifestyle promotion • Early pregnancy issues • Prevention of infectious diseases
	Psychological support	Improve access to psychological support for population	• Improve the quality of work (skills development) of psychologists (bullying) in educational institutions • Work with parents of special children • Provide psychological/psychotherapeutic support to prevent professional burnout of specialists (doctors, teachers, social workers, etc.).

THEME	SUB-CATEGORY	DEFINITION	PROJECT EXAMPLE(S)
Increasing capacity of medical institutions and their employees and prevention of public health	Capacity Development for Health Care Providers	Enhance local capacity in health care delivery and management	• Identify skill gaps in local health care workers and create and deliver skills upgrading project (distance education or clinic-based) • Organization of trainings for medical professionals in communication/interaction skills with patients • Organization of psychological/ psychotherapeutic support of medical staff to prevent professional burnout • Improve the practical skills of medical staff in early detection of diseases • Conduct research and development activities in the healthcare field
	STEM (Science, Technology, Engineering and Mathematics)	Improve the quality of education and encourage/support students to seek STEM careers	• Develop an awareness program that helps students understand the benefits of a STEM career • Create a mentoring program that matches STEM students with people working in their field of choice • Work with local STEM teachers and educational authorities to identify and address curricula gaps • Host STEM related events, e.g., chess tournament, robotics competition. • Development of online resources for distance learning • Improve the quality of education standards to international level • Program aimed at improving the English language skills of STEM teachers
	Capacity Development for Teachers	Enhance the skills of local teachers	• Program aimed at improving the quality of education in pedagogical universities/ colleges • Program aimed at improving the skills of schoolteachers

THEME	SUB-CATEGORY	DEFINITION	PROJECT EXAMPLE(S)
Improving quality and opportunities for education and training, including inclusive education	Inclusive learning	Inclusion projects for children with disabilities	• Professional development of teachers and specialists of educational institutions to work in inclusive classes/groups • Education and work with parents of children studying in inclusive classes/ groups • Improve access to inclusive learning for children with disabilities • Development and arrangement of inclusive camps' program
	Small and Medium Business Support	Support the growth plans of enterprises to create local jobs	• Develop a business incubator to assist small and medium sized Kazakhstani companies with product or service improvement, employee skill development or management assistance • Development of social entrepreneurship • Providing support to aspiring local entrepreneurs (women, youth) in developing business plans, improving management skills or investing initial capital
	Skills training to enhance employability	Train and motivate people to increase their further employment opportunities (without getting a degree)	• Organization of training for parents of special children • Organization of training for people from socially vulnerable groups of population • Organization of training for people of 45+ age

THEME	SUB-CATEGORY	DEFINITION	PROJECT EXAMPLE(S)
Economic development	Leaders of Tomorrow/ Career guidance	Educate and inspire children with various future opportunities for education and career	• Informational sessions, workshops, trips to companies (socially significant positions - medical, law enforcement, fire, etc.) • Mentoring programs • Development and implementation of vocational orientation work/ psychological tests to assist students in identifying professions that match their skills and preferences • Organization of lectures on professional orientation by employees of various industries, small and medium-sized enterprises • Organization of events for education and development of emotional intelligence, leadership, communication, financial literacy among young people • Development of online resources for professional orientation
Civil society development	Development of local community	Projects on development and training of NGOs and development of volunteer movement	• NGO school • Volunteer projects to help local population • Corporate volunteering
		Community development and training projects	• Public education in legal matters
	Involvement of local community in solving problematic issues	Improvement and creation of small infrastructure	• Program for arrangement of public places with involvement of local population
Raising public awareness on environmental issues	Environmental consciousness	Greening and problem-solving programs with community involvement	• A tree planting program that sees community volunteers receive support for sustainable greening projects • Conservation and protection of water resources

THEME	SUB-CATEGORY	DEFINITION	PROJECT EXAMPLE(S)
Raising public awareness on environmental issues	Environmental education of population	Environmental education projects	• Organization of environmental awareness work among various segments of population • Development of ecological tourism • Work with schoolchildren on basics of ecology, waste segregation, etc. • Environmental school or summer camp • Plogging • Organization of eco-tours with garbage collection
Cultural development and preservation of heritage	Increasing potential of cultural and historical sites	Cultural development and heritage preservation projects	• Social projects aimed at preserving cultural traditions and historical sites • Organization of excursions, including interactive ones, for schoolchildren and representatives of vulnerable segments of population • Organization of educational work among various segments of population devoted to topical issues of preservation and popularization of cultural heritage • Preservation of old and expansion of new information opportunities in cultural development and preservation of heritage • Support, development and preservation of culture of various nationalities, covering the preservation of language, historical monuments, folk art.
	Kazakh language development	Projects on development of training materials in Kazakh language	• Creating educational, artistic, learning materials for preschool and early childhood children

PROPOSAL INSTRUCTIONS

1 phase:
INITIAL SCREENING CRITERIA



ORGANIZATION QUALIFICATION
- The project is not for individuals
- The project does not support a specific commercial business
- The project does not imply sponsorship of sports teams
- An NGO is not a military, political or religious organization



ALIGNMENT WITH SOCIAL INVESTMENT GOALS
- The project is planned within CIP geography - unless this project is of national importance
- The project is planned within the framework of one of the CIP focus areas



PROJECT QUALIFICATION
- The budget does not cover only trips or fees for participation in competitions
- The project scope does not cover the usual operating costs for government agencies
- The project is not planned for the construction of infrastructure facilities that can be covered under Egilik program
- The project scope and budget do not imply only purchase of some items
- The main part of the budget is not for refurbishment

CRITERIA OF UNACCEPTABLE PROPOSALS:
- Programs/projects outside of CIP Geography, unless it has national importance.
- Request for an individual
- Request for a specific for-profit business support including social entrepreneurship
- Sports teams sponsorships
- Travel or fees for a competition for an individual or team
- Proposals from military, political or public religious organizations
- Support for normal operational expenditures for Government entities
- Requests for infrastructure facilities
- Purchase of an item/equipment without an accompanying social project
- Projects or programs that are out of compliance with Republic of Kazakhstan laws or regulations
- Projects or programs that are out of compliance with TCO policies and standards

Appendix B: Selection Criteria:

TEN (10) SELECTION CRITERIA WILL BE USED FOR CONSIDERING PROPOSED PROJECTS OR PROGRAMS:

1) Supports Tengizchevroil Business Objectives

a. TCO managers and employees participate in the project activities thanks to speeches and volunteer opportunities

b. There is a realistic communication plan for covering the project in the media and social networks, according to which NGO undertakes to indicate TCO as a sponsor of the project in publications

2) Supports Community Needs

a. There is clear information about the specific needs of the community, supported by data and/or needs/requests from stakeholders

3) Impact

a. The project has an impact on a significant number of direct or indirect beneficiaries

4) Cost Effectiveness

a. Maximum economic efficiency from all invested funds

5) Builds Capacity

a. NGOs have a capacity development plan, with indicators focused on strengthening their organization

6) Sustainability

a. The project contains a plan regarding the sustainability of the results/degree of impact beyond TCO funding

7) Project is Measurable and can be Monitored

a. The proposal describes achievable results using SMART indicators

8) Government Alignment

a. The project supports specific plans at regional and republican level

b. The project involves civil servants or organizations whose interest in this is obvious

9) Demonstrated High Potential for Success

a. The proposal documents the successful implementation within the organization and/or similar projects in Kazakhstan

b. The project has a realistic plan with clearly defined, measurable results that are clearly linked to indicators

10) Innovativeness

a. The project includes innovative and flexible ways to achieve results in the context

b. Using modern technologies to implement and expand opportunities

PROPOSAL
Instructions

a. **Proposal template**

Following the link you can download the form to fill out

b. **Budget table template**

Following the link you can download the form to fill out

c. **Log Frame**

Objective	The objective should describe the lasting effect created by outcomes, and should be written as the state (sostayanie) the project is trying to achieve. The objective should be measurable, but often measurement would need to occur sometime after the project concludes. Examples: **1.** Students are better able to study online **2.** Participating students have improved test scores **3.** Smoking is reduced among middle-aged men				
	Description	**Indicator**	**Verification method**	**Interim report**	**Final report**
Outcome 1	In short, simple language describe the effect of the project: it should be achievable within the project period. Examples: **1.** A model for distance education is accepted by the education department **2.** Students have improved knowledge of English **3.** A new smoking cessation method is introduced	Select no more than 2 SMART indicators	This is how you will measure the indicator. Examples include test scores, act of acceptance, site visits	Leave blank for proposal. This will be completed and attached to the mid-year report	Leave blank for proposal

Output 1.1	This is the product of an activity, not the activity itself. Examples: **1.** 20 students are trained in calculus **2.** 10 Oblast health department workers are trained in a new technique **3.** Five computers are installed in school #12	Select no more than 2 SMART indicators. Examples: - # of students trained -# of children \ receiving services -# of consultations provided			
Output 1.2					
Outcome 2					
Output 2.1					
Add rows if needed					

d. **Communication Plan (Example)**

	Reason / Event name	Involved media / publics / bloggers	Paid / Free	Cost	Expected audience reach
1	Press breakfast due to release of guidance	The Caspian Commune Social networks	Free		xxx people
		Bloggers Ak Zhaiyk	Paid	XXX XXX KZT	xxx people
2	Project opening	Caspian News	Paid	XXX XXX KZT	xxx people
3	etc.				

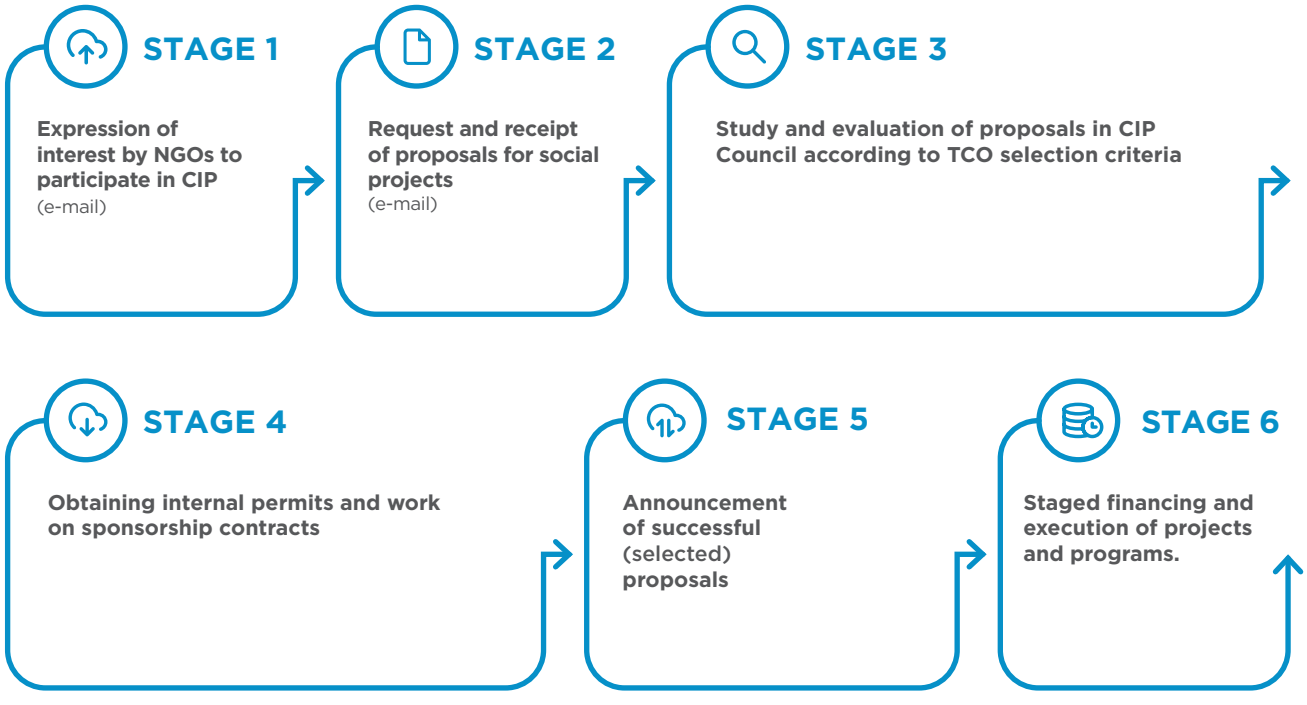
e. **Delivery of proposals: via electronic e-mail**

- Projects must be on a letterheaded paper signed by an authorized person of the organization with the date and the stamp
- Project proposal and any documentation related to the proposal must be sent ONLY to this email address: pgpabids@tengizchevroil.com
- E-mail with the proposal must not exceed 10 MB, and the total size of attachments in this message must not exceed 7 MB. If necessary, i.e. when the size of the materials exceeds the specified volume, you can send your proposal in two messages.
- The subject of the email should be: “Community Investments Program: NGO name, project name”
- It is forbidden to copy anyone when sending a project by e-mail

f. **Other proposals details:**

- All preparation and submissions costs incurred at the expense of bidders
- An interview or follow-up questioning could be requested to obtain more information
- TCO reserves the right to negotiate with the bidder aspects and budget items of the project
- Budgets should include Kazakhstani VAT
- TCO may reject any or all proposals
- Successful bidders will be responsible for executing a contract with Tengizchevroil that will specify required proof or work, financial reports and at least two measuring and monitoring reports, including a communications plan
- TCO reserves the right to audit groups submitting proposals
- Partners are to submit their reports on implemented projects at TCO annual Town Hall meeting

SCHEDULE



The overall duration of the review and approval cycle for social projects is no less than 6 months.

MONITORING AND EVALUATION

Monitoring – regular collection of relevant data to measure project or program progress and partner performance against set goals and objectives.

NGO provide progress report twice a year – as per results of 1H and 2H of the project year.

Monitoring is also implemented by PGPA and CIC throughout the project duration and includes activities like, but not limited to site visits, attendance at events by PGPA, phone calls, webinars with NGO-partners, as well as performing video and photo recordings of the project activities, and engagements with beneficiaries.

Evaluation – appraisal of a project, partner or portfolio based on the achievement of the desired social outcomes and business impact. Evaluation is done throughout the project duration.

REPORTING

Required Documentation

All partners are required to submit a Project Framework and Activity Plan, if not already included in the project proposal (!).

Regular Reporting

1. By the 25th day of each month, all partners must submit an event plan for the social project for the next month in accordance with the format below:

Date*	Event	Location	Audience (for whom the event is organized)	Other comments (if applicable)/ requires a TCO Representative?

*** If the date is changed after the information is provided, TCO must be notified three days before the new date of the event.**

2. By the 10th day of each month, all partners must submit a report on implementation of the communication plan.

Site Visits and Evaluation

TCO representatives reserve the right to conduct site visits to observe and record project activities meet with NGO-partners, interview beneficiaries, and/or conduct financial audits. Site visits may be scheduled in advance or unscheduled.

TCO may also conduct an internal or external mid-term or final evaluation of project activities. Partners are requested to make their records, staff, and stakeholders available for evaluation activities that may include (but not limited to) surveys, questionnaires, focus groups, and interviews.

- **Project Activity Plan**
  (Due date: 2 weeks after finalization of sponsorship agreement)

Activities		Timeline in Months – designate dates when action is to be taken												Person Responsible	Notes
		1	2	3	4	5	6	7	8	9	10	11	12		
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															

- **Project Metrics Data Summary**
  (Due date: 2 weeks after finalization of sponsorship agreement)

#	Metric	Base-line	Year-end target	1st half	2nd half	Annual	% Year 1 Target	Notes

Project Goal(s): Insert the original project goal as originally stated in proposal.

Project Objective: Insert one objective as written in your project framework. Copy and paste the table in order to include all objectives from the framework

Place number for metric (for example, 1.1 or 2.4, etc.) Please put metrics in the same numerical order as written in project framework.

Metric: Enter the indicator from the as written in the project framework without changing the wording and numbering order.

Baseline: Insert the baseline data for each metric as written in the project framework

Target: Insert the goal or target to achieve success in the metric.

1st half:	Insert the actual data of progress toward target for the period as of June 30 of the current year
2nd half:	Insert the actual data of progress toward target for the period July 1- December 31 of the current year
% Year 1 Target:	Calculate the percentage of success towards the target.
Notes:	Insert additional information if necessary, to explain either very high or very low data

- **Communication plan**
  (twice a year)

Attachment 9: Requirements and Communication plan

Requirements for communications (in the media and social networks) and corporate symbols for partners and projects funded by TCO.

Project partners are fully responsible for all publications in the media and social networks, as well as for advertising funded projects. In addition, TCO requires that all programs, projects, events, publications in the media funded as part of the project, as well as publications in its own social networks, mass communication media or consumer goods that were manufactured or delivered as a result of TCO financing, have double brand symbols. The double brand symbolism means that the TCO Project is recognized as a financing organization, and the partner is recognized as a Project executor.

Partners are required to identify TCO as the donor and utilize the TCO logo on visible infrastructure projects, equipment, events, and public communication. Public communications that are print products must prominently display the TCO logo. These communications include, but are not limited to, the following:

- Publications/books
- Reports
- Research results, studies, and evaluations
- Brochures, leaflets, informational, and promotional materials
- Folders
- Posters
- Banners and signs
- Advertisements about program events/activities
- Training manuals, workbooks, and guides; and
- Press releases, invitations, and fact sheets.

Public communications financed by TCO that are audio, visual, or electronic must prominently display the TCO logo. Such communications include, but are not limited to, the following:

- Web sites
- Photos and videos
- PowerPoint and other program-related presentations
- Mass distribution electronic mail sent for program purposes, such as invitations to training events or other widely attended program-related gatherings; and
- Radio or television public service announcements, which must include an audio tag, such as, “this project was funded by TCO.”

Events financed by TCO contracts must prominently display the TCO logo. Such events include, but are not limited to, the following:

- Training courses
- Conferences
- Seminars
- Briefings
- Exhibitions
- Fairs
- Workshops
- Press conferences
- And other public meetings and activities

Communication requirements:

1. Project partners must, within a month after conclusion of the contract, submit for approval by TCO Communication Plans for the 1st and 2nd half of the year, including detailed information about the topics for publication, periodicity, publications where these materials will be published, as well as indicate the associated costs.

2. Project Partners undertake to follow TCO approved Communication Plan and ensure its implementation by at least 70%, namely, to ensure the regular publication of materials on all resources specified in the Plan.

3. Project partners undertake to mark the TCO pages on social networks in their publications, indicate the company name in all 3 languages in hashtags.

4. The Project partners undertake to use the TCO logo on handouts and promotional materials such as, but not limited to videos, banners, brochures, outdoor advertising, T-shirts, pens, caps, mugs, etc

5. Project partners undertake to mention TCO in paid materials when publishing in the media and social networks.

6. Project partners undertake to ensure that TCO is mentioned in the beneficiaries' publications about the project(s) and that hashtags are available in 3 languages.

7. Project partners undertake to expand the reach of the audience and the level of awareness of the population about their activities within the framework of the Social Investment Program, by naturally increasing the number of subscribers, maintaining feedback with beneficiaries and the public, tracking the views of publications, both on their own pages and on the pages of partners (mass media, popular public on social networks).

8. Project partners undertake to submit a report on the implementation of the communication plan no later than the 10th day of each month. The report form is provided by the Company and can be changed at the request of the Company.

9. Project partners undertake to develop and coordinate a crisis communication plan with TCO within a month after the conclusion of the contract and follow it in case of crisis situations.

- **Project Status Report**
  (twice a year)

PROJECT STATUS REPORT

Project Title: [Insert name of project title]

Reporting Period: [Insert the start and end dates of this report]

Grant Period: [Insert the start and end dates of this grant]

Date Submitted: [Insert date]

Contact Person: [Insert name of project director or manager]

Prepared By: [Insert Name of Organization]

1. PROJECT STATUS REPORT

Project Goals and Objectives:

[Replace this text with a summary of the project's goals and objectives.]

Corresponding TCO Community Investment Socio-Economic Goals and

Objectives:[insert all relevant TCO goals and objectives that match the project]

- Stimulating economic development.
- Improving quality and opportunities for education and training, including inclusive education.
- Increasing capacity of medical institutions and their employees and prevention of public health.
- Raising public awareness on environmental issues.
- Building human social and organizational capacities that can develop the local economy and society independently of TCO
- Improving the efficiency of business and society in a socially responsible manner in accordance with ethical standards

Financial Summary:

Total Program Amount:	[Insert grant total]
Expenditures this Period:	[insert amount in current reporting period]
Total Expenses to Date	[insert amount reported at end of current reporting quarter]
Balance of Total Funding:	[insert amount remaining at end of current reporting quarter]

Executive Summary:

[When submitting the report for the first half of the year in a SHORT summary, describe the overall results of the reporting period - the main activities, achievements, the number of beneficiaries. Do not exceed 1 page]

[When submitting a report for the second half of the year in a BRIEF form, describe the overall results for the year of the project - the main activities, achievements, the number of beneficiaries. Do not exceed 1 page]

2. PROJECT STATUS REPORT

2.1. Project Status Report Narrative

[Replace this text with a brief narrative description based on the project framework. Address following points as applicable for this quarter. Additional information may be added]

- **Project Activities:**

[Insert a short description of implemented activities. Note whether planned activities have been completed on time and within budget. What unplanned activities have been completed]

- **Products/Output:**

[Insert a description of the concrete products or services the project delivered as a result of the activities]

- **Outcome/Project Sub-result:**

[Insert information on the changes that occurred as as result of the outputs and to what extent these are likely to contribute towards the project goal and desired impact over the long-term]

- **Results/Impact:**

[IF applicable, insert information about whether the project achieved changes for which it can realistically be held accountable]

- **Long Term:**

[If applicable, insert information on the extent the project has contributed towards its longer term goals. Why or why not? What unanticipated positive or negative consequences did the project have? Why did they arise?]

- **Stakeholder Participation and Feedback:**

[Insert information on feedback and experiences of beneficiaries and stakeholders. Include meaningful anecdotes that magnify the success or problems with project; actions; testimonials; and/or criticism]

2.2. Project Metrics Data Summary

Project Goal(s):

#	Metric	Base-line	Year-end target	1st half	2nd half	Total at the end of the year	% at the end of the year	Notes

2.3. Project Activities in Reporting Period

Activity Description [1]	Time Period[2]	Person(s) Responsible	Status [3]	Notes[4]

3. PROJECT ANALYSIS AND PLAN

3.1. Challenges and Lessons Learned

[Provide analysis or information on feedback from stakeholders and especially beneficiaries. If there was feedback or problems, how is the project addressing it? If it is successful, how is the project using the success to increase impact?]

3.2. Proposed Changes and Planned Activities for Next Quarter

[Justify any changes (if any) to activity or project plan. List planned activities for next quarter(applicable for 1st half only)]

4. PROJECT STATUS REPORT APPROVAL

Prepared by _____
[insert title]

Approved by _____
[insert title and organization]

5. APPENDICES

5.1. Photographs of Project Activities and/or Events

[Provide links to photos (OneDrive, Google Drive, etc.]

5.2. Financial Report

1 [insert information on activities planned and executed this reporting period.]

2 [insert date, month, or quarter (if ongoing).]

3 [insert information on whether activity is completed, ongoing, or not executed.]

4 [insert information as appropriate to justify incomplete activities or problems.]

- **Financial reports**
  (2 times a year, unless otherwise specified in the contract)

1. **Verification process is confirmed by signatures from both sides: NGO and TCO employee who completes finance report check.**
2. **NGO-Partners shall return Funding amount or a portion of it to TCO's account in the event of impossibility and/or absence of further need in using it according to the sponsorship agreement terms, and/or improper use of funds.**

Organization Name: _____

Period Covered by Report: _____

Grant Term: _____

Date Submitted: _____

Budget Line Item	Amount according to contract	Expenditures for 1st half Period	Expenditures for 2nd half Period	Total	Balance
Salaries*					
Administrative and office expenses*					
Printing costs*					
Events (seminars, meetings)*					
Round tables*					
Press conferences*					
Website*					
Evaluation of the study*					
Other					
Overhead					
Totals:					

*The table fields can be changed depending on the project.

In-kind donations/Cost-Share Description of Expenditure	Amount	Total Sum from all Previous Quarters	Cost-Share this Period	Total	Notes
Totals:					

Signature of Financial Officer: **Date Submitted**
Name and Title

List of supporting documents for CIP financial report

I	DIRECT COSTS	
A	Salary (including taxes and mandatory payments)	• Employment contract • Separate payroll breakdown for all employees by month including taxes, vacation, sick leaves, etc. • Signed timesheet • Monthly payment orders for money transfer with a list of employees
B	Rent and utilities	• Office Lease Agreement • Utility agreement (if not included in rent) • Monthly invoices • Monthly acts of work completed • Monthly payment orders
C	**Business Trips**	**Each business trip must be described and justified. The purpose, period and destinations must be indicated.**
C1	Transportation services (taxi)	• Contract • Invoice • Act of Work Completion
C2	Accommodation	• Accommodation invoice, with expenses attached • Payment order or check for payment • Order or travel voucher
C3	Air travel/ground transportation	• Invoice for ticket purchase • Payment order • Boarding pass/ticket (if train) • Travel order or travel voucher • Transfer (if applicable)

D/E	Equipment/Consumables	• Purchase and Sale Agreement (if applicable) • Invoice • Payment order • Delivery note for receipt of goods • Signed acceptance certificate (in case of transfer of equipment to beneficiaries)
F	Subcontracts and grants	• Loan or Grant Agreement/Subcontract Agreement • Payment order for transfer of funds • Financial report on the use of funds with all supporting documents
G	**Services and direct costs**	
G1	Consulting services, recruitment of specialists, trainers	• Service agreement • Invoice for payment • Acts of work completed • Payment order for payment
G2	Events (including rental, catering, photo/video and other services)	• Facility Lease Agreement • Contract with service providers • Invoice for payment • Certificate of work performed • Payment order • List of participants • Event program (date, time, etc.)
G3	Services (SMM, printing, transportation, advertising, photo/video, internet, etc.)	• Service agreement • Invoice • Certificate of work performed • Payment order
G4	Banking services	• Detailed bank statement
II	**Indirect costs**	**Provide established, documented indirect cost practices.**

CONTRACT REQUIREMENTS

- Sponsorship in a full amount or a portion shall be returned to TCO's account in the event of impossibility and/or absence of further need in using it in accordance with "Permitted Uses of Sponsorship Contribution Funds".
- NGO shall not change the intended purpose of the Sponsorship stated in Agreement.
- The use of the Sponsorship for purposes other than those stated in the Agreement, or a change of purpose in violation of Agreement, will result in the suspension of the Agreement, and TCO shall thereafter have the right to cancel this Agreement after notice to NGO and TCO shall further have the right to be compensated for any portion of the Sponsorship used in breach of the Agreement.
- In case of non-observance of the terms of submitting reports or submission of reports that do not agree with Project, TCO may at its discretion suspend remittance of funds, having notified thereabout NGO in writing.



FOR NOTES

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