



**Procedure for granting support  
from the XTB Foundation**



## 1. Introduction

This Procedure has been drawn up based on the rules of operation of the XTB Foundation [*Fundacja XTB*] and serves to organise, formalise and present the processes contained herein in order to ensure transparency and to exercise due care.

## 2. Addressees of the Procedure

- Non-governmental organisations
- Educational institutions
- Charity organisations
- Local communities
- Other entities which meet the XTB Foundation's criteria

## 3. Persons in charge

- The President of the XTB Foundation
- The Council of the XTB Foundation

## 4. Purpose of the Procedure

The purpose of the procedure is:

- to ensure transparency and justice in the process of granting support by the XTB Foundation;
- to set clear criteria and stages of the process;
- to ensure that support is granted in line with the mission and objectives of the XTB Foundation.

## 5. Rules of operation of the XTB Foundation

The areas of operations of the Foundation are governed by the Statutes of the Foundation. By the end of October each year, the President of the Foundation shall present to the Council of the Foundation a plan of proposed actions for the next calendar year and a budget. Once the plan and the budget have been approved, the President requests the Management Board of XTB S.A. to make a donation for the performance of the statutory tasks and initiatives contained in the plan.

The plan of actions takes into account initiatives originated by employees of XTB S.A. and the Management Board of the XTB Foundation and persons and institutions not related to XTB but interested in cooperation or needing various types of support.

## 6. Initiative selection criteria

The XTB Foundation supports initiatives which are consistent with its mission and values as well as with statutory objectives. The XTB Foundation grants financial and in-kind support for projects and initiatives which pursue main objectives in the area of children and youth economic education but also in other socially important areas.

Each application for support shall be assessed on the basis of the following criteria:

- **Consistency with the mission and statutory objectives of the foundation:** The initiative must fall within the objectives of the foundation.
- **Social value of the project:** The benefits for the local community or a wider circle to be brought about by the project shall be assessed.

- **Durability and efficiency:** Projects which offer durable impact and are effective for the pursuance of the objectives.
- **Realistic budget:** Assessment if the project budget is properly constructed and justified.
- **Experience:** The level of experience and credibility of persons or organisations carrying out the project will be assessed.
- **Innovation:** The Foundation promotes innovative solutions which respond to contemporary social challenges.

## 7. Description of the process

### Step 1: Filing an application

Persons and institutions interest in support from the XTB Foundation send inquiries by e-mail to [fundacja@xtb.pl](mailto:fundacja@xtb.pl).

The application should contain the following:

- a detailed description of the project;
- objectives of the project;
- the budget necessary in order to carry out the project;
- other sources of financing (other than support from the XTB Foundation) necessary in order to carry out the project.

### Step 2: Assessment

The President of the XTB Foundation preliminarily assesses the applications in terms of consistency with the mission and objectives of the Foundation, the specified assessment criteria, and the completeness of the necessary information. The analysis comprises substantive assessment, financial assessment, and the project potential impact assessment.

Applications which do not meet the basic criteria are rejected at this stage, and the decision is communicated to the applicants.

### Step 3: Decision

The Management Board of the XTB Foundations makes the decision to grant support or to participate in a project of the XTB Foundation. For projects of high value or strategic importance, the Management Board of XTB S.A. as the Founder of the XTB Foundation may be consulted about the decision.

### Step 4: Informing the applicants

The decision of the Management Board of the XTB Foundation shall be communicated to the applicants immediately after the decision is made, namely within 5 business days from the date the President of the Management Board is informed about the same.

If the decision is positive, the applicants shall be provided with detailed information regarding the conditions for granting the support and further course of action.

#### Step 5: Monitoring and reporting

The XTB Foundation monitors the implantation of the projects for which support has been granted. Applicants are obliged to report the progress and results of the project on a regular basis in accordance with the terms and conditions of cooperation agreed on a case-by-case basis in the agreements.

### **8. Areas of decision-making**

The Management Board of the XTB Foundation comprising the President of the Foundation: In charge of making decision to grant support after obtaining recommendations from the Council of the Foundation.

The Council of the XTB Foundation: Consulted for projects of high value or strategic importance.  
The Management Board of XTB S.A.: Provides the Management Board of the XTB Foundation and the Council of the Foundation with opinions on the projects for projects of high value or strategic importance.

### **9. Updating the Procedure**

The President of the Management Board of the XTB Foundation together with the Council of the Foundation are in charge of updating and proper implementation of the provisions of this Procedure.