

**BANKA**  

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**SLOVENIJE**

**EVROSISTEM**

**RULEBOOK ON  
DONATIONS MADE BY  
THE BANK  
OF SLOVENIA**

MAREC 2020

Pursuant to the first paragraph of Article 40 of the Bank of Slovenia Act (Official Gazette of the Republic of Slovenia, Nos. 72/06 [official consolidated version], 59/11 and 55/17), I hereby issue the following

## **RULEBOOK ON DONATIONS MADE BY THE BANK OF SLOVENIA**

### **Article 1 (content)**

This rulebook sets out the rules for planning and allocating financial assets intended for donations made by the Bank of Slovenia.

This rulebook also applies to donations of non-financial assets, in particular fixed assets / supplies intended for donations in accordance with the rulebook governing the management of the Bank of Slovenia's assets.

This rulebook does not encroach on the arrangements with regard to the awarding of prizes for master's degree and doctoral works, and to the funding of research, conferences, seminars, consultations and lectures at the Bank of Slovenia by external experts from Slovenia and abroad.

This rulebook does not apply to donations made by the Bank of Slovenia to the trade union at the Bank of Slovenia, or to any organisation in which the Bank of Slovenia is a founder or a member.

### **Article 2 (purpose of donations)**

The Bank of Slovenia uses donations to support activities that make a significant contribution to the realisation of its objectives and mandate as set out by law and by the Statute of the ESCB and of the ECB.

For the purposes referred to in the previous paragraph, the Bank of Slovenia particularly supports educational, scientific and research activities that contribute to the spread of expertise in subjects related to the work and objectives of the Bank of Slovenia.

For the purposes referred to in the first paragraph of this article, the Bank of Slovenia also supports charitable and cultural activities that contribute to ensuring the equal inclusion of individuals and particular social groups in society, and that thereby strengthen social stability (which is a prerequisite of financial stability).

### **Article 3 (principles of donating)**

The Bank of Slovenia's donating upholds the principles of:

- a) transparency: funds for donations are generally allocated on the basis of the publication of specific purposes and content for which the Bank of Slovenia is making donations in the

- individual year, in a way that ensures equal access to information and resources on the part of eligible partners;
- b) efficiency: donations are made in activities and sectors that contribute directly to the realisation of the objectives being pursued by the Bank of Slovenia, whereby the level of funding of the donation depends on the anticipated effects of the activities undertaken;
  - c) verifiability: the procedure for making donations provides for initial and ongoing monitoring of the justification of the donation and the donation recipient's commitments in connection with realisation of the purposes of the donation.

Donations are not made when the purpose is the procurement of goods or services provided by the donation recipient.

**Article 4**  
**(annual programme of donations)**

The funds earmarked by the Bank of Slovenia for donations in an individual financial year shall be determined on the basis of an annual programme of donations, which shall be approved by the Governing Board of the Bank of Slovenia.

The proposed annual programme of donations shall be drawn up by the general secretariat, after consulting with the organisational units. The secretary general may appoint a special expert group for the purpose of drawing up the proposal.

The annual programme of donations shall set out:

- the purposes and content to be realised by the Bank of Slovenia when making donations in specific areas; and
- the types of donation (financial, non-financial), and the amount of funds earmarked for donations with regard to the individual purpose or specific type of content.

**Article 5**  
**(invitation to apply for donations)**

The donations set out by the annual programme of donations shall be made on the basis of public invitations to apply, which shall be published on the Bank of Slovenia's website.

The secretary general shall draw up the application conditions for donations for a specific purpose in accordance with the approved annual programme of donations and this rulebook.

Candidates may apply for donations solely according to the procedure and in the manner set out in the application conditions. Applications and requests not submitted in the prescribed manner shall be ruled inadmissible, and shall be rejected.

The following shall be defined in the invitation to apply for donations:

- the purpose for which the Bank of Slovenia is making donations;
- the total amount of financial assets earmarked for donations within the framework of an individual invitation to apply, and the type and size of non-financial assets, and any additional criteria for allocating the donation (number of recipients, amount of individual donation, etc.);
- the format of the application and the deadline for submitting the application;
- any documentation that must be enclosed in a submitted application in connection with the applicant project;

- the deadline for the Bank of Slovenia’s decision, and the method of announcement of the decision on donations made.

**Article 6**  
**(application conditions)**

Societies, associations, companies, sole traders, institutions and foundations may respond to an invitation to apply for Bank of Slovenia donations. The application shall be submitted by the applicant’s statutory representative or authorised person.

Individual candidates may submit no more than one application within the framework of an individual invitation to apply for donations. The applicant shall cite the following in the application:

- information about the applicant (including a brief description of activities and organisation), statutory representatives, contact persons, address and contact email;
- a description of the planned activities, and argumentation regarding how the activities satisfy the purpose of the donation;
- a financial plan for funding the activities, including a statement and itemisation of the projected costs.

When applying for a donation in the form of financial assets, the applicant must prove that he/she/it has no outstanding past-due financial liabilities from mandatory taxes or other money liabilities (in the amount of EUR 50 or more as at the day of application).

By responding to the invitation to apply, the applicant accepts this rulebook, including the publication of information about the applicant and the project in the event of selection and donation.

The Bank of Slovenia shall reject an application if:

- the planned activities have no relation to the purpose of the donation;
- the applicant has previously received a donation from the Bank of Slovenia, and breached the donation agreement (e.g. failed to submit the report satisfactorily justifying the use of the funds with regard to the conditions of the donation);
- the applicant (in the case of a financial donation) has outstanding past-due financial liabilities from mandatory taxes or other money liabilities (in the amount of EUR 50 or more as at the day of application); or
- there is a reasonable doubt that because of the candidate’s (other) activities, the reputation of the Bank of Slovenia might be damaged were the candidate to be approved for a Bank of Slovenia donation.

**Article 7**  
**(selection of applications)**

A commission shall decide on the selection of applications, on the basis of the criteria set out in this rulebook (appendix). The commission shall review the applications within 30 days of the deadline for application. The commission may call on individual applicants to provide additional substantive explanations with regard to the applicant project, and to submit additional clarifications and evidence as necessary.

The selection commission shall consist of three members appointed by the secretary general, whereby there is at least one representative of the organisational unit whose area of expertise covers the content of the invitation to apply, one representative of the organisational unit responsible for public relations,

and one representative of the general secretariat. A representative of the organisational unit responsible for HR issues shall be designated for the field of charitable and cultural activities.

The commission shall draw up a selection of projects on the basis of the criteria, and shall stipulate the amount of funding to be allocated to the individual candidate in connection with the selected project. On the basis of the applications received, the commission may also decide not to select any project.

The selection of projects and the amount of funding to be allocated to individual projects shall be approved by the secretary general. After approval of the selection, the secretary general shall inform the unsuccessful candidates, by email as a rule. The decision on the selected projects is final, and there shall be no right of appeal.

**Article 8**  
**(donation recipient's obligations)**

Once the selection has been approved, the secretary general shall call on the selected candidates to sign the donation agreement by the stipulated deadline, thereby defining in particular the purpose of use of the donation for the planned activities and the donation recipient's obligations.

The donation recipient shall ensure the following in connection with the received donation:

- that adequate oversight and monitoring of the purpose of use in accordance with the planned activities are provided in connection with the use of the donation;
- that conflicts of interest between the recipient and his/her/its staff or partners because of personal or business interests are prevented in connection with the use of the donation;
- that a report or evidence of the use of the donation in compliance with the purpose of use, and in particular an itemisation of the costs incurred in connection with the activities undertaken and covered by the donation, are submitted to the Bank of Slovenia by the stipulated deadline after the closure of the project;
- that information in connection with the activities undertaken and the Bank of Slovenia donation is published online or in any other appropriate manner.

**Article 9**  
**(announcement of donation recipients and selected projects)**

After signing the donation agreements, the Bank of Slovenia shall publish a list of donation recipients and selected projects that have received a Bank of Slovenia donation.

**Article 10**  
**(verification of compliance of activities)**

The general secretariat shall verify the compliance of the activities undertaken with the donation agreement, and the adequacy of the reports submitted by donation recipients. When appropriate, the general secretariat may obtain the opinion of the organisational unit whose expertise covers the content or area of the project.

**Article 11**  
**(reporting)**

The secretary general shall report once a year to the Governing Board of the Bank of Slovenia on donations made.

**Article 12**  
**(entry into force)**

This rulebook shall enter into force on 1 April 2020.

Boštjan Vasle  
Governor

**APPENDIX: Criteria for selection of applicant project**

		POINTS	MAXIMUM POINTS SCORE
<b>BASIC CRITERIA</b>			
<b>Purpose of donation</b>			
	the activities fully comply with the purpose of the donation	20	20
	the activities mostly comply with the purpose of the donation	10	
	the activities partly comply with the purpose of the donation	5	
<b>Financial resources</b>			
	the Bank of Slovenia donation is the sole source of financing for the project	4	12
	other sources of financing account for up to 30% of the project financing	9	
	other sources of financing account for up to 60% of the project financing	12	
<b>Costs covered by donation</b>			
	costs account for more than 40% of the use of the donation	2	6
	costs account for more than 30% of the use of the donation	4	
	costs account for less than 30% of the use of the donation	6	
<b>Financial reporting</b>			
	the company has compiled and published an annual report for last year	2	6
	the annual report published for last year has been approved by the company's supervisory body	4	
	the annual report published for last year has been approved by an external auditor	6	
<b>Location</b>			
	individual town/city or area	2	10
	larger region encompassing several areas	5	
	whole of Slovenia	10	
<b>Number of ultimate beneficiaries of the donation</b>			
	up to 50	2	10
	up to 250	4	
	up to 500	6	
	up to 1,000	8	
	over 1,000	10	

<b>ADDITIONAL CRITERIA</b>			
<b>Sustainable development principles</b>			
	the donation recipient provides programmes and undertakes activities to realise sustainable development principles <sup>1</sup>	3	3
<b>Gender equality</b>			
	the donation recipient is committed to and is actively implementing a gender equality policy	3	
<b>Media profile</b>			
	on the partner's website	1	3
	in local media	2	
	in media with national coverage	3	
<b>MAXIMUM POINTS SCORE</b>			<b>73</b>

<sup>1</sup> Sustainable development principles are based on environmental components, and promote measures for the transition to a low-carbon economy and for efficient resource management in a way that contributes to quality of life. They particularly encompass measures that contribute directly to the strengthening of environmental protection: (i) sustainable energy consumption and production, and smart grids, (ii) adaptation to climate change, (iii) improved state of the environment and biodiversity, (iv) infrastructure construction and action to promote sustainable mobility, and measures that indirectly or horizontally include other environmental aspects, (v) international competitiveness of research, innovation and technological development in accordance with smart specialisation for enhanced competitiveness and greening the economy, (vi) dynamic and competitive businesses for green economic growth (taking account of the thematic objectives and the priority axes in the Operational programme for implementing European cohesion policy in the 2014 to 2020 period of 11 December 2014).