

REGULATIONS

RECEIPT AND TRANSFER OF DONATIONS BY THE GRYPHIUS INSTITUTE

I. GENERAL PROVISIONS

1. These regulations (hereinafter referred to as the Regulations) specify the rules for receiving donations, including donations by the European Foundation for the Support of Entrepreneurship and Culture, with the registered address at ul. Mickiewicza 19, Szczecin, KRS: 0000221384, NIP: 8512897144, REGON: 812738898, which after the registration of changes in the National Court Register will operate under the name Fundacja Instytut Gryphius (hereinafter referred to as the Foundation).
2. The rules of conduct set out in the Regulations are aimed at ensuring that the acceptance of donations and their submission by the Foundation is in compliance both with legal provisions and with the expectations of donors.
3. A donation within the meaning of the Regulations is a free cash benefit transferred to the Foundation by a donor, as well as a free cash benefit transferred by the Foundation and gifted as part of the Foundation's statutory objectives.
4. A donor is a natural or legal person, or an organizational unit that is not a legal person which the law grants legal capacity, fulfilling a free cash benefit to the Foundation.
5. A recipient is a legal person, or an organizational unit that is not a legal person which the law grants legal capacity, which receives monetary support from the Foundation without mutual consideration.

II. RULES FOR RECEIVING DONATIONS BY THE FOUNDATION

1. The Foundation may receive donations for the implementation of its statutory objectives.
2. Donations may be transferred to the Foundation in Polish zlotys or in foreign currency.
3. Donations may be transferred to the Foundation using:
 - a. Electronic bank transfer,
 - b. Traditional bank transfer,
 - c. Cash payment at the bank,to the Foundation's bank account No. 14 1020 4812 0000 0202 0160 2937 at Bank PKO BP S.A. branch 3 in Szczecin.
Via transfer from abroad: PL14 1020 4812 0000 0202 0160 2937
BIC/Swift Code: BPKOPLPW
4. Donations may be transferred to the Foundation for general statutory purposes or for a specific statutory purpose.
5. The title of the transfer / payment of the donation made for the Foundation's statutory purposes should be:
„Cele statutowe – organizacja Planet Head Day”.
There is the possibility of making a donation to the Foundation for a purpose other than the

above-mentioned statutory goal, if previously agreed upon with the Foundation by correspondence via the email address: info@gryphius.eu.

Donations for general statutory purposes may be made at any time.

6. Donations may be made to the Foundation for a specific statutory purpose - the renovation of the Santa Claus Department of the Pediatrics Clinic and the Pediatric Hemato-Oncology and Gastroenterology Clinic as well as Pediatrics and Pediatric Oncology of the SPSK-1 PUM in Szczecin. Such a donation consists in the transfer/payment by the Donor of a sum of money for painting the "head" of a participant like a planet (a so-called Planet Head) in a charity event.

The title of such a transfer/donation should be:

"cele statutowe - planeta, [name and surname of a person whose head is painted during the event]". For example: "cele statutowe - planeta Jan Kowalski".

Or without name: „cele statutowe – Planet Head Day 2018, remont oddziału Św. Mikołaja“

Donations for this purpose may be made by June 30, 2018.

7. Donors giving donations to the Foundation, whose value is at least PLN 2,000, or in the case of foreign persons 550€, obtain the title of sponsor, if they so request in writing or via e-mail to the Foundation's e-mail address: info@gryphius.eu.
8. In the event that a donation is transferred by a donor for Foundation statutory purposes belonging to the sphere of public activities specified in art. 4 of the Act of 24 April 2003 on public benefits and voluntary work, the donor can benefit from the deduction of the value of the donation on income. The deduction limit is:
 - a. 10% of income (applies to entities subject to the provisions of the Corporate Income Tax Act, pursuant to Article 18 paragraph 1 items 1 and 7 of this Act),
 - b. 6% of income (applies to entities subject to the provisions of the Personal Income Tax Act, pursuant to Article 26 paragraph 1 item 9 of this Act).

III. RULES FOR SUBMISSION OF DONATIONS BY THE FOUNDATION

1. The Foundation analyzes local social problems on an ongoing basis and creates programs to support the activity of social and scientific partners in developing the possibilities of adaptation for children, youth and adults. Based on these analyses, the Foundation may cooperate with another entity (hereinafter referred to as a Partner) serving the development of children and young people and their families at the social and educational level, as well as a local initiative for the benefit of the region's inhabitants, including Szczecin's. As part of cooperation with a partner, the Foundation can organize campaigns, activities, and ventures, including those in order to obtain funds for financing specific Partner activities.
2. In connection with campaigns, activities and ventures organized jointly with a Partner, the

Foundation fulfills a written donation agreement by transferring the funds to the Partner, as recipient, for a purpose previously agreed upon by the parties.

3. The Foundation may only grant a monetary donation in Polish zlotych (PLN).
4. The Foundation makes donations via bank transfer to the bank account indicated by the recipient.
5. Confirmation of the donation is a printout of the bank transfer confirmation.
6. Within two years from the date of donation, the Foundation may determine whether the funds transferred to the recipient were intended for the purpose for which the donation was made by the Foundation.
7. If funds have been raised by the Foundation for specific activities, they are entirely allocated by the Foundation for these activities.
8. The administrative costs of a donation are borne by the recipient.

IV. PERSONAL DATA PROTECTION

1. In connection with receiving and granting donations, the Foundation acquires personal data of donors. The Foundation is the administrator of this personal data.
2. A donor may stipulate personal data regarding the value of support and the purpose for which he or she provides support. Requests for the protection of personal data should be made in writing or via electronic mail to the Foundation's e-mail address: info@gryphius.eu.
3. The Foundation collects personal data to inform donors and beneficiaries about the Foundation's activities and to send thanks to the donors.
4. The donors have the opportunity to view, correct, update and delete their personal data at any time.
5. Recipients of the personal data of donors are only persons who have been so authorized in writing by the Foundation's Management Board.
6. Donors have the right to object to the processing of their personal data.

V. FINAL PROVISIONS

1. In the event of any incompatibility of any part of the Regulations with applicable law, the Foundation declares absolute compliance with and application of the law in place of the challenged provision or provisions of the Regulations.
2. The Foundation may change the Regulations. The Foundation's current Regulations are available on the website www.gryphius.eu.
3. In matters not covered by the Regulations, generally applicable legal provisions apply.
4. Disputes are considered by the court with jurisdiction over the Foundation's headquarters.
5. The Regulations have been prepared in the Polish language. In order to acquire donors who do not speak the Polish language, the Foundation may use a translation of the content of the Regulations in another language.
6. The Regulations are valid as of 01.07.2017.