

ZELENÝ  
VZDELÁVACÍ  
FOND | GREEN  
EDUCATION  
FUND

**COOPERATION WITH DONORS**

## Procedure of cooperation with donors:

### April 2017

1. The presentation of the Green Education Fund (hereinafter referred to as “GEF” or the “Fund”) and the individual topics (for the given period) to potential donors – in the form of the joint meeting of donors and the GEF representatives in order to present the GEF (4 April 2017) or individually via information published on the website of the Fund (the existing presentation of the Fund, the Fund documents made available; in the case of interest in more detailed information – information will be provided by the Fund Secretariat).

### May - June 2017

2. The donor’s decision on supporting one or more topics within the GEF pilot phase and the GEF informing until **30 June 2017**. **The topics** for the pilot phase include (more detailed specification is included in the document “GEF proposal of topics“):
  1. Support for low-carbon mobility and measures aimed at emission reduction
  2. Opportunities of transfer to the circulation economy
  3. Development of green infrastructure with the aim to improve the quality of life
  4. Ecological innovations

**Categorization of donors** – by the amount of funds provided to the Fund:

- **Platinum partner** – provided funds in the amount of more than EUR 50 000.-
- **Golden partner** – provided funds in the amount of more than EUR 30 000.-
- **Silver partner** – provided funds in the amount of more than EUR 20 000.-
- **Bronze partner** – provided funds in the amount of more than EUR 10 000.-

### July - September 2017

3. Specification of the contractual terms and conditions of both contracting parties (SEA – donor).
4. Preparation of the contract on a purposeful financial gift (including of the contractual terms and conditions agreed upon in advance).
5. Signing of the Contract by the contracting parties (SEA – donor).

6. Transfer of funds from the donor to the GEF account on the basis of the conditions defined in the contract on purposeful financial gift.
7. Provision of the GEF logo to the donor who has supported the GEF financially.
8. Asking the logo and written presentation from the donor (brief presentation of the donor and its activities) for the needs of the donor's promotion on the website of the Fund [www.zelenyvzdelavacifond.sk](http://www.zelenyvzdelavacifond.sk)
9. The donor appoints (can, but does not have to) the deputy who will act on behalf of the donor when performing GEF-related activities (the specialized member in the GEF Commission for donors from the Bronze partner above – evaluation of projects, participation in the annual conference...). The deputy is appointed by the recommendation letter or the statutory declaration verified by the notary for the aforementioned purposes.

### **October 2017**

10. Launching of the GEF cycle and continuous publishing of information of the Fund activities on the GEF website [www.zelenyvzdelavacifond.sk](http://www.zelenyvzdelavacifond.sk)

### **2Q 2018**

11. The GEF annual conference – list of activities of the Fund for the monitored period. The Annual Report will be received by each participant of the conference and at the same time it will be accessible on the website of the GEF.

### **Provision of information:**

- Website of the Fund: [www.zelenyvzdelavacifond.sk](http://www.zelenyvzdelavacifond.sk)
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