



Each project is **sponsored by an employee**, who is involved in each step. He or she is the intermediary between the Foundation and the association.

STEP 1 | PROPOSAL

Proposal form sent via the project submission platform ([here](#))
The Foundation coordination team checks the eligibility of the project

STEP 2 | SELECTION COMMITTEE

Detailed description of the project
Selection committee assessment

STEP 3 | EXECUTIVE BOARD

Final approval by the Executive board (confirmation of the amount granted)

STEP 4 | CONFIRMATION

Signing of sponsorship agreement (between sponsor, association, Foundation)

STEP 5 | ACTION

Transfer of funds as defined in the agreement (after receipt of invoices sent by the sponsor)
Project execution (including skill-based sponsorship and material donation if applicable)

STEP 6 | CONCLUSION

Final audit
Inauguration