

## Requirements to Cover Letters and Reference Letters for Applicants

Cover letters and/or reference letters addressed to the Foundation shall be issued on official letterheads of the organization, specify the date and reference number, be signed by the head of the organization and/or its chief accountant (where specified) and/or an authorized person (where specified), and certified by the seal of the organization.

### Individuals

1. All individuals (apart from those allying to the *Fellowship Competition*) shall submit a reference letter from their employer on the letterhead of the organization/institution signed by the head or an authorized employee of the organization/institution, and contain the following information\*:

- Name of the applicant;
- Position of the applicant (for a full-time employee) or a work status (volunteer, independent contractor agreement, external secondary employment); and
- Term of employment in the organization/institution.

\* Applicants to the *Master's Program Faculty Grant Competition* shall additionally confirm the fact of teaching a full-time MA course in the university.

Applicants to the *Fellowship Competition* shall submit a reference letter on the letterhead of the university, containing the following information:

- Name of the applicant;
- Name of the university;
- Confirmation of studying at full-time MA course;
- Number and date of the order of admission;
- Expected period of study; and
- Confirmation of government-financed education or a fee-paying education.

2. Individuals (apart from those allying to the *Fellowship Competition* and to competitions where project implementation is possible independently of any organization/institution) shall submit a cover letter from an organization/institution:

2.1. Signed by the head of the organization/institution\*:

- Titles of the competition and the project (if applicable);
- Recommendation for the applicant to participate in the competition;
- Confirmation that the applicant can participate in the competition events if wins the competition (including with the dates, if applicable), as well as apply lessons learned and new skills in the organization\*\*; and
- Applicability of the competition events for the organization and short description of the ways to use the outcomes of the competition in the development of the organization\*\*.

\* For universities it is possible to provide a cover letter signed by an authorized person (vice-rector, department head, etc.).

\*\* Except for applicants applying to the *Museum Volunteer* and *Iskusny glagol* competitions.

## 2.2. Signed by the head of the organization and its chief accountant:

If financial obligations between the Vladimir Potanin Foundation and the organization/institution (the referring or beneficiary) arise or may arise in accordance with the terms and conditions of the relevant competition, individual applicants shall submit a reference letter from the organization/institution, containing the following information:

- Confirmation of the fact that the chief accountant is familiar with the project budget, specifying the requested amount;
- Confirmation of co-financing, specifying the amount (if applicable);
- Confirmation of readiness of the organization to accept the grant/donation; and
- Confirmation of obligation to provide a financial report (if applicable).

It is possible to provide one cover/reference letter confirming all the above points (1-2), if it is signed by the head of the organization/institution and its chief accountant.

For competitions (such as *Museum Bridges*, *Museum Leadership School*, *Master's Program Faculty Grant Competition*, etc.) where financial obligations between the Vladimir Potanin Foundation and the organization/institution (the referring or beneficiary) do not arise, it is possible to submit one cover/reference letter signed by the head of the organization/institution\* only.

\* For universities it is possible to submit a cover/reference letter signed by an authorized person (vice-rector, department head, etc.).

If the applicant is the head of the organization, referring him to the competition or being the beneficiary of the project, a cover letter shall be signed by the founder/ one of the founders or a top management authority of the organization/institution.

3. Applicants to the *Fellowship Competition for Master's Students* shall submit a reference letter on the letterhead of a university, or on the letterhead of an authorized department, or on a numbered letterhead, certified by a signature of an authorized person (rector / vice-rector for education/ faculty dean/ department head/ head of the Master program/ research advisor) and a seal of the organization and/or an authorized department.

## **Legal Entities**

1. All legal entities shall submit a cover letter or a reference letter (or both of them) in the form used by the organization and containing the following information:

### 1.1. Signed by the head of the organization or an authorized employee:

- Name of the project leader;
- Position (for a full-time employee) or a work status (independent contractor agreement, external secondary employment) of the project leader; and
- Term of employment of the project leader in the organization/institution.

### 1.2. Signed by the head of the organization/institution\*:

- Titles of the competition and the project;
- Confirmation that the applicant is the project leader;
- Confirmation of support by the head of the organization of the project leader's participation in pre-selection procedure for getting a special grant or in an open competition;
- Significance of the project for the organization; and
- Guarantee by the head of the organization\* to assist in project implementation if the applicant wins the competition.

\* For universities it is possible to submit a cover/reference letter signed by an authorized person (vice-rector, department head, etc.).

1.3. Signed by the head of the organization\* and its chief accountant:

- Confirmation of the fact that the chief accountant is familiar with the project budget, specifying the requested amount;
- Confirmation of co-financing, specifying the amount (if applicable);
- Confirmation of readiness of the organization to accept the grant/donation; and
- Confirmation of obligation to provide a financial report (if applicable).

It is possible to provide one cover/reference letter confirming all the above points (1.1-1.3), if it is signed by the head\* of the organization/institution and its chief accountant.

\* For universities it is possible to submit a cover/reference letter signed by an authorized person (vice-rector, department head, etc.).

If the project leader is the head of the organization/institution, a cover letter shall be signed by the founder/ one of the founders or a top management authority of the organization/institution.

### **Requirements to Letters Confirming Consent of Partner Organizations/Institutions to Participate in the Project**

A letter addressed to the Foundation confirming consent of a partner organization/institution to participate in the project shall be issued on the official letterhead of the organization/institution, specify the date and reference number, be signed by the head of the organization\* and its chief accountant (in case of co-financing), and certified by the seal of the organization.

The letter shall contain the following information:

- Name of the head of the partner organization/institution; name of the partner organization/institution;
- Name of the applicant organization\*;
- Title of the competition and/or project where the applicant organization\*\* participates;
- Consent of the partner organization/institution to participate in the project;
- Summary of the role of the partner organization/institution in the project\*\*\*;
- Confirmation of the fact that the partner organization is familiar with the project budget, specifying the amount (in case of co-financing); and
- Confirmation of co-financing, specifying the amount (if applicable).

\* For universities it is possible to submit a letter signed by an authorized person (vice-rector, department head, etc.).

\*\* In the *Master's Program Faculty Grant Competition* an individual applicant and the university he/she represents shall be specified instead of an applicant organization.

\*\*\* In the *Master's Program Faculty Grant Competition* the fact of entering (or an intention to enter) into a partnership agreement/ networking cooperation between a university represented by the individual applicant and the partner organization/institution shall be confirmed.