



Fondation

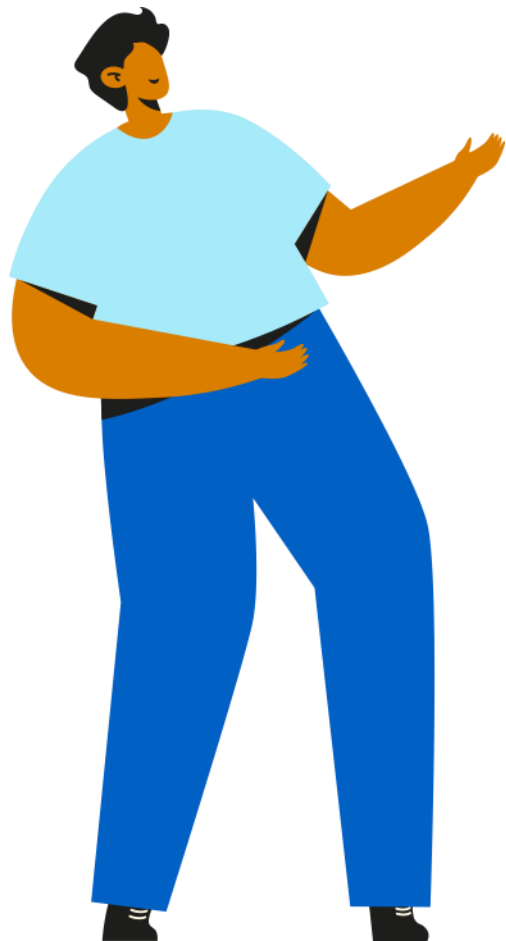


May 2026

Your project with the support of the Orange Foundation

Guide & best practices

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Dear partners,

The Orange Foundation is delighted to support your project.

This step-by-step guide provides you with all the necessary information for a hassle-free process.

We provide everything you need to make your life easier, and to allow us to support and showcase your actions in the best possible way.

Please ask us any questions you might have; our teams are happy to help.

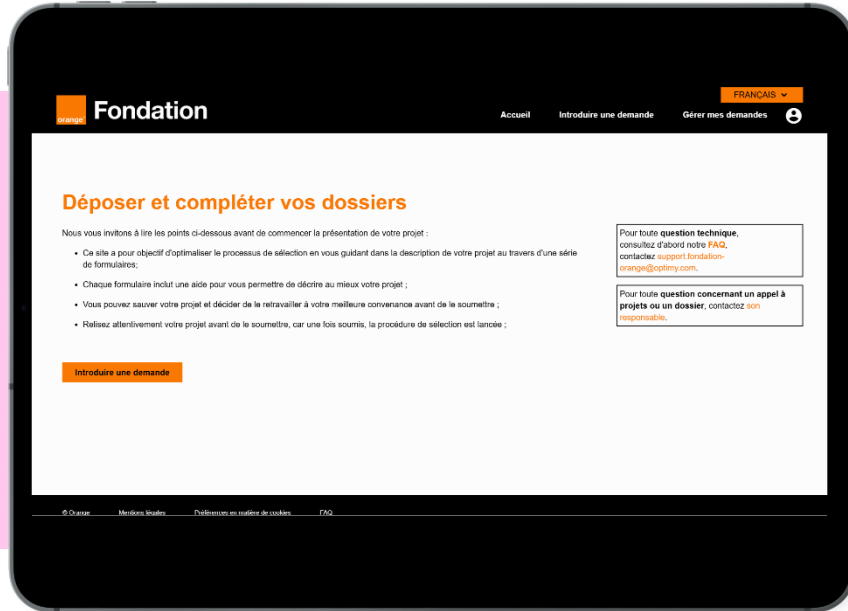
The Orange Foundation team





**Before
you start...**

Your project management space



Your project management space is here!

You'll recognize this platform, as it's where you uploaded your request for support.

It's practical and everything is in one place:

- uploading your file
- project update documents
- final report...

<https://projets.fondationorange.com> 🔍

How to sign in to your project management space



1 Use the login details created when uploading your project: **e-mail address + password.**

This email address will be used for any correspondence relating to your project.

2 Go to <https://projets.fondationorange.com>

your single point of contact for any correspondence and to share documents throughout the project.

Note: applications/files/projects sent by email will not be processed.



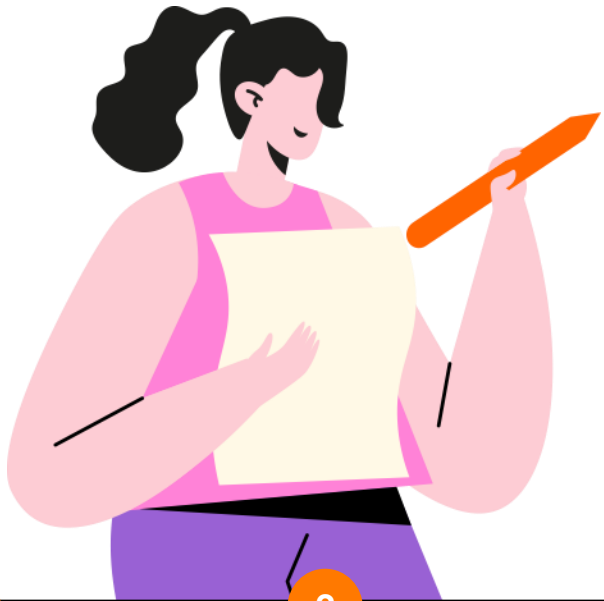
Technical problems?

The support team is here to help: support@optimy.com

Check your spam!

Our emails might accidentally go into spam. Not receiving emails from us? Check your spam and report the following address as “not spam”:

messaging@optimyapp.com



The stages of our support

1

Together, we sign

the agreement supplied at the time of the request for projects and request for funds after our checks

2

We complete

the fund transfer and upload the signed agreement to your space

3

You start

your project, share updates and begin communicating

4

You upload

your tax receipt and your benefit statement

5

You upload

your fund use statement and your report

Regular webinars

will be organized to explain how our support works in more detail.

You receive,
by email,
via our platform:

- **The agreement signed during the selection phase**
- **The request for funds and/or the request for equipment**

You are in Europe

You receive the documents
and sign them electronically.

Outside the European Union

You print, complete, date
and sign the documents and return them by:

- **Email**
- **Or post to the
Orange Foundation address**



The agreement signing process

The Orange Foundation's
representative signs
the **agreement and
transfer order**

In your Association Space

for the supported project:

- **The agreement signed by all parties is added**
- **The transfer is completed**
- **And/or equipment is sent**

Information to check

In the request for funds/request for equipment

A template is emailed at the same time as the agreement.

Check that this information is correct:

- ✓ Name of your organization
- ✓ SIRET or SIREN number
- ✓ Grant amount and/or list of equipment granted
- Enter the payment number, date and sign.

In the agreement

Check that this information is correct:

- ✓ Name of your organization
- ✓ Your organization's address
- ✓ SIRET or SIREN number
- ✓ Bank account details
- ✓ Do not add banking information

The name and address of the account holder indicated in your bank details must be the same as the organization signing the agreement, **except for payments made with the Public Treasury or Banque de France in France.**



If you need to modify information **before signing the agreement**

The sponsorship agreement template was supplied to you before your application. It is balanced and written to apply to a sponsorship and a donation from our Foundation.

It is on this basis that we selected you. It should only be modified if needed.



1 Contact us as soon as possible via the platform before signing the agreement.

2 Upload the requested documents to the platform in the event of:

- **new address or SIREN**
Signed minutes of General Meeting approving the new address + evidence of new SIREN.
- **new bank:**
Signed minutes of the General Meeting approving the new bank + bank details including the address of the organization.
- **new bank details:**
detailed bank details with the address of the organization (address matching the one of page 1 of the agreement).
- **new signatory and/or representative:**
Minutes of the General Meeting that confirm the representative's election.

Receipts and statements

Once the funds have been paid and if you are domiciled in France or in Europe, you will receive an email to upload your tax receipt and your benefit statement (in the year you receive the funds). Your fund use statement can be uploaded later.

These documents must be uploaded.

On the site, you will find:

- a tax receipt template, if needed
- a benefit statement template



Always upload your documents to:

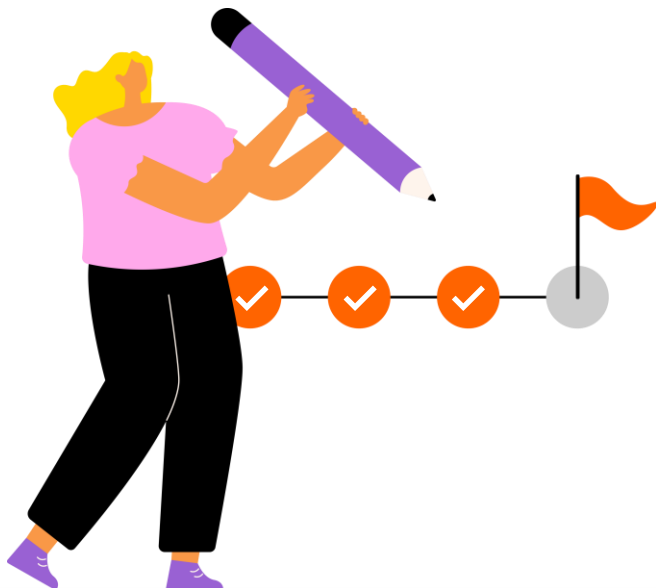
🔍 <https://projets.fondationorange.com>

Sign in with your username and password

Report and fund use statement

The report is mandatory for the project leader. It is used to evaluate the action's impact, identify successes and highlight areas for improvement.

It is also a pre-requisite for any further requests for support.



Upload **your report to the platform:**

- Complete the supplied template
- Add your own report
- Upload all the elements you deem necessary

Upload **the fund use statement:**

- **Mandatory:** add the fund use statement regardless of the number of payments
- Complete the supplied template and upload it



How to recognize the Orange Foundation's support in your communication media

The agreement you signed stated that you must mention the Orange Foundation's support in all communication media linked to the project (press, social media, website, printed materials, events, etc.).

Examples of communication media linked to our support



● Mention the Orange Foundation

Any communication media linked to the project (official event, press release, conference, post, etc.) **must mention the Orange Foundation's support.**

Examples: “With the support of the Orange Foundation”, “[Project name] supported by the Orange Foundation”, “The support offered by the Orange Foundation has helped...” “The Orange Foundation, main sponsor of...”

● Add the Orange Foundation logo

to all your images, printed or digital communication media
(<https://fondationorange.com/fr/charte-graphique>)

● Use the Foundation's visual resources

Posters, banners, images... We have lots of resources for you to help boost the partnership's visibility.
Always contact us through the contact form.

Let us know about your latest news



● Inform the Foundation and get our teams involved

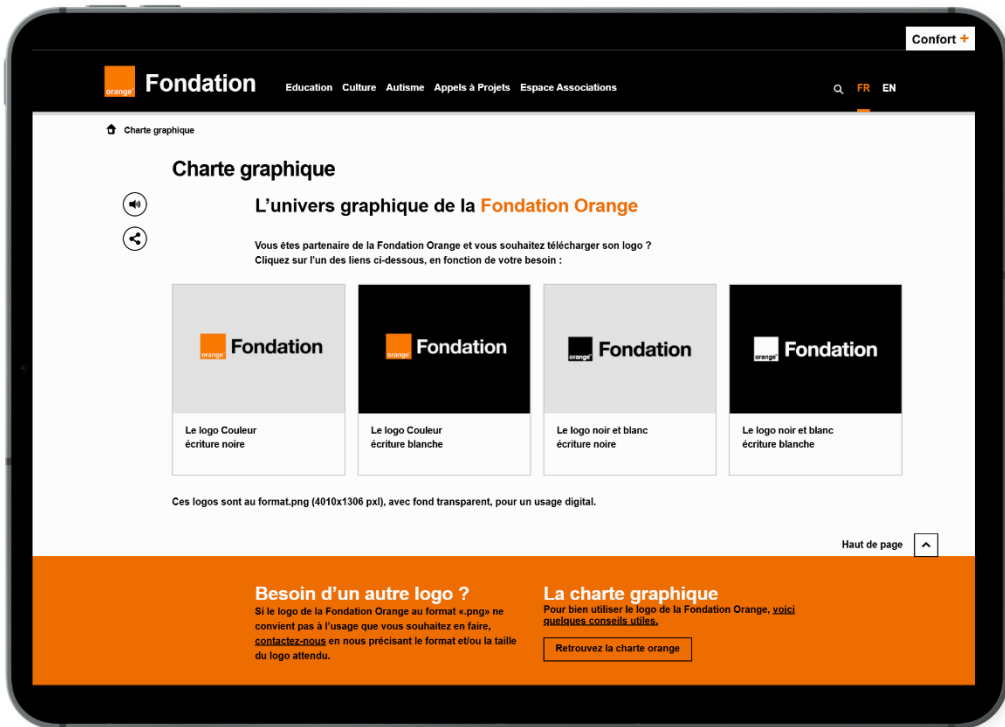
If you're planning any actions to showcase the project, please let us know first using **the platform contact form**. We would be delighted to support you, get involved in an event or share your posts.

Let your usual contact know about your important events (**photos, press mentions, etc.**).

Do not forget to ask anyone visible in photos or videos to sign an image release form.

● Note

The **value** of all communication cannot exceed **10%** of the donation received.



Available logos

Download at:

<https://fondationorange.com/fr/charte-graphique>



Glossary

Key terms and useful links



Glossary and useful links

Request for funds

Document stating the purpose of the funds requested and the amount, to be reviewed, completed, dated, signed and returned to us at the same time as the signed agreement.

Request for equipment

Document detailing the purpose of the requested equipment and a list of the equipment, to be reviewed, completed, dated, signed and returned to us at the same time as the signed agreement.

Tax receipt

Tax document referenced by the French General Tax Code under the number Cerfa No. 16216*02.

Benefit statement

Tax document requested by the French General Tax Code indicating benefits given in return for a donation.

Fund use statement

Document provided and requested by the Foundation, in which the partner shows how it has used the funds it received from the Foundation.

Orange Foundation style guide

Guide with recommendations on the use and characteristics of different graphic elements

Sponsorship agreement

An agreement between the Orange Foundation and one or more partners, for a sponsorship program.

Management tool or platform

IT tool used by the Foundation to manage all its projects, from launching a request for projects, to storing information (in compliance with the GDPR).

Useful links

<https://associations.gouv.fr/>
<https://admical.org/thematiques-base-documentaire/les-modeles-et-documents-utiles>



Thank

you

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