

2023 Practical guide

July 2023



Foundation

Contents

- 1. About the Orange Foundation**
- 2. Our online tool**
- 3. Stages of the project**
- 4. Signing process**
- 5. Critical points**
- 6. Tax documentation**
- 7. Project implementation and monitoring**
- 8. Report and use of funds statement**
- 9. Communicating about the project**
- 10. Modifying information**
- 11. Contact us**
- 12. Appendices**

Dear partners,

We are happy to support you and your project.

**This document will guide you every step of the way:
from signing the agreement to sending your review.**

We wish you every success with your project.

The Orange Foundation team



Our online tool

This platform enables us to monitor the various stages of your project: from submitting the project to follow-up information, through to the final report.

You can also use it to track your application and send us your documents directly as the project progresses.

A single address to log in

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

If you have any technical questions about the platform, please contact
support.fondation-orange@optimy.com



**Open
24 hours
a day**

Our online tool

When submitting your project, you created an account with an email address and password.

Throughout the duration of your project, you will be contacted via this email address.

The tool also allows us to send emails with the heading: **messaging@optimyapp.com**

NB: sometimes the messages go straight to junk mail or for deletion.
Please check in your spam folder.



**Open
24 hours
a day**

Stages of the project



Signing process



In France and the EU:
You check and sign the agreement.

You check, complete and sign the request for funds and/or request for assets.

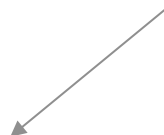
You click on "Finish" and the system will send the documents to the Orange Foundation to be signed.



Outside the EU, you print the agreement and request for funds and/or request for assets.

You complete the request for funds and/or assets and sign and date these documents as well as the agreement.

You can send the documents to us by email or by post to the Orange Foundation address.



The agreement signed by all the parties is uploaded to the foundation platform online. Then we set up the bank transfer and/or shipment of the assets.



The Executive Director of the Orange Foundation signs the agreement and authorizes the bank transfer and/or shipment of the assets.



We email you:

- The agreement
- The request for funds and/or the request for assets

Critical points



The agreement

Check your administrative information in the agreement:

Name of your organization

Your organization's address

Official registration number of the organization

Bank account details

The request for funds/The request for assets

The templates will be emailed to you at the same time as the agreement.

You must check the documents:

name of your organization, official registration number, grant amount and/or list of assets granted.

Add a number, date and sign.



Name and address of the account holder indicated in your bank details must be the same as the organization signing the agreement.

Do not add bank details to the request for funds.

Only the bank details indicated on the agreement will be taken into account.

Tax documentation

Once the funds have been deposited in your bank account, your organization (if located in France or the EU) will receive an email requesting that you complete the tax documentation on our platform.



To submit your documents, use the same login address with your username and password:

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

An automatic reminder will be sent by the platform until the documents have been uploaded.

Do not forget to confirm the “tax documents” step in the online tool

Project implementation and monitoring



Depending on the calls for projects, you will find templates to complete, in order to help us monitor your project.

You can also send us photos, videos, articles...

In all cases, we follow-up on your project with our local representatives and/or our program managers.



Report and use of funds statement

The final report is mandatory for all stakeholders of a project. It helps us all assess the impact of the actions and identify positive aspects and areas for improvement.

Submit your report:

- based on the foundation's template
- add your own report
- along with any other information you believe is important.



The report is a pre-requisite to receive any more support from the foundation.

Submit the use of funds statement based on the template provided.

Invoices

If the Orange Foundation requests the invoices linked to the financial support provided to you, you can upload them directly to the platform.

Communicating about the project

Mention the partnership with the Orange Foundation

During any communications actions concerning the project, official event, media relations (press conference, interview, etc.)

Associate the foundation with the events related to the project

Please let us know if you intend to promote the project. Feel free to ask us to speak during the event.

During the event, you can use the various visual materials, such as the posters and banners provided by the Foundation.

Please send the Orange Foundation all the press coverage and photos of the event.



The use of the Orange Foundation logo meets brand requirements as well as legal requirements.

Click here to find out more:
<https://www.fondationorange.com/en/orange-foundation-graphics>

Modifying information



Let us know as soon as possible before signing the agreement if we need to modify any data concerning your organization.

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

- **A change of address:**
➡ Signed minutes of the General Meeting approving the new address
- **A change of bank:**
➡ Signed minutes of the General Meeting approving the new bank + bank details including the address of the organization
- **A change of bank details:**
➡ new bank details with the address of the organization (address matching the one in the agreement)
- **A change of official registration number:**
➡ document from the government entity indicating the new official number
- **A change of signatory and/or representative:**
➡ Minutes of the General Meeting acknowledging the election of the new representative



Contact us

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France

Tel.: + 33 (1) 44 44 22 22

Email: fondation.orange@orange.com

Your contacts:

<https://oran.ge/3dRK9ON>



Follow us



Thank you



Foundation

Appendices



Foundation

Glossary

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 assets

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

Tax documentation

Tax document referenced by the French General Tax Code under the number Cerfa No. 16216*01.

Additional tax statement

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

Use of funds statement

Document provided by the foundation, in which the partner confirms how it has used the funds it received from the foundation at the end of the project.



Glossary

Orange Foundation style guide

Guide containing usage recommendations and characteristics of the various graphic elements

Corporate philanthropy agreement

An agreement between the Orange Foundation and one or more partners, for a corporate philanthropy project.

Management tool or platform

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

