

# **PROJECT LAUNCH RULES ON THE PLATFORM GUVERN24.MD**

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# 1. General dispositions

**The rules specified in this document must be known and followed by each Initiator.**

- 1.1. Before registering the Project, the Initiator undertakes to attentively read all the terms of the [User Agreement located on the guvern24.md website, in the Terms and conditions section.](#)
- 1.2. Only registered Users can register projects on the platform.
- 1.3. To register and then launch a project on the Platform, the User must be at least 18 years old.
- 1.4. The user who registered the Project is called the Initiator. Users sending funds for the implementation of the Initiator's Project are Donors
- 1.5. The proponent must take into account all fees when calculating the amount required to successfully complete the project.
- 1.6. All relations between the Platform, the Initiator and the Donor are governed by the [User Agreement located in the Terms and Conditions section.](#)
- 1.7. When registering a project, as well as when performing any actions on the Platform, the Initiator must be guided by the provisions of the [User Agreement](#).
- 1.8. Types of projects allowed for registration and publication on the Platform:
  - a) social projects,
  - b) cultural,
  - c) and charitable purposes (except for projects related to fundraising for treatment, surgery, rehabilitation, etc.).

These types of projects do not imply that Donors will receive Benefits.

Projects related to obtaining commercial benefits are not accepted for consideration and publication.

- 1.9. When registering the Project, the Initiator is obliged to provide a clear description and the planned goods / services for which the collected funds will be spent and describe the means of reporting, according to which, upon the implementation of the Project, he will provide a full report on his activities under the Project.
- 1.10. Before the publication of the Project, the Company necessarily evaluates the information provided by the Initiator about the Project, as well as related documents provided by the Initiator (to minimize the risk of fraud). Any project that arouses suspicion of fraud or involves risks of impossibility (full or partial) of the Project implementation, the Company rejects and does not allow publication. Also, if, after the publication of the Project, the Company receives information that it is fraudulent, this Project will be immediately removed from the Platform, fundraising in favor of this Project will be stopped, and the Initiator will be obliged to return all funds received, which will be sent to the fund of another project or to Donors, financed this Project.
- 1.11. After registration of the Project, the Initiator is obliged to provide the Company with color copies of the following documents:
  - a) a copy of registration documents (registration certificate, and / or an up-to-date extract from the state register);
  - b) license for the type of activity;
  - c) certificate of the existence of a bank account;
  - d) copies of the identity cards of all responsible persons on the part of the Project Initiators, including the identity cards of the director and founders.

These documents must be provided by the initiator no later than 3 working days from the date of registration of the Project on the Platform.

This list is not exhaustive. The Company has the right to request originals of documents for verification, as well as other documents (and / or their copies) at its discretion, including financial and other reports, which, in its opinion, must be provided by the Initiator for each specific Project.

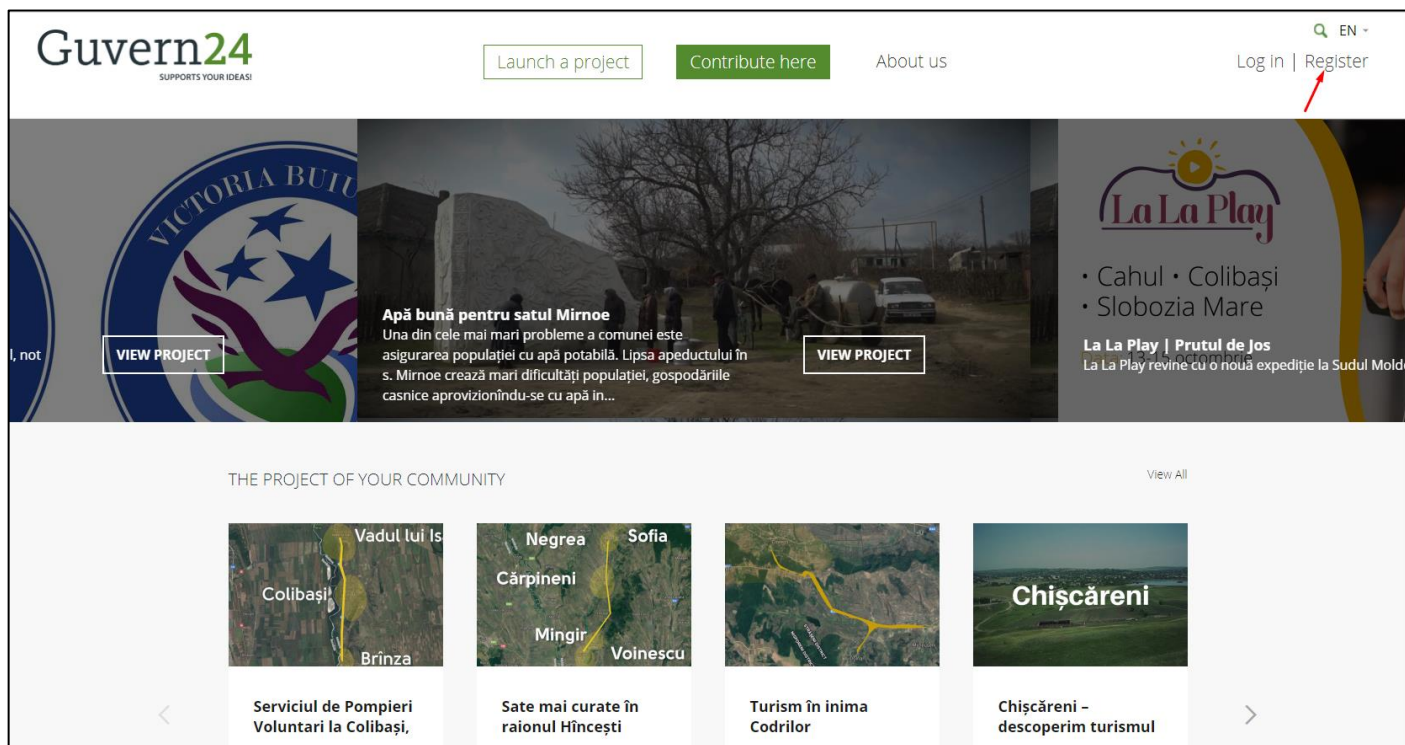
- 1.12. Terms of consideration of documents for each specific Project, the Initiator specifies with the Company separately.
- 1.13. The Company may revise the amount of funding requested by the Initiator for any type of Project and set it at its discretion.
- 1.14. Each Project must be placed in the appropriate category of the site. If, in the opinion of the Initiator, the required category is not available, the Initiator may contact a representative of the Company for consultation.
- 1.15. The project is allowed for publication if the following conditions are met:
  - a) The type of project does not contradict the terms of the User Agreement;
  - b) The project does not provide for the receipt of commercial benefits;
  - c) The initiator provided a full description of the project, stages of its implementation, video materials, etc. - that is, everything that proves the viability of the Project
  - d) The Initiator has correctly filled out the Project form on the Website, including all the necessary personal and contact information;
  - e) The initiator has provided all documents (and / or their copies) requested by the Company;
  - f) The Company has verified the materials on the Project provided by the Initiator (description, video, etc.) and the documents provided.
  - g) The Initiator has entered into an agreement with the Company for the placement of the project on the Platform. The contract must indicate the object of the contract, the purpose of the fundraising, the date of fundraising, the stages and terms of the project implementation, the final Beneficiary or the list of Beneficiaries, the data of the current account to which the Company will transfer the collected funds to the name of the Initiator minus commissions, also, in the contract, the parties should indicate how and in what form the Initiator will submit a Financial Report, which will reflect the intended use of funds for the implementation of the Project.
- 1.16. In the event that the Initiator's Project is admitted to the Publication, the Company has the right to require the Initiator to amend the texts, reformat and change visual materials for a more accurate presentation of the Project and its purposes.
- 1.17. The Company reserves the right to refuse the Initiator to publish the Project by sending a notification to the email address specified by the Initiator.
- 1.18. After the launch of the Project on the Platform, the Company is not responsible for monitoring the Initiator's campaign (except in cases of notification from the Initiator about the introduction of any changes) until the end of the fundraising period. All changes after the launch of the Project and before the publication of the changes, the Initiator must first agree with the Company. After the Initiator makes changes to the Project, fundraising for the Project automatically stops, until the Company approves it and allows the changes to be published.
- 1.19. The Company reserves the right to refuse publishing the Project, without stating the reasons, by sending a notice of refusal to the email address specified by the Initiator.

## 2. Registration on the site

To publish your project on the site, you first need to register. Go to the site <https://guvern24.md/> and click "Register".

If you have already registered on the site, go to the following point of the instruction:

"2. Authorization on the site "



There are 2 options available on the registration page:

1. Facebook registration.
2. Registration by email and filling in the registration form.

Choose the method that suits you best.

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EN

Log In | Register

# Register

Create account by

f

Facebook

Please register by filling out the fields below.

First Name

Last Name

Email Address

Password

Re-enter Password

COMPLETE REGISTRATION

After your registration you will be automatically redirected to the user's personal account.

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My Profile | Log Out

ACCOUNT

MY PROJECTS

MY CONTRIBUTIONS

G24

Anton Zinceac

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0 CAMPAIGNS\_N

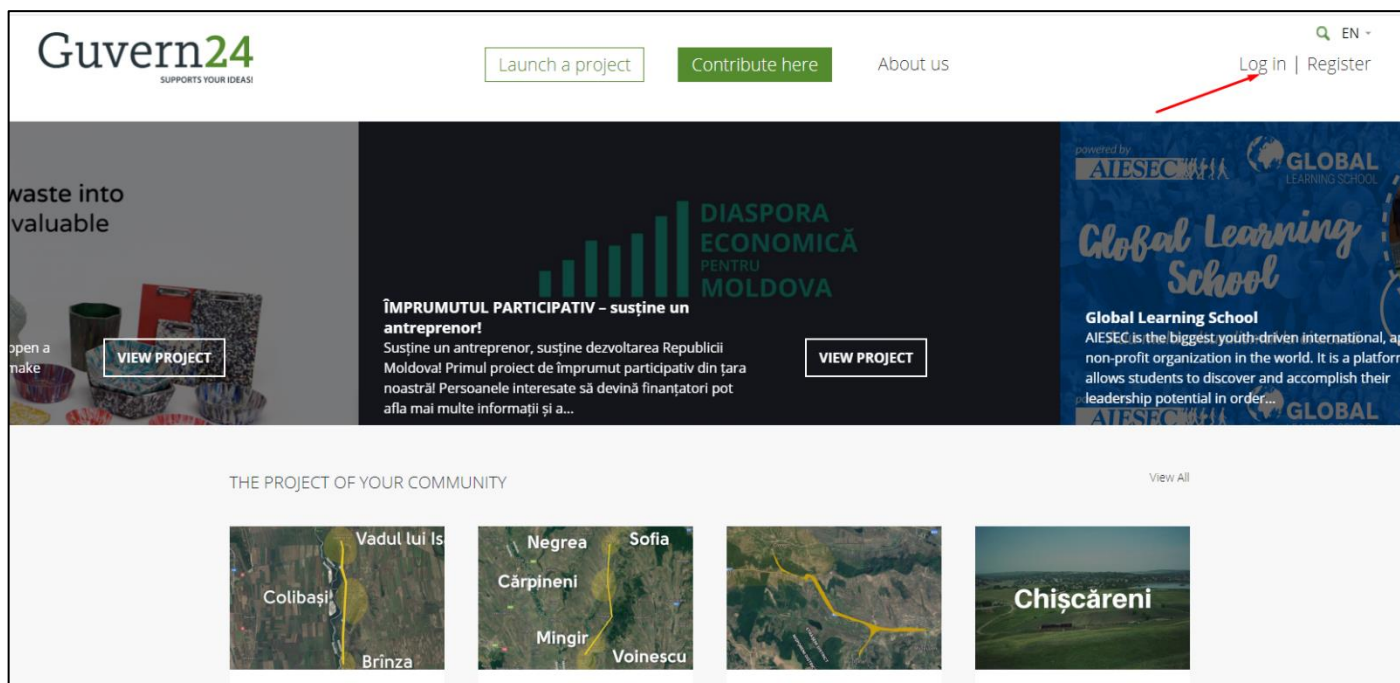
0 COMMENTS

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### 3. Authorization on the site

To publish your project on the site, you first need to register. If you are already registered, you will only need to authorize yourself.

Go to site <https://stage.guvern24.md/>, and click “Log in”.



There are 2 options available on the authorization page:

1. Facebook registration.
2. Registration by email and password.

Choose the method that was selected when register.

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NO ACCOUNT YET? [REGISTER](#)

Please login or register for access.

f

Facebook

Or

Username or Email

Password

☐ Remember Me

Log In

After authorization, you will be automatically redirected to the user's personal account.

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ACCOUNT

MY PROJECTS

MY CONTRIBUTIONS

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Anton Zinceac

[Edit Profile](#)

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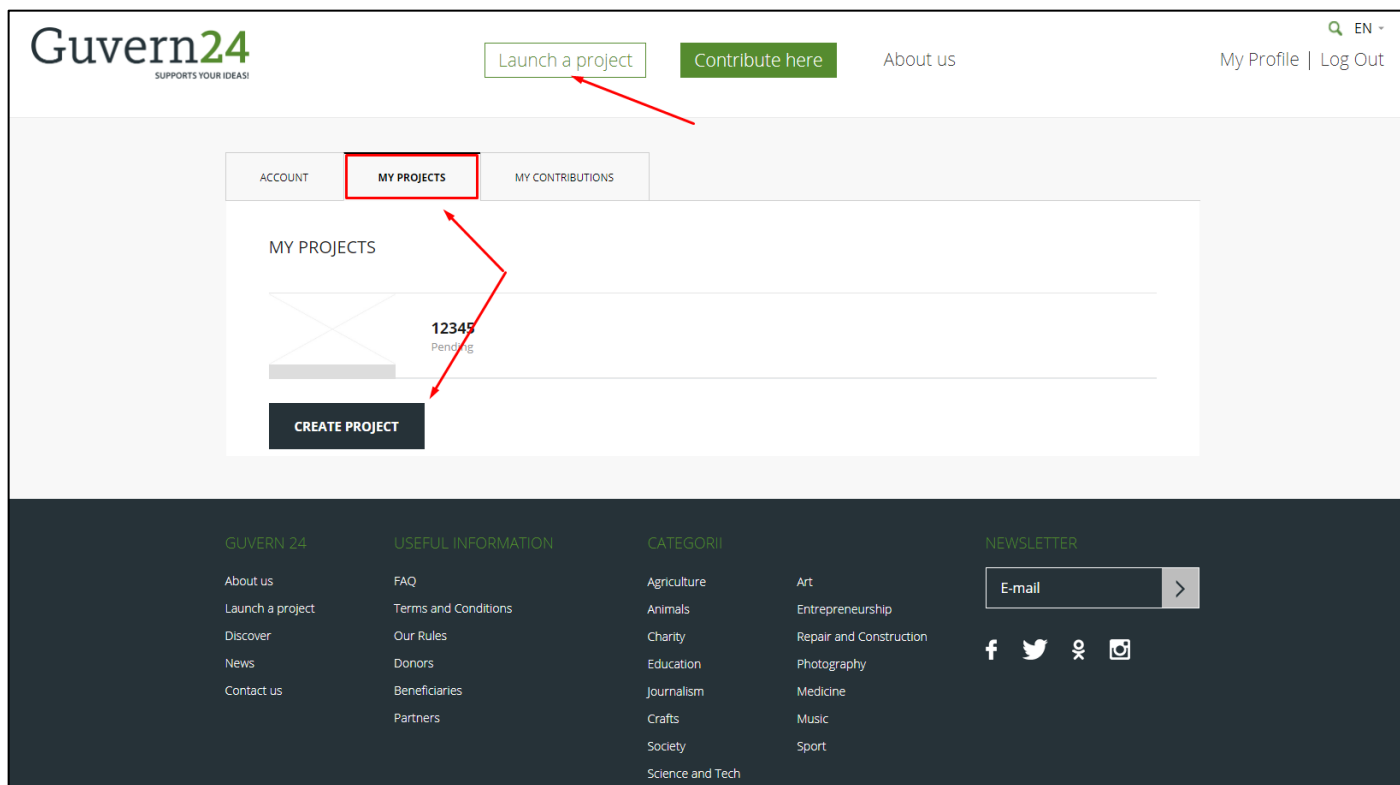


## 4. Project launch

### 4.1. General info

To access the new project launch form on the site you have 2 options available:

1. Click "Launch a project".
2. In (My Profile), in the "My Projects", click "Create project".



In both cases you will get the form of new project launching.

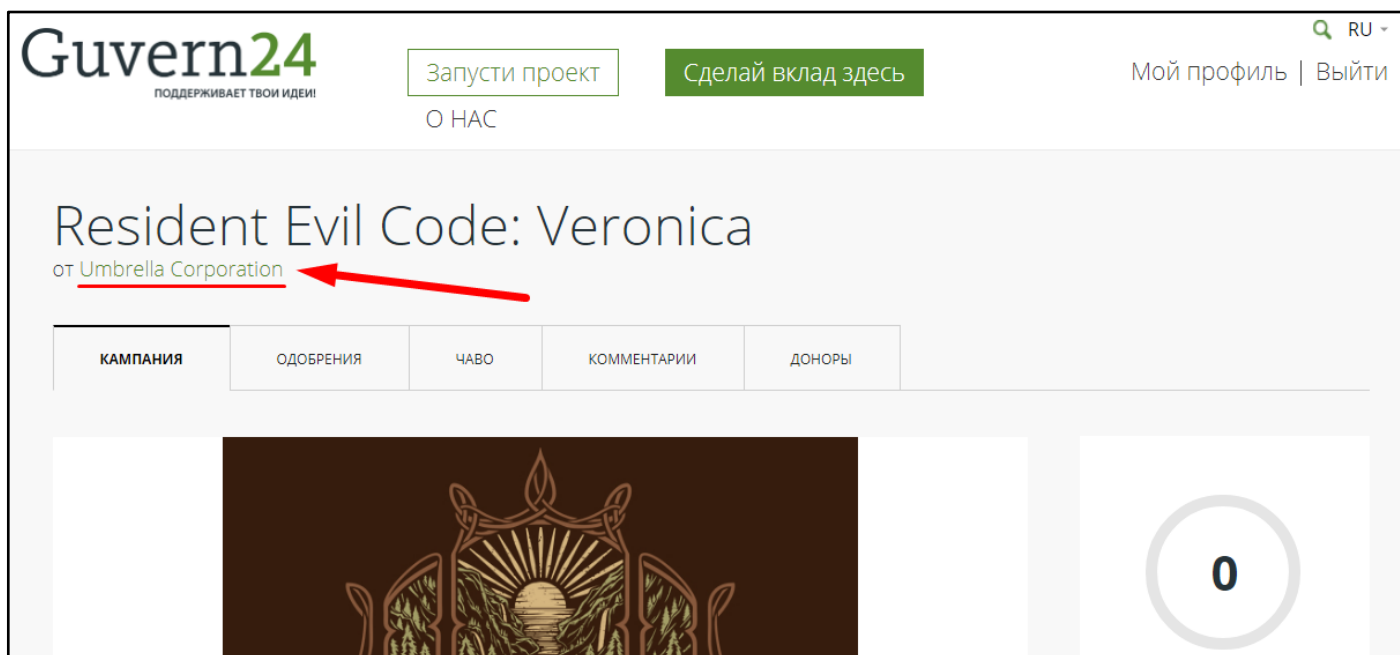
**Fill in all the required fields of the form:**

### 4.2. About the team

Team information is completed only by the site administrator. Donors will not see the information given.

- **Name of the team;**
- **Address;**
- **Project page on Facebook** (this field is not necessary);
- **Project logo;**
- **Website** (this field is not necessary);
- **Phone number.**

**Note:** If you want the Company Name to be displayed on the project instead of your first and last name, go to My Profile -> Profile -> Edit Profile -> field "Display Name", enter information that should be displayed -> Press the "Update profile" button to save the changes.



#### 4.3. About the project

This information is completed primarily for Donors.

- **Name of the project;**
- **Target amount (MDL);**
- **Project category;**
- **Project start date;**
- **Project end date;**

#### 4.4. Project details

This information is completed primarily for Donors.

- **Short description of the project;**
- **Video of the project** (this field is not required). For the correct display of the video in the project, it is recommended to be the link on YouTube;
- **Detailed description of the project;**
- **Frequently asked questions.**

#### 4.5. Project images

This information is completed primarily for Donors.

- **The main image** (used as a preview of the project);
- **Additional images 1,2,3** (3 more images can be added to the project).

## 4.6. Acceptance of the project

This information is important for both Donors and site administrators. It will be easier for donors to contribute money to the project, which has been accepted by serious institutions, but for administrators this will be an additional argument for accepting your project.

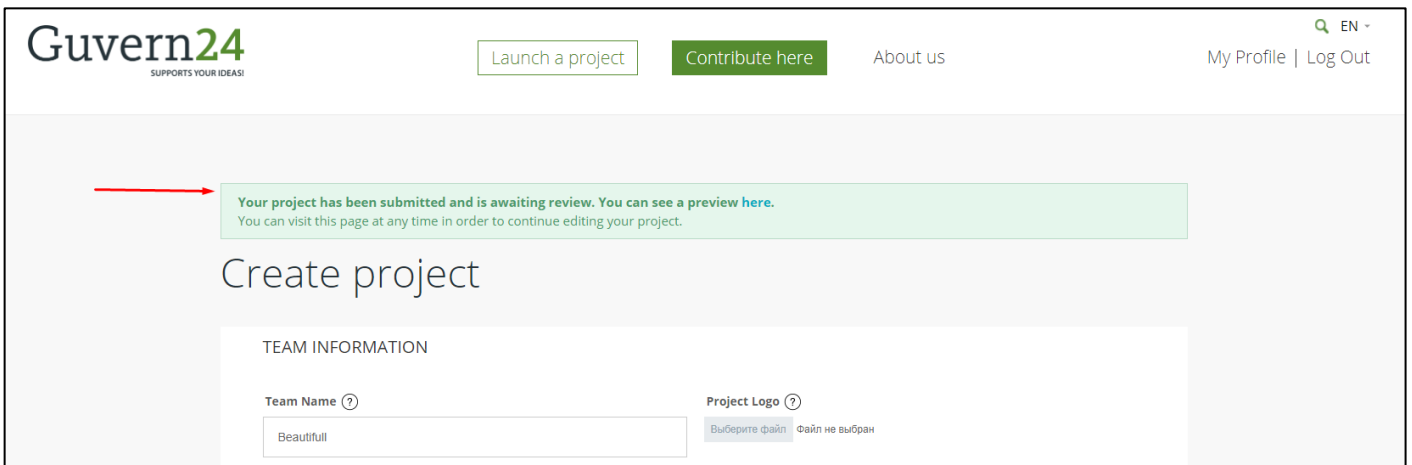
- **Number of acceptances** (specify the number that is equal to the number of acceptance documents. You can specify 0 if you do not have them.);
- **Name of the institution** (which accepted / supported your project);
- **Acceptance document** (proof document, attach it to the project).

## 4.7. Completion of project registration

After completing the form, check "I have read and agree the Rules and Conditions" (previously acquainted with the Rules and Conditions) and press the necessary button:

- **Save the project** (press this button if you plan to save the draft and continue working on the project later)
- **Submit for review** (press this button if you have finished working on the project description and want to publish it.)

After clicking the "Submit for Review" button you will see a confirmation message that your project has been submitted and is awaiting review to the site administrator.



The screenshot shows the Guvern24 website interface. At the top, the logo 'Guvern24' is on the left, and navigation links 'Launch a project', 'Contribute here', and 'About us' are in the center. On the right, there is a search icon, 'EN', and links for 'My Profile' and 'Log Out'. A green confirmation message box is displayed, stating: 'Your project has been submitted and is awaiting review. You can see a preview [here](#). You can visit this page at any time in order to continue editing your project.' Below this, the 'Create project' section is visible, featuring a 'TEAM INFORMATION' header. Under this header, there are two input fields: 'Team Name' with a help icon and a text input containing 'Beautifull', and 'Project Logo' with a help icon and a file selection button labeled 'Выберите файл' and 'Файл не выбран'.