

SPECIFIC REGULATIONS PER PROJECT FUNDACIÓN BOLÍVAR DAVIVIENDA

This section contains specific provisions regarding some of the Services and Programs that may be accessed through The Portal.

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1. SPECIFIC REGULATION OF VOLUNTARIADO (VOLUNTEER) PROGRAM OF FUNDACIÓN BOLÍVAR DAVIVIENDA

GENERAL TERMS

The Voluntariado de la Familia Bolívar (the Volunteering group of Familia Bolívar) is a project of La Fundación that summons employees and their families of the different companies of Grupo Bolívar, Fundación Bolívar Davivienda, Fundación Cultiva el Arte y la Cultura, the Employees' Funds and Counselors of Seguros Bolívar, retirees of Grupo Bolívar and people from communities with which La Fundación has some link, in order to integrate the program with the sole purpose of contributing efforts for the building of a better country. Below are the terms and conditions by which the program will be governed:

By being part of the Voluntariado de la Familia Bolívar, you accept the following conditions:

1. La Fundación reserves the right to unilaterally modify said terms and conditions without this affecting the requests carried out prior to the modification.
2. That a Familia Bolívar volunteer is any natural person who freely expresses his/her desire to donate time, work, knowledge and/or talent in order to work for the community without receiving any financial remuneration.
3. That, during the development of the attendance sessions, the volunteer must:
 - a. Wear the tee-shirt that identifies you as a Familia Bolívar volunteer.
 - b. Show up to the activity at the agreed date, place and time.
 - c. Follow the instructions given by the Leader in charge for the execution of the activity, such as safety recommendations, self-care, among others.
 - d. Perform the activities within the framework of the experience and values of Grupo Bolívar (Respect, fairness, honesty, discipline, enthusiasm, joy and good humor).
 - e. Refrain from attending the session when presenting physical or mental health problems or being incapacitated.
 - f. Be affiliated to an EPS. If not, the volunteer will not be able to participate in the activities.
 - g. Volunteers will NOT be able to participate when they have ingested any alcoholic beverage and/or hallucinogenic substances prior to the execution of the activity.
 - h. Under no circumstances may the volunteer ingest alcoholic and/or hallucinogenic beverages during La Fundación's activities.
 - i. Volunteers who want to cancel their participation in any volunteer session must send an email to voluntariado@fundacionbd.org at least three calendar days in advance, unless there is a fortuitous event that makes it impossible for the volunteer to attend the session.
 - j. Minors who attend the volunteer sessions must attend with a responsible adult.

4. For volunteer activities that require training, the volunteer must attend at the place, date and time programmed by La Fundación.
5. The Volunteer must pass the learning evaluations with a grade equal to or greater than 80; he/she may take them up to three times, with the final grade being the highest result. The workshops or final deliverables of the training experiences must have an evaluation rubric.
6. A certificate of participation in the training experience will be delivered when the volunteer has completed all the proposed activities and passed the learning assessment.
7. The volunteer must provide feedback to La Fundación regarding their training experience through satisfaction evaluations that La Fundación undertakes to have incorporated into all training experiences.
8. For the cases in which the volunteer decides to go directly to the place of the activity, he/she exonerates La Fundación from responsibility for any incident that occurs before arriving at the place of the activity and after it.
9. The volunteer's tee-shirt is exclusively for the execution of La Fundación's activities. In no case should the organization's image be used in activities other than the purpose of volunteering, nor may it be used for illicit activities, marches, protests or similar.

RULES RELATED TO ACCIDENTS DURING VOLUNTEERING SESSIONS

For the performance of the volunteering sessions, in many cases it involves moving to rural areas or on the outskirts of urban areas. Both for activities performed in urban areas, as for those performed in other types of areas, La Fundación has, as standard practice, the contracting of a personal accident insurance policy that covers the risk of accidents suffered by volunteers and occurring during the session.

However, these volunteering sessions imply a risk and that both my companions and I are obliged to follow all the instructions and protocols that allow us to manage the presence of different types of hazards, whether they come from the terrain, animals, other people, the weather, etc.

To the extent permitted by Colombian law, the Volunteer and/or his/her companions attend this session on a voluntary basis, and hold La Fundación harmless from liability for any accident or mishap suffered during the session. La Fundación's liability will be limited to offering the required basic conditions of security, transfers, refreshments and guide.

TERMS REGARDING INFORMATION

In case of collecting personal information of the Beneficiaries in the volunteering sessions, as well as during the mentoring sessions, such as email, videos or photography, among other data, the volunteer/mentor declares to acknowledge, for all legal and contractual purposes that may

exist, that this information, as well as other data, knowledge or know-how that they possess, either by physical or digital means, and that for the purposes of, or on the occasion of, the volunteering or mentoring sessions they are made known him/her or to his/her companions, are deemed confidential.

Consequently, total or partial reproduction, disclosure, distribution or public communication, by any known or unknown means, other than those strictly necessary to perform the volunteering or mentoring session and carry out the necessary steps for same, is understood to be prohibited.

In accordance with the foregoing, the volunteer, mentor and/or their companions undertake not to communicate, disclose, reveal or exploit, directly or through third parties, said information, data, knowledge or know how, to which it has had access subject to the obligation of discretion resulting from these Terms and Conditions. The use that the volunteer, mentor and/or his/her companions will give to this information is strictly limited to the execution of the sessions in which they participate.

For cases in which the volunteer, mentors and/or their companions have access to Personal Data of La Fundación's Stakeholders, they must comply with the following obligations:

1. Carry out the Processing of said data in accordance with La Fundación's Personal Data Protection Policy that is published at www.fundacionbolivardavivienda.org.
2. The personal information collected during the session or mentoring will have to be filled out only in the forms designed and authorized by La Fundación.
3. Refrain from revealing information regarding La Fundación's Stakeholders to unauthorized third parties.
4. Refrain from retrieving or using the information and/or personal data from La Fundación's databases for different purposes authorized by the program or for personal use.
5. Adopt physical and logical security measures that are sufficient to protect the information.
6. Report to La Fundación, in a timely manner, by email contacto@fundacionbd.org, the security incidents that may occur and that affect or threaten the integrity, security and confidentiality of the information.
7. Likewise, during the execution of the volunteering or mentoring sessions, the volunteer undertakes to:
 - a. Request authorization for data processing and image use in the form published at Workpl@place grupo Voluntarios Familia Bolívar file folder or request the form from the session's leader.
 - b. The photographs must be stored with the authorization of the data subjects that appear in the image.
 - c. The audiovisual material must be identified by the event where it was taken.

- d. The authorizations must be completely filled out and must be sent in physical form to the volunteering program at Calle 26 No. 69 - 63 Piso 11, Bogotá.
- e. The photographs taken during the event must assure that the right to privacy and intimacy of the person(s) that appear(s) in the image is not violated (degrading or compromising images that show their sexual condition or in a vulnerable situation).
- f. Do not take images where the person's particular marks or are visible (scars, moles on the face, cleft lip).
- g. Refrain from taking photographs or videos when you do not have the authorization of the information's data subject.
- h. It is the responsibility of the volunteer, mentor and/or the person who takes the images, to use them properly. They should not be published on social networks posting La Fundación's brand.
- i. All images will display positive things about the community and will not highlight negative aspects regarding their condition or social situation.

EVALUATION AND SELECTION OF VOLUNTEERING INITIATIVES

1. The volunteering program management is supported by the volunteering executive committee for its strategic direction, by the regional and program committees for initiative analysis and approval, and by the regional and program leaders for operation management.
2. The volunteering executive committee will be made up by La Fundación's Executive Director and the corporate social responsibility Managers of the companies that form Grupo Bolívar.
3. The Volunteering Regional / Program Leader is responsible for:
 - a. Carrying out a recognition visit to the organization to benefit when it has no link with La Fundación or is not publicly recognized.
 - b. Provide documentation of the volunteering committees.
 - c. Follow-up and evaluate all initiatives approved by the committee.
4. The regional committee will be made up of the managers of the Grupo Bolívar companies with a presence in the territory.
5. It is the regional committee's responsibility that every volunteering initiative be developed in partnership with public or private social organizations that meet the following requirements:
 - a. Be legally incorporated and older than three years.
 - b. If they are social organizations, they must be registered in La Fundación's Aflora program, with a level equal to or higher than formalized, active status.
 - c. Not reported in restrictive lists or, if so, duly authorized by the regulatory compliance area.
 - d. Have a good reputation before the media.

6. It is the responsibility of the Filarmónica Joven de Colombia and Cultivarte program committee that every volunteering initiative be developed in partnership with social organizations or other public or private organizations that meet the following requirements:
 - a. Demonstrate experience or knowledge in the development of symphonic orchestral and/or musical practice.
 - b. Have a defined management and work structure, where possible, legally incorporated.
 - c. Not reported in restrictive lists or, if so, duly authorized by the regulatory compliance area.
 - d. Have a good reputation before the media.
 - e. Submit supporting documents, in accordance with its linking process.
7. Every organization must register in La Fundación's database and accept the data processing policies. In all initiative evaluation and approval, the regional, executive and program committee must consider:
 - a. The physical, psychosocial and security risks to which the volunteers or the population involved will be exposed to. In the event that there exists any risk, they will be responsible for taking the corresponding measures for its prevention or mitigation.
 - b. The defined procedures and tools in order to identify and mitigate legal, reputational, money laundering and terrorist financing risks.
 - c. The available budget according to the initiative costs.
8. All volunteer initiatives must be analyzed and approved by the regional committees, except for those with a strategic focus for La Fundación or that have a national impact, which must be analyzed and approved by the program committee, the corporate volunteering director and/or the volunteering executive committee.

EXECUTION AND EVALUATION OF THE VOLUNTEERING INITIATIVES

1. A volunteer may be any employee linked to the Grupo Bolívar companies, their family nucleus and/or a retiree of the companies, as well as any beneficiary group or volunteer from La Fundación's defined community of programs.
2. Every six months, validate which volunteers marked as employees have left the company in order to inactivate them as volunteers in the information system.
3. In line with the nature of volunteer work, the corporate volunteering program will not contemplate any type of remuneration for the tasks carried out by volunteers.
4. The regional leader will be the official responsible for volunteering activities in each regional and program. In the case of Bogotá, due to the volume, leaders are appointed per company, as well as the leaders of La Fundación's programs destined for said role.
5. Both the regional leader and the volunteer will be responsible for the planning and preparation of volunteering initiatives, without hindering the fulfillment of their job responsibilities.

6. The regional leader will be responsible for:
 - a. Planning and abiding to the assigned budget for the development of initiatives and projects, where the following must be contemplated:
 - Transportation contracting costs, from the regional's main office to the activity's place of execution, when required.
 - Food expenses, when the initiative duration is greater than three hours.
 - Expenses for materials and/or special services, such as recreation.
 - Accident insurance expenses, expenses for materials and/or special services.
 - b. Allocating volunteering resources at the regional level for its sole purpose and not for sponsorships, donations, airfare, accommodation, course bookings, conferences or seminars, video or photo production. The only cases in which airfare and accommodation costs will be assumed are for the offer of the Filarmónica Joven de Colombia that may require it.
 - c. Requesting all purchases in accordance with the established procedure.
 - d. Ensuring the correct execution of the activity, as well as the use of the required guarantees in terms of safety and hygiene.
 - e. Updating management information according to performance indicators, on La Fundación's platform.
 - f. Taking care of brand management in volunteering campaigns, events and communication pieces.
 - g. Dictating in advance any training that should be provided to the volunteer group during a session identified as complex.
7. It will be the volunteer's responsibility to assume all costs outside of the purchases set forth by the Regional or Program Leader and they will be deemed as a donation.
8. Any strategic initiative will be shared by the volunteering department with the regional or program leaders, for its proper execution.
9. When a volunteer does not want to participate and/or receive calls from the program, he/she must request his/her withdrawal by writing to the email voluntariado@fundacionbd.org. The volunteering directorate must deactivate the registration on the platform for the volunteering role only.

2. SPECIFIC REGULATION OF FILARMÓNICA JOVE DE COLOMBIA PROGRAM OF THE FUNDACIÓN BOLÍVAR DAVIVIENDA

The Filarmónica Joven de Colombia is an artistic, cultural and social project created by La Fundación in 2010, with the purpose of working on strengthening artistic life projects for Colombian youth and with a strong focus on the comprehensive talent development in each one of its participants.

The Filarmónica Joven de Colombia also works to accompany various symphonic musical education initiatives in the country, committed to the country's musical and social development, through a wide network of domestic and international partners.

Each season of the "Filarmónica Joven de Colombia" is made up of young musicians between the ages of 16 and 24 years, from all over the country, selected by a rigorous audition process before an international jury with high standards of artistic projection.

INTRODUCTION

La Fundación invites musicians with Colombian nationality, aged between 16 and 24 years old (age reached at the closing of this call) to join the Filarmónica Joven de Colombia of the current Season, accessing to a comprehensive training scholarship program, associated with a professional level orchestral experience in their Tours and Concerts, and other activities related to professional development, entrepreneurship, cultural management and social projection.

This call has no cost and is open to young people interested in presenting their audition as part of the selection process in order to join the project, under the following terms and conditions.

The Season's effective term will be from January 1st to December 31st of the current year. By registering on the Internet page <https://audiciones.filarmonicajovendecolombia.org>, you may request to participate in the annual call.

REQUIREMENTS FOR THE PARTICIPANTS OF THE FILARMÓNICA JOVEN DE COLOMBIA

1. To have Colombian nationality.
2. To be at least 16 years old and maximum 24 years old, as of May 31st of the season year. (If you turn 16 between July 1st and December 31st of the season year, you will not be eligible for selection, as well as if you turned 25 before May 31st of the season year).
3. To have the musical technical level that meets the parameters set forth in the portal at <https://audiciones.filarmonicajovendecolombia.org/repertorios/>

4. To fill out the application form and comply with that set forth in the Call.

La Fundación reserves the right of admission to Participants who are subject to evaluation for manipulative behaviors and/or deceptive maneuvers that directly or indirectly violate or alter the Terms and Conditions or mechanics of the Call.

REQUIREMENTS FOR THE PARTICIPANTS THAT ARE ACCEPTED IN THE ORCHESTRA

1. They will be chosen from among the Participants who meet the requirements set forth in the REQUIREMENTS OF THE PARTICIPANTS section.
2. They must attend artistic residencies, academic residencies, rehearsals, workshops, concerts and volunteering and social projection activities with their instrument(s), with the exception of harp, piano, percussion and, in the woodwinds: piccolo clarinet, bass clarinet, English horn and contrabassoon.
3. They must appear on the required day for each of the events to be held (artistic residencies, academic residencies, rehearsals, workshops, concerts and volunteering and social projection activities) during the current season.
4. They must guarantee availability of time for their participation in each event. Each of the activities programmed by La Fundación must be a priority in the Accepted Participants' agendas.
5. The young people selected to participate in the current Season undertake to perform 20 annual hours of social projection, under the portfolio and the criteria set forth within the framework of La Joven (The Young) initiative, creating ties, accepting the specific clauses for the VOLUNTARIADO project, terms and conditions of the volunteering initiative, which will be delivered at the participants' first artistic residency or sent through digital media.
6. They must have a valid passport and a certificate of judicial records, the latter in case it is required.
7. If the selected person is a minor, the guardian must grant authorization to participate according to the form set forth by La Fundación. This form must contain signature and content recognition before a Notary Public by the guardian and be sent in digital form via email to the address audiciones@fundacionbd.org. The father, mother or guardian must fill out an additional form and authorize the Personal Data processing.

TERMS REGARDING THE INFORMATION

Confidential Information is understood to be, but not limited to, all technical, financial, commercial, strategic, product, market, designs, drawings, data, ideas, prices, equipment, specifications, related to present and future operations and business information, or any other

information of La Fundación, whether written, printed, on magnetic medium, or transmitted orally or by visual means or by any other means, that La Fundación, at the time of delivery to the Participant, marks, defines, designates or identifies in a clear and unambiguous manner, for the other party, as Confidential Information. Likewise, any idea, concept, know-how, knowledge or technique related to La Fundación's activities, that remain in the Participant's memory and that La Fundación has defined as confidential, will be deemed as confidential.

By virtue of these Terms and Conditions, the Participant undertakes to keep as strictly confidential the Confidential Information that he/she receives from La Fundación on the occasion of the Project. In this sense, Participant expressly acknowledges that all information provided, whether oral, written, electronic, magnetic or digital, by La Fundación, its shareholders, managers, collaborators or advisers, is confidential and is subject to the provisions contained in these Terms and Conditions.

Consequently, the total or partial reproduction, the disclosure, distribution or public communication, by any known or unknown means, is understood to be prohibited, other than those strictly necessary for the execution of the Filarmónica Joven de Colombia project and to advance in the necessary steps for same.

In accordance with the foregoing, the Participant undertakes not to communicate, disclose, reveal or exploit, directly or through third parties, said information, data, knowledge or know-how, to which access has been made subject to the obligation of discretion resulting from these Terms and Conditions. The use that the Participant will give to this information is strictly limited to the execution of the Filarmónica Joven de Colombia project.

For the cases in which the Participant has access to Personal Data of La Fundación's Stakeholders, they must comply with the following obligations:

1. Carry out the Processing of said data in accordance with La Fundación's Personal Data Protection Policy that is published at www.fundacionbolivardavivienda.org.
2. The personal information collected during the session will have to be filled out only in the forms designed and authorized by La Fundación.
3. Refrain from revealing information regarding La Fundación's Stakeholders to unauthorized third parties.
4. Refrain from retrieving or using the information and/or personal data from La Fundación's databases for purposes other than those authorized by the Volunteering Program or for his/her personal use.
5. Adopt physical and logical security measures that are sufficient to protect the information.

6. Report to La Fundación, in a timely manner, to the email contacto@fundacionbd.org, the security incidents that may occur and that affect or threaten the integrity, security and confidentiality of the information.

Regarding the Participant's information to which La Fundación has access, for the sole purposes of the evaluation and selection process, the latter will make exclusive use of the audiovisual material published on YouTube.

EFFECTIVE TERM AND HOURS

1. The call will be valid only in the territory of the Republic of Colombia; however, young people of Colombian nationality, residing in other places, may participate.
2. The audition process will be in full force and effect as from 00:00 hours (Colombia time) on the call's official start date, until 23:59 hours (Colombia time) on the call's final closing date*.
3. Participants can take part in the Call twenty-four (24) hours a day, seven (7) days a week, until the date and time indicated in literal b) of this section.

*The call's official start and end dates will be public on portal <https://audiciones.filarmonicajovendecolombia.org>.

THE MECHANICS OF THE AUDITIONS

The mechanics of the auditions are published on portal <https://audiciones.filarmonicajovendecolombia.org>

As from the call's official start date, two (2) forms will be published in the auditions portal of the Filarmónica Joven de Colombia (<https://audiciones.filarmonicajovendecolombia.org>):

1. Registration form on portal (contact details and authorization for the processing of personal data)
2. Inscription form. (General information, guardians for minors, academic information, and presentation of the Audition URL address)

STEP-BY-STEP

1. Enter the website <https://audiciones.filarmonicajovendecolombia.org/> and fill out the REGISTRATION form in SALESFORCE. In this form, the Participant must enter his/her

information, instrument with which he/she will participate, upload an image, on both sides, of their identity document, and authorize the processing of personal data.

2. Upon filling out the form, the Participant receives an email with a link to confirm the registration, and access in order to download the files that contain the information necessary for the preparation of their audition. There are also links for entering the portal and tips for presenting the audition.
3. The Participant must prepare the audition and record it on video according to the advice attached on the section PREPARE SU AUDICIÓN on our website.
 - a. The recording must be exclusively in digital video. It must contain the recording of the repertoire planned for participation in the call, according to the instrument chosen by the Participant, to demonstrate their technical and musical level. It does not have to be a professional recording; however, the audiovisual material must not be altered with effects, editing or post-production, whether auditory or visual.
 - b. When starting the video, the participant must identify himself or herself by saying his/her name and surname, instrument, age and place of origin.
 - c. The fragments given must be performed in the specific order in which the information appears.
 - d. The video must be individual, not in a group, not with an orchestra, nor with an accompanying instrument.
4. The Participant must upload his/her audition on the website youtube.com
5. Subsequently, the Participant must fill out the Inscription Form from the email he/she received during the registration, or requesting the link by entering his/her email. In this form, he/she must fill out the general information, guardians for minors, academic information, indicate the audition URL in the form's slot intended for this purpose, and authorize the processing of personal data.
6. After sending the form, the Participant will receive an email where he/she will be informed and confirmed that his/her audition has already been received, as well as the dates of publication of the results.
7. In the cases of underage Participants, attached questions will appear on the form to enter the Guardian's information.

OBSERVATIONS AND COMMENTS

1. Participants must take into account that videos or forms uploaded on the web will not be accepted after the established deadline 23:59 hours (Colombia time) of the call's official closing date).
2. Under no circumstances will extensions be granted.

3. La Fundación undertakes not to use the audiovisual material other than that of the call's purpose and selection process.
4. La Fundación is not responsible for the use of each participant's audiovisual material by third parties. The administration of permissions and privacy will be each participant's responsibility.

EVALUATION AND SELECTION PROCEDURE

1. At the closing of the auditions, the Filarmónica Joven de Colombia will verify the information and data sent by the Participants; similarly, it will verify that the registered proposals have the documentation and audiovisual material required under these Terms and Conditions.
2. Participants who do not fully comply with the established requirements will not be taken into account.
3. The auditions will be evaluated by a suitable jury of expert musicians. This jury will evaluate the auditions and classify them according to the result obtained. The jury's decision is indisputable.
4. La Fundación's Artistic Direction will be in charge of compiling the information on the audition results provided by the jurors and will make the list of members to the Project for the current season, in accordance with the recommendations of the professors who conformed the jury.
5. Once the selection process is finished, all Participants who completed the audition process will receive a formal communication with the results, issued by La Fundación. Similarly, the list of those selected will be published on the website www.filarmonicajovendecolombia.org.
6. Given the conformation of the orchestra, the admission of Participants will be limited to the number of members that each call requires; however, if the level of the Participants is not the one required, it will not be mandatory to occupy all the places.
7. Once the Participants have been selected, the results will be published in La Fundación's communication channels.

COSTS COVERED BY LA FUNDACIÓN

La Fundación will cover the costs incurred by the Accepted Participants for: travel expenses (from the airport or bus or train terminal of the city of origin in Colombia or city of residence in other countries to the event sites and vice versa), food and accommodation expenses* that are required for the performance of the events (artistic residencies, academic residencies, rehearsals, workshops, concerts and volunteering and social projection activities) for which they are summoned.

* La Fundación reserves the right to provide accommodation only to members from cities other than the one visited during the process of performing the aforementioned events. Those who

reside in the visited city must stay in their residences and fully comply with the schedules set forth by La Fundación for rehearsals, concerts and volunteering and social projection activities. In this case, the internal transportation to attend the events and activities in the city of residence of each member will be assumed by the participant.

FILARMÓNICA JOVEN DE COLOMBIA – GRANTS PROGRAM

1. PARTICIPANTS

Any member or former member of the Filarmónica Joven de Colombia, a project of La Fundación, who since 2010 has participated in at least one season of the orchestra and who has not incurred in any serious violation of the behavior manual during their participation.

2. DOCUMENTS TO PARTICIPATE

STIMULUS	REQUIRED DOCUMENTS
PROFESSIONAL OPPORTUNITIES	
CONTESTS	* Invitation letter or documents that proves participation in the event * Motivation letter (this will allow to establish coherence with the professional project)
FESTIVALS AND ENCOUNTERS (SUMMER COURSES)	
NATIONAL INTERNSHIPS	
INTERNATIONAL INTERNSHIPS	
ALLEGRO VIVO FESTIVAL	
POSTGRADUATE	
AUDITIONS	*Motivation letter (coherence with the professional project). * List of Institutions in which the audition will take place. * Invitation letter or document proving participation.
INSTALLATION TRIP	*Motivation letter (coherence with the professional project). * Acceptance letter from the host university
INSTRUMENTS	
PURCHASE OF INSTRUMENT	* Motivation letter (coherence with the professional project). * Instrument financing plan (if this contribution is partial, how does he/she intend to finance the other part)
ONCE THE WINNERS ARE SELECTED, THEY WILL RECEIVE INDICATIONS REGARDING THE STIMULUS DISBURSEMENT AND RESOURCE LEGALIZATION PROCESS	

3. PROCEDURE TO PARTICIPATE

Each musician can participate in the calls they want and even enroll in various types of stimuli within the same category. However, he/she can only be selected for a maximum of one (1) stimulus per year. If by score, the candidate is accepted in several categories, he/she will have a maximum period of 5 business days to decide what stimulus he/she wishes to receive.

Applications will only be received within the period indicated for each call, which will be published on La Fundación's channels.

4. GROUNDS FOR REJECTION

1. The musician submitted to a call or to a category that does not correspond to his/her motivation letter.
2. The registration information for the call is incomplete.
3. The musician was asked for some information by way of clarification and it was not provided within a maximum period of 5 business days.
4. The musician did not attach one or more technical documents of the proposal requested for the jury's evaluation.
5. The musician provided information that is not true or does not correspond to reality.
6. The musician delivered technical documents that can't be read or reproduced (in the case of videos) for the complete review of their content.
7. The musician submits the application outside the call dates.
8. The musician has already benefited from a stimulus in the current year.

5. EVALUATION OF THE PROPOSALS

Once the compliance with the requirements (general and specific for participation) has been verified, the proposals that comply with same will be evaluated by a jury, which will deliberate the selection of the winners for each call.

The following criteria will be taken into account:

- a. Artistic quality of the participating musician.
- b. Commitment to the social projection program of the Filarmónica Joven de Colombia.
- c. Behavior during his/her participation in the Project.
- d. Relevance of the stimulus to which he/she applies and his/her professional Project.

La Fundación performs the selection process under a scoring system that takes into account the aforementioned criteria and selects those who obtain the highest score. Afterward, this list

goes through a final review by the jury, which takes into account the trajectory of the delivered stimulus.

It is not possible to accumulate more than one (1) stimulus during the year.

6. SELECTION JURY

The jury is made up of five members of the Filarmónica Joven de Colombia, integrating interdisciplinary and varied views of the management team and expert advisors. Proposals will be considered in an impartial and neutral manner, based on, as a starting point, the previously defined scoring system. Each proposal will be evaluated under the criteria of objectivity, fairness and rigor. From the shortlist that the point system provides, each juror will have one vote to decide whether or not the candidate obtains the stimulus. The candidate with the most votes will obtain the stimulus.

The jury will meet once per semester to hold the deliberation committee.

7. GRANTING OF THE STIMULI

The winner of each of the calls will be informed by email regarding the administrative process that must be carried out in order to obtain the stimulus.

In all categories and stimuli, La Fundación reserves the right to declare it void if none of the candidates meets the requirements.

8. EXECUTION

The stimulus must be used within the following six (6) months after its disbursement. The musician must send, to email stimulosfjc@fundacionbd.org, the payment vouchers corresponding to its use, within the indicated period.

- a. For the current year's call, first semester: the period for the use of the stimulus goes from the second week of the month of March up to the second week of the month of September of the same year.
- b. Resource legalization period and delivery of the counterpart: from second week of the month of March up to the end of December of the same year.

9. DISBURSEMENT

The disbursements of the stimulus payments will be carried out to the bank account number that the musician informed for this purpose, after his/her selection as the winner. Disbursement will only be executed under the condition of meeting all requirements and guaranteeing that the resources will be used for the agreed destination.

10. DUTIES OF THE WINNERS

With the acceptance of the stimulus, Musicians acquire the following duties:

- c. In case of waiving the stimulus granted, inform La Fundación in writing and with due anticipation.
- d. Present the documentation required for the granting of the stimulus within the established deadlines. When said documentation is not provided on those dates, it will be understood as a waiver of the stimulus, in which case La Fundación will carry out the administrative procedures that may be applicable, except in cases of demonstrable force majeure.
- e. Allocate the entire resource disbursed in the execution of the proposal. In the event that the stimulus represents partial support for the request, the musician must assume the additional costs required for its execution.
- f. Punctually attend meetings, auditions, outreach activities, press, public or private presentations that are agreed with La Fundación within the program's framework.
- g. Participate in the follow-up and evaluation activities requested by La Fundación.
- h. Provide the documentation required by La Fundación for the purposes of dissemination, compilation of reports (explanatory texts of the proposal, images, technical sheets), follow-up and evaluation, among others.
- i. Deliver the requested reports within the terms and conditions set forth by La Fundación.
- j. Inform La Fundación, in a timely manner, in the event of any modification to the winning proposal due to force majeure. For this, he/she must submit a written communication making the request for modification, arguing the need for the changes. La Fundación reserves the power to approve or not such requests. If necessary, a meeting with the musician will be requested in order to review each specific case.
- k. When communication pieces are generated, the musician requires the approval from La Fundación's communications area in order to give proper use to the institutional image.
- l. Give credits to La Fundación in all the activities, events, interviews and other dissemination actions that take place in the execution of the winning proposal and in the communicative pieces generated around it.
- m. Carry out activities to socialize the results obtained with the stimulus, through workshops, conferences, concerts, shows, exhibitions, presentations, among others, according to the specificities of each call category.
- n. Submit, at the end of the process, the completed satisfaction survey.

3. SPECIFIC REGULATION OF THE AFLORA PROGRAM OF THE FUNDACIÓN BOLÍVAR DAVIVIENDA

The Aflora project is a program of La Fundación that seeks to accompany social organizations in their maturation process through the development of skills that allow them to be sustainable and have a greater impact in the region where they operate. By voluntarily making the determination to participate in the program, your social organization is about to begin a development path that seeks to strengthen it for its effective and efficient management.

This program is free and has been developed so your social organization to reach the goal. However, we know that its achievement depends on the degree of commitment and dedication of all those who are part of it. This is an experience that will demand and require the efficient coordination of your social organization's daily activities in order to succeed in this process.

PROJECT POLICIES

La Fundación, through its AFLORA program, is free to accept or reject social organizations and/or their officials, hereinafter the Participating Social Organization, who sign up to participate in it.

The Participating Social Organization that wants to be part of AFLORA, must fill out the registration forms required by La Fundación in its entirety in order to receive the benefits offered by the program. This includes:

1. Registration form located on the website: <https://fundacionbolivardaviviendaorg.force.com/>.
2. Self-diagnosis: Once the social organization has been admitted and the username and password are delivered to the corresponding collaborators to enter the educational portal, the user with the leader role will find a questionnaire on his/her portal that they must fill out in order to determine the level at which their organization is found at the time of accessing the project (formalization, take-off, growth, maturation). This information will allow us to determine the development path that each organization will take.
3. The project offers guidance and proposes actions to improve the management of the Participating Social Organizations, but it is not responsible for the management and development of the Social Organizations that participate in the program, and this fact is understood and accepted by the Participating Social Organization.
4. All the orientations offered during the development of the Project are made in good faith; however, they are not mandatory for the Participating Social Organizations, for they will have total freedom to apply them or not. Also, La Fundación does not guarantee specific

results, since they depend, on a large extent, to the individual response of each Participating Social Organization and the teachers, consultants, facilitators and participating Volunteers are beyond the program's control. For the same reason, the Participating Social Organization recognizes and accepts that neither La Fundación, nor the Volunteers, nor the teachers, nor consultants, nor the facilitators who participate in the program will have any responsibility in relation to the results that the Participating Social Organization produces for totally or partially embracing the orientations related to their course of business.

5. The rise in the level of the Participating Social Organization depends on the progress in the self-diagnosis performed annually through the educational platform. La Fundación makes available to the Participating Social Organization, satisfaction evaluations of the training processes that the Participating Social Organization may carry out in order to provide program feedback. Any disagreement, regarding La Fundación or the evaluation, may be submitted in writing to the program address at info@fundacionbd.org.
6. Access to the different program benefits will be tied to the level of the Participating Social Organization. To find out the program benefits, consult <https://www.fundacionbolivardavivienda.org/aflora/beneficios-por-nivel/>.
7. La Fundación may share the data of the social organizations registered in Aflora with allies that are capable of contributing to the strengthening of the Participating Social Organizations.
8. Any infringement of that set forth in the Grupo Bolívar's code of ethics will be grounds for the Participating Social Organization's automatic expulsion.

PROFILE OF THE PARTICIPATING SOCIAL ORGANIZATIONS

- a. The Participating Social Organization must be a non-profit organization (association, legal entity or foundation) legally incorporated, or in the process of incorporation (Not Formalized), that pursues social purposes, in the different lines of business.
- b. The Participating Social Organization may have a corporate purpose of any kind, as long as its aim is to benefit the vulnerable population. La Fundación does not make distinctions nor holds selection criteria towards an organization that serves a specific population.

RIGHTS OF THE PARTICIPANTS

1. After the Participating Social Organization completes its registration process, La Fundación will provide a response regarding its admission within the next 15 calendar days.
2. The Participating Social Organization, through its legal representative, must lead the completion of the self-diagnosis and follow-up to the participation that it has delegated to its work team for the use of the different benefits offered by La Fundación.

3. For cases in which face-to-face training is offered, La Fundación will propose a class schedule which will be published on La Fundación's educational platform. Likewise, if changes are made to the schedule, they will be published right there.
4. The Participating Social Organization will count on competent professors, consultants, facilitators and mentors in the different areas that it aims to improve.
5. The Participating Social Organization will have access to La Fundación's educational portal where it will have a username and password available for a maximum of 3 participants.
6. In this portal, information regarding the level of the Participating Social Organization will be found, as well as the process that it has carried out in its development path in the training and follow-up components.

DUTIES OF THE PARTICIPATING SOCIAL ORGANIZATIONS

1. The Participating Social Organization must have time to complete the annual self-diagnosis and attend face-to-face or virtual classes, perform the assigned work and participate in the level validation program (if it is at the growth or maturity level).
2. The Participating Social Organization that passes the growth or maturation level undertakes to be part of the level validation process and share the necessary information and documents with La Fundación's work team in order to render a more precise classification, a personalized diagnosis and identify the needs of the Participating Social Organization.
3. Users who sign up for the face-to-face activities offered by the program agree to attend at least 80% of the time defined in the activity. In case of not being able to attend due to force majeure, the participant must inform the program directorate with 5 days in advance the corresponding justification in writing and, thus, open the quota to another organization.
4. The user who wishes to participate in a face-to-face course must have a username and password in La Fundación's educational portal; otherwise, it is not possible for it to participate.
5. Punctually comply with the established schedules and dates.
6. Comply with the completion of all the knowledge and satisfaction evaluations of the attended courses (virtual and face-to-face).
7. The program's participants are responsible for the management and implementation of the different topics that they must improve within their organization.
8. Provide feedback to La Fundación in those aspects that it can improve.
9. Participants must always be respectful in their communications with La Fundación, and submit petitions or requests for information through the channels provided for it.
10. When the participants or the Participating Social Organization refer publicly or privately to La Fundación and its projects, they will always do so in accordance with the truth, with respectful language, and procuring to maintain their prestige and recognition.

PROGRAM RATING

La Fundación determines, as a qualification scheme, the presentation of evaluations by the Participating Social Organization's officials after each benefit has ended:

1. The following are the benefits that must be qualified: training cycles, mentoring, consulting innovation sessions, interns.
2. Types of surveys:
 - a. **Satisfaction of the benefit:** Perception survey regarding the benefit received, by which the Participating Social Organization rates the quality of the benefit received.
 - b. **Knowledge:** Evaluation of knowledge regarding what has been learned in each stage of the virtual cycle, if the individual passes with more than 80% of the correct questions, he/she will have a certificate per stage until completing the 4 stages of each training cycle.
 - c. All administration, work assignment, and qualification will be done through La Fundación's educational portal.

CERTIFICATION

In alliance with higher education entities at the national and Latin American level, training cycles will be carried out on various topics that will contribute to the better functioning of the Participating Social Organization.

The cycles are:

1. Accounting and finance cycle
2. Effectiveness of social organizations cycle
3. Strategy cycle
4. Corporate governance cycle
5. Leadership cycle
6. Human resources cycle
7. Technology cycle
8. Legal cycle
9. Financing model cycle
10. Marketing cycle
11. Processes cycle.
12. Change management cycle
13. Ethics and transparency cycle
14. Social initiatives formalization cycle

In order to certify the courses specifically taken, these higher education entities may issue certificates of participation under their policies and conditions.

CLASSIFICATION OF THE PARTICIPATING SOCIAL ORGANIZATION

Organizations enrolled in the Aflora program are activated a task called "Self-diagnosis"; this is an evaluation defined in 58 questions, each with four options and a single answer, where the user selects their answer depending on the state of their organization in said skill. According to their answers, the system will automatically place the social organization in one of the program's four levels.

This score will classify the organization in one of four levels:

1. **Formalization:** Score between 0,01 and 7,09.
2. **Take-off:** Score between 7,10 and 8,88.
3. **Growth:** Score between 8,89 and 9,99.
4. **Maturation:** Score greater than 10.

BENEFITS MODEL FOR THE PARTICIPATING SOCIAL ORGANIZATION – FORMALIZED

The Participating Social Organization may receive some benefits according to the classified level, which will allow them to obtain organizational growth. Some of these benefits are tied to policies and conditions, which are communicated for compliance and knowledge.

1. **Scholarships:**
 - a. **Availability:** For organizations registered in Aflora. La Fundación offers scholarships where you can participate in courses of interest taught by partnered organizations. These are announced within La Fundación's educational portal.
 - b. **Conditions for benefit access:** The Participating Social Organization must be diagnosed and classified in one of the 4 program levels.
 - c. **Policies:**
 - There is a limited number of places defined by the capacity of the event.
 - Scholarships are announced through our virtual portal.
 - The conditions are defined according to the description of each call.
2. **Training Cycle with Universities**
 - a. **Availability:** For organizations registered in Aflora. In alliance with the best universities in the country and some in Latin America, training cycles are carried out on various topics, which provide the best knowledge in the social sector, improving the functioning of your organization according to needs.

- b. The following are the training cycles:
 - Accounting and finance cycle
 - Effectiveness of social organizations cycle
 - Strategy cycle
 - Corporate governance cycle
 - Leadership cycle
 - Human resources cycle
 - Technology cycle
 - Legal cycle
 - Financing model cycle
 - Marketing cycle
 - Processes and organizational structure cycle
 - Transparency and ethics cycle
 - Change management cycle
 - Social initiatives formalization cycle
 - c. **Conditions for benefit access:** The training cycles are linked to the responses to the self-diagnosis, depending on the level of development that has been responded for each skill, the system will place the participant at the equivalent level so that they can complete the cycle.
 - d. **Policies:**
 - The Participating Social Organization must have completed and updated the self-diagnosis so that the training cycles can be activated.
 - In order to receive the certificate issued by educational entities, they must comply with the total number of hours taken in each stage of the training cycle and obtain a satisfactory score in the knowledge assessments (80% of the correct answers) and answer the satisfaction survey of each stage.
3. **Donation through the Davivienda virtual channels:**
- a. **Availability:** For Growth or Maturation levels. La Fundación provides you with the possibility of receiving donations from Davivienda's bank clients through Davivienda's virtual portal.
 - b. **Conditions for benefit access:** The organization must be at the maturity level and have completed the level validation process. In case of receiving the donation, the organization must be able to generate donation certificates for the Davivienda clients who request it.
 - c. **Policies**
 - In order to disseminate the campaigns, the social organizations must make good use of Banco Davivienda's and La Fundación's brand manual.
 - Social organizations must make use of the resources donated by the Davivienda clients for the projects that they have committed to strengthen.

4. Schools for Directors

- a. **Availability:** For managers and area heads who are part of the social organizations that are registered in Aflora. It is a seminar lasting three (3) days that seeks to provide a new training session for La Fundación's social organizations, mainly social organizations' directors. This session is dictated by teachers with extensive organizational experience. The cases presented analyze different situations related to good organizational management and that enable social organizations the opportunity to generate knowledge, experiences and contribute to the social sector's management training.

For more information, visit: <http://escueladedirectores.com/>

b. **The school for directors comprises the following areas:**

- Analysis of business situations.
- People management in organizations.
- Fundraising.
- Organizational culture.
- Processes management.
- Organizational strategy.

- c. **Conditions for benefit access:** The event participant must have at least three (3) years of experience in managerial or general positions, in positions of responsibility preferably within a foundation such as area director, director of the social organization, council member, board of directors or legal representative.

Applicants must fill out the registration form on website <http://escueladedirectores.com/> and send their resume to start the selection process. When registering, you will find a sole resume format, which you must fill out and attach.

d. **Policies**

- The event includes materials, certificate, lunches and snacks.
- The event has a cost defined by the consumer's price index increase year after year. For organizations that are part of La Fundación, they are granted a 20% discount over the total value.
- The price of the event includes materials, certificate, lunches and snacks.
- An additional 20% discount will be granted for group registrations, 3 members of a social organization or 3 members of social organizations that are part of a network.

5. Mentoring

- a. **Availability:** For Growth or Maturation levels. Mentoring are specific consultancies, by Grupo Bolívar Volunteers, by which the organization seeks to improve one of its skills that are highlighted in the self-diagnosis as an area of improvement. This benefit has no cost.
- b. **Work methodology:** Once the organization complies with the conditions, the following will be carried out:

The organization must fill out the mentoring request form and send it to rpenuela@fundacionbd.org. Once the form is approved, you will be given a response in two weeks in order to meet with the assigned mentor. At this meeting, both parties will clarify their activities and work plans, once they have agreed upon the objectives and the work schedule. La Fundación will accompany so that both parties comply with the work plan, so that the organization manages to strengthen its skills.

At the end of the process, the benefited organization will perform the satisfaction survey in order to know its experience in the execution of the mentoring.

- c. **Conditions for benefit access:**
 - The organization must classify at the validated "Growth" or "Maturity" level.
 - The organization has completed the 3 stages of the Sustainable Business Models cycle and has been selected by the program according to the established criteria for receiving a mentor.
 - Mentoring can be assigned in the case the organization is taking off and its score is between 8 and 8.8 to be classified as "Growth".
- d. **Policies**
 - Mentoring will be assigned for the skill that appears in your self-diagnosis, which must be at levels one (1) or two (2). If you have not performed your self-diagnosis, go to: <https://xplorabolivar.com/fundacionBD/login/index.php>.
 - Mentoring has an average duration of three months, with a minimum of three meetings during this period.
 - A work plan is developed that must be fulfilled within the stipulated time.
 - The organization must implement what the mentor advises it to do in order to improve performance on the problem to be addressed. The mentor only has an advisory role.

6. Participation in Calls

- a. **Availability:** For formalized social organizations registered in Aflora. La Fundación makes available to social organizations, that are part of the program calls, for elements in kind or technical assistance that contributes to the development of the social sector. This program is carried out through various alliances that the program makes with various actors who pursue the same purpose.

- b. **Conditions:** The conditions are defined according to the description of each call. Social organizations must be self-diagnosed and classified in a level.
- c. **Policy:** Comply with the conditions stipulated in the call.

7. La Fundación's projects

- a. **Availability:** For Growth and Maturation levels. Social organizations at the maturity level will be taken into account for the support of projects by La Fundación's Social Investment area and by the Corporate Social Responsibility departments from Grupo Bolívar companies that are interested in supporting.
- b. **Conditions for benefit access:** The organization must perform the level validation process and be classified at the Growth and Maturity level.
- c. **Policies:**
 - To obtain the Social Investment area's support, you must apply to a current call or independently request for resources through the Fundación Bolívar Davivienda website at www.fundacionbolivardavivienda.org.
 - In order to work with the corporate social responsibility areas of Grupo Bolívar companies, the Aflora program will deliver a list of maturing social organizations so that the companies can select the organization they deem most convenient to work with. Likewise, the social organization may communicate with the Aflora program to channel its request to any of the Grupo Bolívar companies that are aligned with its missionary purpose.

8. Innovation Sessions

- a. **Availability:** For Growth or Maturation levels. Through different innovation methodologies, the aim is to solve problems within the organization. These sessions are led by Grupo Bolívar Volunteers who are experts in innovation.
- b. **Conditions for benefit access:** The organization must classify at the validated "Growth" or "Maturity" level. The innovation session can be assigned in case the organization is taking off and its score is between 8 and 8.8 to be classified as "Growth".
- c. **Policies:**
 - The innovation session will be assigned for the skill that appears in your self-diagnosis, which must be at levels one (1) or two (2). If you have not performed your self-diagnosis, go to: <https://xplorabolivar.com/fundacionBD/login/index.php>.
 - After completing the innovation session, a work plan is set out that must be fulfilled within the stipulated time.
 - The implementation of the work plan is the social organization's responsibility.

BENEFITS MODEL FOR THE PARTICIPATING SOCIAL ORGANIZATION - NOT FORMALIZED

The Participating Social Initiative may receive some benefits, which will allow it to obtain organizational growth and formalization. Some of these benefits are tied to policies and conditions, which are communicated for compliance and knowledge.

1. Social Initiatives Formalization Cycle:

- a. **Availability:** For all users registered in Aflora as not formalized. It is a training cycle that consists of 4 stages and accompanying training webinars.
- b. **Conditions for benefit access:** To have been accepted in the program and have a username and password in order to enter Aflora's educational portal.
- c. **Policies:**
 - Each cycle stage has a satisfaction evaluation that must be answered in order to obtain the course certificate.
 - Each cycle stage has a knowledge assessment that must be completed in order to obtain the course certificate.

2. Legal advice:

- a. **Availability:** For all users registered in Aflora as not Formalized, who have completed the Social Initiatives Formalization virtual training cycle in its entirety.
- b. **Conditions:** The social initiative leader must fill out a request form for legal advice, which will be sent to Fundación Probono so that this organization can contact them and begin the process of requesting a lawyer who works pro bono and will be in charge of rendering legal advice.
- c. **To access the benefit:** Have completed the assigned training cycle.
- d. **Policies:**
 - Legal advice is limited to rendering opinions which, under the social initiative's autonomy and decision, will be performed by the leader or its team.

4. SPECIFIC REGULATION OF THE EMPRENDE PAÍS PROGRAM OF THE FUNDACIÓN BOLÍVAR DAVIVIENDA

INTRODUCTION

Emprende País is a program of La Fundación, which accompanies companies with high growth potential in its strategic plans, with the purpose of improving its performance and achieving the expected results. The program is backed by the experience and knowledge of Grupo Bolívar senior executives and a network of successful entrepreneurs at the regional level.

Emprende País provides practical tools applied to the company's reality, with the support of expert consultants through workshops on the following topics:

1. **Strategy:**

- a. Internal analysis of your organization, to remember what motivated you to create your company and what is its higher purpose.
- b. Subsequently, they identify which are their most profitable products and of these, which are their most suitable customers. In this way, establishing different strategies to deepen, retain and/or expand.
- c. Companies go on to identify which are the most important variables in each of the markets where they compete, with market intelligence tools and sector analysis. The foregoing, with the purpose of differentiating itself and having a sustainable advantage over its competition.
- d. Therefore, entrepreneurs map the opportunities in order to expand or deepen with their current clients and with the potential future clients they have identified.
- e. Furthermore, entrepreneurs, based upon their value proposition, will go on to identify key performance indicators, which will allow management to focus on what is most important.
- f. Finally, companies select a strategy to increase its profitability.
- g. At the same time, organizations build their internal processes map, which will allow them to identify if their organization is prepared today to face the plans of the future.

2. **Sustainability:** Make entrepreneurs aware of the environmental and social impact that their businesses have in the environment where they operate, in order to identify and carry out actions that eliminate or mitigate this impact.

3. **Finance:** Entrepreneurs acquire skills to analyze their organization's financial generalities, at a managerial level that allows them to make more assertive decisions.

4. **Senior Management:** It focuses on the soft skills that entrepreneurs must work on in order to effectively manage their organization's people and teams.

We comprehensively evaluate the participants, bearing in mind that high-potential entrepreneurship has special characteristics both in the business model and in the professionals who develop it.

TERMS AND CONDITIONS

By registering on La Fundación's website for the Emprende País call, you are requesting to participate in the annual call under the Emprende País program's specific conditions.

Emprende País has no cost and is designed according to the needs identified in each company. However, if the Entrepreneur fails to comply with any of the policies defined in numeral VI of this "EMPRENDE PAIS" section, after being notified as selected in the Challenge Day, he/she shall compensate Fundación Bolívar Davivienda or the local ally with whom it is working, the sum of 5 current legal monthly minimum wages (SMMLV for its acronym in Spanish) for non-compliance, an amount that must be delivered to La Fundación or to its local ally through the procedure indicated by the latter.

The program's methodology is semi-attendance.

CALL PROCEDURE

During the call, La Fundación seeks to find the most promising entrepreneurs, who will receive the program's tools for an 8-month period.

1. The process has the following phases:
 - a. **Call:** It consists of completing the application form and evaluation of applicants.
 - b. **One-to-one interviews:** Selection of entrepreneurs to be presented in the panels of the next phase.
 - c. **Challenge Day:** Presentation of the selected companies before specialist juries from various sectors and experts from the entrepreneurship ecosystem. The companies that pass this filter will be selected to receive the program benefits for one year.
2. The dates of the process are:
 - a. The call is made during the months of February up to the beginning of April of the current year.
 - b. **Preselection:** beginning of April until beginning of June of the following year.
 - c. **Selection with a jury:** this process is carried out at the end of June of the following year of the launch of the call.

- d. **Training:** this phase begins with the entrepreneurs' welcome and continues with the training process. The phase begins in the month of July and lasts for six months.
- e. **Mentoring:** once the training phase is finished, the mentoring phase begins, which lasts for six months.

COMPANY REQUIREMENTS

They apply for ventures in Bogotá and its neighboring municipalities, Santander and Santa Marta.

1. Bogotá and Bucaramanga

- a. It must be a Colombian company. In case it is a franchise, it must be the parent company and Colombian.
- b. The companies that apply to participate in Bogotá and Bucaramanga must have been incorporated for more than 2 years and have a minimum annual turnover of COP\$ 1 billion for 2018.
- c. We are looking for companies that in the last year have grown in sales by at least 10%.
- d. Jobs: You must have at least 10 employees.
- e. Innovation: It must have an innovation component, either in the product or service it offers, or in the internal processes that render evident value generation.
- f. Business model: You must be clear about how the company creates, offers and captures value from its customers; that is, how you are helping your customer solve a need from your product or service.
- g. Corporate social responsibility: We are looking for companies that do not destroy social or environmental value.

2. Santa Marta

- a. It must be a Colombian company. In case it is a franchise, it must be the parent company and Colombian.
- b. The companies that apply to participate in Bogotá and Bucaramanga must have been incorporated for more than 2 years and have a minimum annual turnover of COP\$ 500 million for 2018.
- c. We are looking for companies that in the last year have grown in sales by at least 10%.
- d. Jobs: You must have at least 10 employees.
- e. Innovation: It must have an innovation component, either in the product or service it offers, or in the internal processes that render evident value generation.
- f. Business model: You must be clear about how the company creates, offers and captures value from its customers; that is, how you are helping your customer solve a need from your product or service.

- g. Corporate social responsibility: We are looking for companies that do not destroy social or environmental value.

ENTREPRENEUR REQUIREMENTS

1. Hold a Colombian citizenship card or a foreign citizenship card.
2. Be the company's manager, partner or legal representative.
3. **Experience and trajectory:** The professional and/or academic trajectory of the manager or legal representative must be associated with his/her undertaking.
4. **Willingness to receive advice:** The entrepreneur must be receptive and willing to receive recommendations during the program's different phases.
5. **Leadership:** The entrepreneur must show leadership and teamwork skills, as well as execution skills and empowerment in his/her employees.
6. **Think big:** The entrepreneur must have an ambitious vision that is intrinsic and directed to his/her company's future.
7. **Availability:** The entrepreneur must have time to attend the program's different commitments.

PARTICIPATION POLICIES IN THE EMPRENDE PAÍS PROGRAM

Failure to comply with the following policies will be grounds for the entrepreneur not to continue in the program's mentoring phase:

1. **Training Phase:**
 - a. It is mandatory to attend more than 90% of the workshops assigned during the diagnosis phase. The entrepreneur may not miss more than two (2) sessions. The following cases are counted as non-attendance:
 - Not assisting to the workshop.
 - Arriving at the middle of the workshop.
 - Leaving before the workshop is over.
 - Sending, as the company's representative, a person other than the company's partner and/or manager, more than twice.
 - b. Perform the mandatory virtual sessions.
 - c. Implement in their companies the tools worked during the face-to-face workshops.
 - d. At the end of the training phase, La Fundación will carry out a filter in order to determine the companies that continue in the mentoring phase. Companies that meet the following criteria may advance in the program:
 - 100% attendance and fulfillment of the responsibilities during the training phase, such as face-to-face workshops, virtual sessions, homework, one-to-one sessions,

project definition and presentation, pitch challenges, among other activities programmed by La Fundación's team.

- This filter will be carried out by the program team at the end of the training process, taking into account the follow-up carried out in the first six months of the Training phase.

2. Mentoring Phase:

- a. Attend to more than 95% of the scheduled mentoring. The entrepreneur may not cancel or not attend more than one (1) mentoring. If a mentorship is canceled by The Entrepreneur with less than 15 days before the agreed date, it will be considered as non-attendance.
- b. Adhere to the suggested dates for mentoring by La Fundación's team. The entrepreneur must respond within a maximum period of 24 hours.
- c. Send in advance the commitments acquired during the previous mentoring sessions and/or requests made by La Fundación's team, in the means employed.

BENEFITS

1. **Organize and focus your company:** During and after the program, the entrepreneur will acquire the necessary knowledge to maintain order and focus in his/her business. This is thanks to the meeting spaces, where sponsors and expert mentors will help you build or intensify the tools to achieve business sustainability.
2. **Generate skills in the entrepreneur:** Entrepreneurs will obtain the relevant skills to make better decisions that directly benefit business growth.
3. **Professional and Personal Networking:** At La Fundación we know that networking can increase the chances of any company to improve the product sales, get better suppliers, among other opportunities. It is for this reason that we offer the opportunity to build and nurture a network of personal and professional contacts, both from Grupo Bolívar as well as other entrepreneurs who have been part of the program.
4. **Alumni Network:** Through activities such as workshops, talent rounds, connections with an investor network, among others. We seek to become a great family of Entrepreneurs capable of taking on challenges and thinking big.

5. SPECIFIC REGULATION OF THE INVERSIÓN SOCIAL - BECAS AL TALENTO PROGRAM OF THE FUNDACIÓN BOLÍVAR DAVIVIENDA

La Fundación's Becas al Talento program is an alternative so that undergraduate university students, with high academic performance (accumulated average equal to or greater than 3.8) and who are going through an economic crisis within their families, can complete your training process and obtain their undergraduate degree.

Students who meet these requirements must submit their application to the body defined by the University and comply with the established selection process. Once they are selected as a beneficiary, he/she can receive financial support over the total value of their tuition, consisting of 45% as a forgivable grant and 45% as a long-term credit. During their studies, future scholarship recipients must pay 10% of the value of their tuition and the interest on the loan. Once the undergraduate degree is obtained, they will have a maximum grace period of 6 months and then up to twice the time from which they were benefited by the program, as a repayment period to pay the capital corresponding to the loan.

The program's beneficiaries, in addition to fulfilling their academic and financial obligations, must also participate in the **Competencias Ciudadanas** (Citizen Competencies) program implemented in partnership with the University. With this program, La Fundación promotes the development of skills and practices focused on building citizens who recognize themselves as change agents and transforming leaders in their immediate surroundings.

PROGRAM OBJECTIVES

Under this scenario, the program has three objectives:

1. **With the Partnering Universities:** Establish the Scholarship Fund - Talent Credit, which will be financed in equal parts by the University and La Fundación. This fund, with the capital collections that it manages, will have the purpose of continuing to deliver these financial benefits to other students who meet the defined profile.
2. **With students and their families:** Offer financing alternatives for students with high academic performance, to enable them to complete their undergraduate studies.
3. **With Colombian society:** To train upright professionals, with a high sense of social responsibility, young leaders committed to building a more just, inclusive and innovative society.

OUR CURRENT PARTNERS

 Universidad de La Sabana	 Universidad Externado de Colombia	 Universidad del Rosario	
 POLITECNICO INTERNACIONAL	 ESCUELA COLOMBIANA DE INGENIERIA JULIO GARAVITO	 UNIVERSIDAD EAFIT®	 Pontificia Universidad JAVERIANA Bogotá
 Colegio de Estudios Superiores de Administración	 UNIVERSIDAD EL BOSQUE		

AN ALLIANCE FOR THE FUND'S SUSTAINABILITY

The scholarships-credit for talent will be financed, in an equitable way, by the Partnering University and La Fundación, who commit themselves during a determined period of time, to accompany a specific number of undergraduate students between 5th and 8th semester. The benefits granted by the parties will be renewable until the student's graduation, as long as they comply with the established policies.

Regarding the percentage corresponding to the credit, the beneficiary students undertake to pay the interest on the debt during their study period, with the aim of developing a payment culture in them; once the undergraduate degree is obtained, they will have a maximum period of 6 months and then up to twice the time from which they were benefited as an amortization period.

In order to guarantee the Fund's sustainability and establish the credit conditions, before signing the Agreement, a financial model must be established to determine:

1. Number of students to benefit
2. Time in which students will be supported
3. Selection periods for new scholarship holders
4. Tuition amounts
5. Inflation and interest rate projections
6. Grace and amortization periods

To the extent that the Fund recovers the investment made and has the Partnered University's willingness to continue contributing with the corresponding percentage, the money collected

for the credit payment (interest, income and capital payments) will be reinvested in the Scholarships Fund - Talent Credit with the aim of benefiting new students.

It is worth mentioning that the Universities are in charge of managing the Fund and managing the collection of interest, returns and capital payments. La Fundación's role will be limited to following-up and issuing recommendations regarding the process.

REQUIREMENT OF BENEFICIARY STUDENTS

The talent credit scholarships are aimed at undergraduate students who meet the following conditions:

1. Be a Colombian national and reside in Colombia.
2. Be studying any undergraduate program at a Partnered University (jointly defined within the partnership framework).
3. Enter the 5th semester, for annualized careers, third year and maximum 9th semester or final year (the scholarship recipient must be at least one year in the program).
4. Accredited excellent academic results, with a minimum accumulated average of 3.8 or in the first quintile of their class.
5. Not having flunked subjects in the semester in which the application is submitted.
6. Not have been subject to disciplinary sanctions by the University.
7. Demonstrate being in socioeconomic difficulty.

Similarly, in order to renew the benefit, students must meet the following requirements:

1. Accredited excellent academic results, with a minimum semester average of 3.8.
2. Not flunking subjects will be a program beneficiary.
3. Completed 80% of the total credits corresponding to their semester.
4. Not have been subject to disciplinary sanctions by the University.
5. Demonstrate that the socioeconomic difficulty in your household remains in effect.
6. To have actively participated in the Citizen Competencies Program and complied with the hours set forth for such purposes during the semester.
7. To have fulfilled the financial commitments contracted within the long-term credit framework.

OUR COMMITMENT TO THE STRENGTHENING OF CITIZEN COMPETENCIES

Our dream: To provide the country with professionals with great human and academic qualities, aware of their role as citizens and defenders of human rights. We hope that our scholarship recipients will be social references, transformative leaders who, with conscience, respect and discipline, manage to mobilize actions for change in their immediate surroundings. To achieve this, we believe that the development of citizen competencies is essential. Therefore, in partnership with the Universities, we implement a program that includes:

1. **Soft skills:** It encompasses a job from the being, where the young participants will have the opportunity to develop the following attitudes:
 - a. **Personal:** Self-awareness, emotional awareness, self-regulation, accurate self-assessment, self-confidence and motivation.
 - b. **Social:** Empathy, active listening, assertive communication, leadership, teamwork and conflict management.
2. **Comprehensive competencies:** Articulates knowledge, cognitive abilities, emotional competencies and communicative competencies around the social dilemmas, risks and main challenges of today's world. With this exercise, young people will have a concrete space to configure and mature their knowledge, attitudes and practices towards citizenship, democracy and sustainable development.
3. **Transformative actions:** Encourages young people to propose and implement some of their ideas for change in their immediate surroundings. In this way, young people must identify a social dilemma (problem), understand it in depth, generate a value proposition, create a prototype, and put their idea of change into practice. The intention is that, in the transformative actions, they manage to put into practice the soft skills and comprehensive competencies that they have been developing.

LA FUNDACIÓN'S OFFERING FOR THE CITIZEN COMPETENCIES PROGRAM

One of the central objectives of La Fundación's Scholarships - Talent Credit program is "to train upright professionals, with a high sense of social responsibility, young leaders committed to building a more just, inclusive and innovative society." This is intended to be achieved through the development of soft skills such as self-knowledge, emotional awareness, self-regulation, empathy, active listening, assertive communication and leadership, among others, in addition to the promotion of comprehensive competencies and transformative actions.

In order to continue in the program, participants in the Scholarship program must comply with the hours defined by La Fundación.

SKILLS FOR SUCCESS TRAINING

In partnership with Accenture's Corporate Citizenship program, we want to develop employment and entrepreneurship skills for our scholarship recipients. For this, the following topics will be addressed:

1. **Professional image:** Introduction and basic concepts regarding professional image, personal marketing and tools such as "Elevator Pitch", with the purpose of providing

elements to students that allow them to strengthen their performance and image as professionals in academic, personal and work-business environments.

2. **Negotiation and teamwork:** Content for the development and strengthening of useful skills to solve conflict situations or discussion of points of view between two or more people, through negotiation tools, teamwork and conflict resolution in different environments that students face.
3. **High impact presentations:** Methodologies and tools to perform high impact presentations, which serve as a vehicle to ensure assertive and effective communication of students with different audiences and interlocutors with whom they interact in academic, personal or work environments. These contents will allow them to know the best way to transmit their messages and knowledge before different audiences, in order to position themselves as leaders and references to complete presentations.
4. **Substantiation - Communicative act:** Knowledge transmission through feedback exercises by experts and peers (students), with the purpose of completing applied learning processes where each student can apply their knowledge and visualize areas for improvement in order to strengthen their professional growth and as citizen leaders.
5. **Project methodologies:** Methodologies and basic concepts for project formulation, from a perspective applied to Accenture's vision, which can be applied to all types of projects in different areas or lines of work in which the scholarship beneficiaries execute.
6. **Innovation:** Approach to methodologies and tools that promote innovation such as "Design Thinking", which are relevant for the professional development of new generations and open windows of possibilities for the generation of new ideas in different sectors - branches of specialization.
7. **Digital:** Approach, introduction and updating of the global digital environment and how new technologies are actively participating in different industries in order to modify the way in which processes are traditionally carried out. Likewise, provide bases to make sure the use and need for the incorporation of new technologies in the business, academic and personal world.

6. SPECIFIC REGULATION OF THE INVERSIÓN SOCIAL - INVERSIÓN SOCIAL – DONATIONS TO BENEFICIARIES PROGRAM OF THE FUNDACIÓN BOLÍVAR DAVIVIENDA

INTRODUCTION

Inversión Social (Social Investment) is a program of La Fundación that seeks to join efforts in the construction of the country, through the development of talent in communities and people with the greatest need for care and lack of opportunities. We co-finance innovative and sustainable social projects that are relevant to the needs of the country's different regions.

We support high-impact social projects focused on the generation of capacities, and that propose:

1. **Measurement:** measurable and verifiable goals in a given time.
2. **Sustainability:** Leave installed capacity in the beneficiary community.
3. **Co-financiers and associates:** It should consider the search for possible partners or allies.

By registering on the Internet page https://fundacionbolivardavivienda.secure.force.com/INVX_InscripcionInvSocial_pag, you are applying to participate in the process of requesting resources from La Fundación.

REQUIREMENTS FOR THE REQUEST OF RESOURCES

1. The organization must be registered and classified at a level of La Fundación's AFLORA program. In case of not belonging to the program, the organization must first register at www.aflorafbd.org/inscripciones and perform the self-diagnosis. Once classified in a level of the Aflora program, it can apply to request resources.
2. Have at least three years since incorporation.
3. Not be of a public nature.
4. Be constituted as organizations with legal status. Not natural person.
5. Have the capacity to issue an official certificate of donation, in accordance with numeral 2 of article 1.2.1.4.3 of Decree 1625 of 2016.
6. Have a minimum equity, in accordance with that established by the type of application.
7. Hold a sole tax registration (RUT for its acronym in Spanish) with responsibility No. 4 "special tax regime".
8. Certification of the current year in which the non-profit organization (ESAL for its acronym in Spanish), beneficiary of the donation, agrees to carry out the qualification procedure before the National Tax and Customs Office (DIAN for its acronym in Spanish) and is accredited to issue the donation certificate.

EXCLUSIONS

La Fundación does NOT co-finance those projects related to:

1. Political or religious purposes.
2. Public institutions.
3. Events, conferences, seminars, tours, trips.
4. Infrastructure projects or property acquisition.
5. Design and production of publications, videos, films, exhibitions.
6. Purchase of goods.
7. Retroactive expenses.
8. We do not support 100% of the cost of the presented initiative.

REQUIRED DOCUMENTATION

1. Fundraising strategy or project presentation format.
2. Budget format.
3. Copy of the identity card of the organization's legal representative.
4. Certificate of Existence and Legal Representation issued by the Chamber of Commerce (valid for no more than three months).
5. Financial statements and accounting notes.
6. Form FI15.

The forms will be sent by La Fundación, once the organization is registered and classified in the AFLORA program, through the competencies development route, in order to achieve a greater impact on its management.

EXPLANATORY NOTE: In all cases related to La Fundación's calls, the completion or registration of the information does not guarantee the Participant's selection.

7. SPECIFIC REGULATION OF THE INVERSIÓN SOCIAL - INVERSIÓN SOCIAL – CALLS PROGRAM OF THE FUNDACIÓN BOLÍVAR DAVIVIENDA

The Fundación Bolívar Davivienda's mission is to support and promote transformative projects that develop capacities in people, organizations and communities, in order to contribute to the construction of a more just, equitable and innovative society.

La Fundación's calls seek to co-finance projects with innovative methodologies that are aimed at strengthening the capacities of individuals or communities in order to promote their joint responsibility and appropriation in topics such as the protection, care and integral development of childhood and adolescence, family strengthening and the economic development of the territories.

SCHEDULE

Each call will have the following reference dates, which will be published through La Fundación's channels.

1. Call opening
2. Participation confirmation
3. Period for the presentation of proponents' inquiries
4. Socialization of the responses to the inquiries submitted by proponents
5. Call closing
6. Proposal evaluation period
7. Communications to shortlisted proposals
8. Commencement of the proposal substantiation process
9. Communication to winners
10. Commencement of project execution

NOTE: Proposals will only be received on the stipulated dates and through the means mentioned in the specific call.

SCOPE OF THE INTERVENTION

The projects to be co-financed must develop specific actions aimed at the purpose of the calls.

MONITORING AND EVALUATION SYSTEM

The projects to be co-financed must incorporate clear, relevant, measurable and adequate indicators within their logical framework (Project profile format). Additionally, the proponents

must demonstrate the capacity and technical rigor they possess in order to perform intervention monitoring and evaluation.

VALUE TO CO-FINANCE

In each call, La Fundación has the financial or in-kind resources which are detailed in each call and are delivered pursuant to the following considerations:

La Fundación's contribution must not exceed 60% of the project's total value. In this sense, applicants must present, at the very least, a contribution equivalent to the remaining 40% of the total value. This contribution may come from own resources (in kind or cash) or from resources of other allies.

La Fundación's resources may not be used for any of the aspects listed below:

1. Payment of financial loan debts.
2. The organization's administrative operating expenses.
3. Covering the operational deficit.
4. Retroactive expenses.
5. Expenses incurred outside of the project execution time.
6. Those proposals that include any of the aforementioned expenses will be excluded from the selection and evaluation process.

PROJECT'S EXECUTION PERIOD

The implementation of the selected projects must begin on the dates stipulated in the terms of reference of the specific call. However, the execution period must be adjusted to the time set forth within the terms of reference.

However, if a project is presented that has begun its execution in periods prior to the one described, for its nomination it must be considered that La Fundación's resources may only be used for actions that are developed within the framework and timeframe established by the call.

The project presentation form of the call must include indicators that show the changes that are expected to be achieved during the intervention phase and that have been approved within the framework of the definitive logical framework.

The organizations must present the technical and financial reports established within the framework of the agreement signed with the organizations selected as winners.

REQUIREMENTS IN ORDER TO PARTICIPATE IN THE CALL

FROM THE APPLICANT ORGANIZATION: Only non-governmental organizations that meet the following requirements may submit proposals:

1. **LEGAL:** demonstrate at least three (3) years of operation and incorporation before the pertinent authority.
2. **FINANCIAL:** demonstrate assets greater than the amounts stipulated in the specific call, depending on the contribution to request.

SPECIFIC EXPERIENCE

The proponent must have a minimum of three (3) years of specific experience or prove its participation in the implementation of at least three (3) projects related to the present call's purpose. To do this, it must attach:

1. For projects in progress: the agreements and certificates of execution.
2. For completed projects: the final settlement minutes and copy of the agreements.
3. The certifications or final settlement minutes must contain the following information:
 - a. Name of the parties
 - b. Purpose of the agreement
 - c. Commencement date
 - d. Completion date
 - e. Project price
 - f. Main results
4. According to the present call's purpose, they must demonstrate and contribute the proponent's experience, which must be related to the call's purpose.
5. The certifications must be listed in the Proponent's Experience Record Form. Note that:
 - a. Although the project may include allies from the public sector (which is desirable), a public entity should not be the one that presents itself to the call nor the one that receives the resources, if selected.
 - b. The expenses for the proposal preparation and elaboration will be borne by the proponent and at no time will they be covered by La Fundación.
 - c. Two or more associated Non-Governmental Organizations can present a proposal. However, all of them must meet the aforementioned requirements and send the requested documents (Chamber of Commerce Certification or equivalent document not exceeding three months after its publication, and Form F115)

PRESENTATION OF THE PROPOSAL

The proposal must be sent through the channels set forth by por La Fundación, which were published in the call's specific Terms.

1. Proponent's identification data
 - a. Name of the call.
 - b. Proponent's name.
 - c. Address.
 - d. Telephone.
 - e. Proponent's email.
2. Documents
 - a. Letter of presentation of the proposal signed by the proposing organization's legal representative. (Sample letter of presentation of the proposal).
 - b. Chamber of Commerce Certification or equivalent document not exceeding three months.
 - c. Updated RUT (after October 1, 2019); in case it hasn't been amended, attach the RUT from DIAN's page with the date the documentation was sent.
 - d. Copy of the legal representative's identification document (citizenship card, foreign citizenship card or passport).
 - e. Financial statements and their notes for the last three years, signed by the legal representative, accountant and fiscal auditor.
 - f. Certificate issued by the tax auditor certifying good standing regarding social security payments for the current year.
 - g. F-115 form.
 - h. Form with information regarding the proponent's experience.
 - i. Support documents of the experiences referred to in the Form with the information regarding the proponent's experience.
 - j. Summary of the resumes of the project's work team.
 - k. Resumes of the Project team.
 - l. Project's profile format.
 - m. Budget and Cash Flow format.

CRITERIA AND PHASES OF THE EVALUATION PROCESS

1. PHASE 1: PROPONENT'S CAPABILITIES

In order to be technically and financially evaluated, all proposals must comply with the following requirements:

- a. **Documents:** the proposal must contain all the documents indicated in the presentation of the proposal. If any of them are omitted, the proposal will be excluded from the evaluation process and will be rejected.
- b. **Proponent's financial capacity:** the proponents must comply with the financial requirements stipulated in the requirements chapter of the proposing organization.
- c. **Compliance with the proposal's terms:** the proposal must comply with the specifications indicated in the call's purpose. If any of these requirements are omitted, the proposal will be excluded from the evaluation process and will be rejected.

2. PHASE 2: TECHNICAL AND FINANCIAL EVALUATION OF THE PROPOSAL

Only those proposals that pass the "Proponent's Capability" phase will go through a technical and financial evaluation process.

- a. **PROPONENT'S EXPERIENCE:** In accordance with the participation requirements set forth in the call, the proponents will be evaluated as follows:

Its specific experience, considering:

- **RESUMES OF THE TECHNICAL STAFF:** the proposing organizations must fill out the "Summary of the resumes of the project's work team" form for each member of the technical team that will implement the project. This information will be analyzed in order to validate the project team's technical experience.
- **TECHNICAL PROPOSAL:** the number of executed projects, years of specific experience, the projects developed in the departments stipulated in the specific terms of reference for each call, among other aspects that are detailed in the call's specific terms of reference.

3. PHASE 3: SUBSTANTIATION OF THE PRE-SELECTED PROPOSALS

Once phase 2 is finished, the proposals with the highest scores will be contacted by La Fundación in order to carry out a verbal substantiation of the proposal, with the purpose of knowing in greater depth the project's scope and clarifying concerns regarding the intervention methodology. Once these presentations have been performed, the evaluation committee will define the winners and a communication will be sent to each of the participants, sharing the results of the call.

CLARIFICATIONS

Any clarification to the specific terms of reference of each call may be requested by e-mail at convocatoria@fundacionbd.org, according to the schedule.

NOTE: only inquiries submitted through the aforementioned email will be accepted.

PERIOD TO CORRECT PROPOSALS

During the evaluation period, La Fundación may request from the interested parties the clarifications and explanations it deems pertinent regarding the proposals submitted, which must be answered in writing within the timeframe defined and informed by La Fundación.

Said request will be sent to the emails registered by the proponent in the project profile format.