REGULATION (MCYS) NO. 01/2024 ON DETERMINING THE CRITERIA, PROCEDURES AND FORM OF SPONSORSHIP CERTIFICATE IN THE FIELD OF CULTURE, YOUTH AND SPORT

1Regulation (MCYS) No. 01/2024 on Determining the Criteria, Procedures and Form of Sponsorship Certificate in the Field of Culture, Youth and Sport approved by the Minister with Decision No. 58/2024, date 28.05.2024
Minister of the Ministry of Culture, Youth and Sports,

Pursuant to Article 4 (paragraph 5) of Law No. 05/L-090 on Sponsorships in the Field of Culture, Youth and Sports (Official Gazette, No. 3/2017, 17.01.2017), Article 11, paragraph 1.5, of Law No. 08/L-117 on the Government of the Republic of Kosovo and Article 38, paragraph 6, of the Rules of Procedure of the Government of the Republic of Kosovo No. 09/2011 (Official Gazette No. 15, 12.09.2011),

Issues:

REGULATION NO. 01/2024 ON DETERMINING THE CRITERIA, PROCEDURES AND FORM OF SPONSORSHIP CERTIFICATE IN THE FIELD OF CULTURE, YOUTH AND SPORTS

Article 1
Purpose

The purpose of this regulation is to determine the criteria, procedures and form of sponsorship certificate in the field of culture, youth and sports, as areas of public interest, as defined in Law 05/L-090 on Sponsorships in the Field of Culture, Youth and Sports as well as in accordance with the areas of responsibility of the Ministry of Culture, Youth and Sports.

Article 2
Scope

This regulation defines the general and specific criteria for sponsorships in the fields of culture, youth, and sports, the procedures for issuing sponsorship certificate, the format of the sponsorship certificate and the annual reporting procedure for the executed sponsorship.

Article 3
General criteria

1. Based on the legislation in force in the Republic of Kosovo, sponsorship providers in the field of culture, youth and sports must have their activity registered, licensed and fiscalized with the competent institutions and organizations as per their mandate.

2. Beneficiaries of sponsorship in the field of culture, youth and sport must be registered with the respective organizations or institutions for culture, youth, and sports, either at the local or central level.
3. Sponsors in the field of culture, youth and sports may be natural and legal persons, local or foreign.

4. Beneficiaries of sponsorship can be natural persons - citizens of the Republic of Kosovo and legal persons registered in the Republic of Kosovo, who carry out activities in the field of culture, youth and sports.

5. The sponsored activity must be clearly defined as public interest in accordance with state policies in the field of culture, youth and sports in the Republic of Kosovo.

6. Individual beneficiaries of sponsorship must have the funds transferred through:
   
   6.1. In the field of sports only through the club licensed by the Ministry responsible for Sport;
   
   6.2. In the field of culture through the organization/association;
   
   6.3. In the field of youth through the organization/association.

7. Sponsorship is valid only when the party receives the certificate from the Ministry of Culture, Youth and Sports and the transfer of funds must be made after receiving the certificate.

**Article 4**

**Specific criteria in the field of culture**

1. Beneficiaries of sponsorship in the field of culture may include all public cultural institutions at the local and central level.

2. In addition to local and central institutions, beneficiaries of sponsorship in the field of culture may include:

   2.1. Organizations/associations whose field of activity is in the field of culture;

   2.2. Independent artists carrying out their activities within organizations/associations;

   2.3. Businesses (whose primary activity is film production).

3. Beneficiaries eligible to benefit from the law on sponsorship in the field of culture are those engaged in cultural activities in the field of theater, visual arts, books and librarianship, performing arts, in the field of music and film.

4. All beneficiaries must have demonstrated activity for the last 2 years in the field they have applied for.
5. All beneficiaries of sponsorship, according to paragraphs 1 and 2 of this article, must be registered with the relevant institutions of Kosovo, according to the laws in force that regulate the promotion and support of cultural activities in the Republic of Kosovo.

**Article 5**

**Specific criteria in the field of youth**

1. Beneficiaries of sponsorship in the field of youth may be:

   1.1. Youth organizations and organizations for young people whose primary activity is in the field of youth;

   1.2. Individuals who belong to youth age group and who carry out their activity within youth organizations or organizations for young people;

   1.3. Youth centers licensed by the relevant institutions.

2. Beneficiaries who are entitled to benefit from the law on sponsorship in the field of youth are those who carry out activities of interest to youth age group, such as empowering or equipping young people with skills for a successful and prosperous life, improving the quality of services and the support offered to young people, the improvement of youth policies and the empowerment of young people in decision-making, policy-making and implementation of programs aimed at the development of society.

3. All beneficiaries must have demonstrated activities for the last 2 years in the field they have applied for.

4. All beneficiaries of sponsorship according to paragraph 1 of this article must be registered with the relevant institutions of Kosovo, according to the laws in force that regulate the scope of youth activities in the Republic of Kosovo.

**Article 6**

**Specific criteria in the field of sports**

1. Beneficiaries of sponsorship in the field of sports can be all sports organizations recognized by the relevant law on sports, including:

   1.1. Umbrella sports organizations;

   1.2. National sports federations licensed by the relevant Ministry for Sport;

   1.3. Sports clubs licensed by the relevant Ministry for Sports;
1.4. All other legal persons recognized by the relevant law on sports, who meet the criteria for carrying out their activity in accordance with the laws in force.

2. In addition to legal persons, beneficiaries of sponsorship in the field of sports may also be natural persons (individuals):

2.1. Athletes who are part of the Kosovo national teams;

2.2. Athletes who are members of sports clubs licensed by the relevant Ministry for Sports and members of relevant sports federations.

3. All beneficiaries (legal or natural persons) must have demonstrated activities for the last 2 years in the field they have applied for.

4. All beneficiaries of sponsorship, according to paragraphs 1 and 2 of this article, must be registered with the relevant institutions of Kosovo, according to the laws in force that regulate the promotion and support of sports activities in the Republic of Kosovo.

**Article 7**

**Request submission procedure**

1. The beneficiary of the sponsorship shall submit a request to the evaluation commission within the Ministry of Culture, Youth and Sports for the review of the request for issuing the sponsorship certificate after ensuring prior approvals in the following cases:

1.1. Umbrella sports organizations shall apply directly to the Ministry of Culture, Youth and Sports;

1.2. The respective federation shall provide confirmation of membership in the Kosovo Olympic Committee or the Kosovo Paralympic Committee;

1.3. The sports club shall provide confirmation of membership from the relevant federation;

1.4. The respective club shall apply for the individual athlete, which must provide confirmation of membership for both the club and the athlete in the relevant federation;

1.5. All sports federations and clubs must be licensed by the respective Ministry for Sports;

1.6. Beneficiaries of sponsorship in the field of culture and youth, after meeting the criteria specified in articles 4 and 5 of this regulation, shall submit their requests to MCYS;

1.7. The natural person (individual) in the field of culture, youth shall benefit through the organization/association of which they are a member, to support their application;

1.8. The request for sponsorship must contain the following documentation:
1.9. The agreement between the provider and receiver of sponsorship as in Article 4 (paragraph 2) of the Law on Sponsorships, which must contain:

1.9.1. obligations of the sponsorship provider;

1.9.2. the purpose of sponsorship;

1.9.3. description of the project to be sponsored including all activities covered;

1.9.4. compensation;

1.9.5. exclusivity;

1.9.6. good faith;

1.9.7. termination;

1.9.8. exclusion of liability;

1.9.9. contract penalty clause;

1.9.10. entry into force and duration;

1.9.11. applicable laws and competent court.

1.10. The agreement between the provider and the receiver of the sponsorship must be original, notarized and respect the contractual rights according to the laws in force of the Republic of Kosovo;

1.11. The relevant approval from the respective organizations as described in paragraph 1 of this article;

1.12. The detailed description of the project for which the sponsorship is requested, clarifying the public interest, fulfillment of the sponsorship objective, as well as other accurate information on the amount, value and other specifics of the project (in line with the application form that must be completed for the sponsorship certificate);

1.13. Personal data for the sponsorship provider and sponsorship beneficiary as well as other accompanying documentation submitted through the application.

1.14. Requests from the parties must be submitted to the archive office of MCYS, which is obliged to forward them to the secretary of the commission after their protocolization;

1.15. The deadline for application is Friday of the first week of December of the respective year;
1.16. Requests shall be reviewed by the commission within fifteen days starting from the date of request submission.

**Article 8**  
**Commission for the review of requests**

1. For the review of requests, the Ministry of Culture, Youth and Sports shall establish an evaluation commission consisting of five (5) members, to review, evaluate and eventually verify the requests related to sponsorship certificate in the public interest according to the respective fields.

2. The commission shall be appointed by the minister, with a term of two (2) years and the possibility of reappointment.

3. The commission, as part of its duties, bears all the responsibilities to verify the authenticity of official documents, ensure full compliance with the law and general normative acts in force, assess clearly and based on criteria the existence or absence of public interest in each sponsorship request.

4. Within the specified timeframe, the commission may request additional clarifications from the applicants for each submitted request, based on its own competencies.

5. The commission must consist of professional officials as follows:
   
   5.1. A legal officer;
   
   5.2. A finance officer;
   
   5.3. A culture officer;
   
   5.4. A youth officer;
   
   5.5. A sports officer.

6. Regular members of the commission are the legal officer and the finance officer, and one of them shall be elected as the chairperson of the commission.

7. The culture, youth and sports officers shall participate in the commission meetings only when reviewing requests that fall within their scope of activity.

8. The work of the commission shall be assisted by an employee of MCYS, who shall serve as secretary of the commission.
Article 9
Secretary of the commission

1. The secretary of the commission shall support and oversee the administrative functioning of the commission.

2. The Minister shall appoint an employee of MCYS as secretary of the commission.

3. The secretary of the commission has the following duties and responsibilities:

   3.1. Receives requests for evaluation;

   3.2. Maintains the register updated at all times;

   3.3. Notifies the parties;

   3.4. Assists in the preparation of reports and maintains all official work records in cooperation with the chairperson of the commission.

Article 10
Compensation for the commission's work

1. The members and secretary of the commission shall be financially compensated for their work, considering that the appointment and service on the commission are on a personal capacity and do not derive from the mandate of a single organizational unit.

2. Commission members and the secretary shall be compensated for their work only when they participate in the handling of cases from the respective fields for which they have been appointed.

3. The method of compensation is determined by decision of the minister based on the relevant legislation in force.

Article 11
Right of appeal

The party dissatisfied with the commission's decision may submit an appeal to the appeals commission within a period of 30 days.
Article 12

Appeals commission

1. For the review of appeals by the parties, the Minister of Culture, Youth, and Sports shall establish a commission composed of 5 members with a term of two (2) years and the possibility of reappointment.

2. The commission must consist of professional officials as follows:

   2.1. A legal officer;
   2.2. A finance officer;
   2.3. A culture officer;
   2.4. A youth officer;
   2.5. A sports officer.

3. Regular members of the commission are the legal officer and the finance officer, and one of them shall be elected as the chairperson of the commission.

4. The culture, youth and sports officers shall participate in the commission meetings only when reviewing requests that fall within their scope of activity.

5. The Commission shall decide on the approval of appeals and issues the certificate of sponsorship. In case the appeal is denied, the commission shall issue a decision on rejection.

6. The review of appeals shall be carried out within 15 days and it constitutes the final instance in the administrative procedure.

7. The members of the appeals commission shall be compensated for their work only when they participate in the handling of appeals within the respective scope of activity for which they have been appointed.

8. The party dissatisfied with the decision of the appeals commission has the right to initiate administrative conflict proceedings in the competent court.

Article 13

Form of Sponsorship Certificate

1. The certificate for determining the public interest for the purpose of realizing the rights of the parties for sponsorship, which will be further submitted to the TAK by the beneficiary parties, must contain the following details:
1.1. Sponsor details:
   1.1.1. Name and address;
   1.1.2. Registration number;
   1.1.3. Fiscal number;
   1.1.4. Bank account.

1.2. Beneficiary details:
   1.2.1. Name and address;
   1.2.2. Registration number;
   1.2.3. Fiscal number;
   1.2.4. Bank account.

1.3. Description of the purpose of sponsorship, including the activities covered by sponsorship;

1.4. The amount of sponsorship provided for in the signed and notarized contract;

1.5. The duration of sponsorship execution as per the notarized contract;

1.6. Signatures of the evaluation commission members or the appeals commission within the MCYS;

1.7. The official seal of the Ministry of Culture, Youth and Sports.

**Article 14**

**Annual reporting procedure for received sponsorship**

1. The beneficiary of the sponsorship is obliged to prepare a written report regarding the sponsorship received and send it to the report closing commission at the Ministry of Culture, Youth and Sports no later than 45 days from the end date specified in the certificate.

2. The sponsorship closure report for the Ministry of Culture, Youth, and Sports must contain:

   2.1. The transaction of receipt of funds within the calendar year after the issuance of the certificate;

   2.2. The narrative report, describing all the activities carried out according to the relevant sponsorship agreement, as well as the results achieved in the specified field of the agreement, documented with photographs or other electronic forms;
2.3. financial report, which must contain detailed information, such as: invoices, contracts, bank transactions, specified for each certificate;

2.4. All beneficiaries of sponsorship amounting to over 10,000 euros within a year are required to provide an audit report from certified auditors.

3. Reports for the closure of sponsorships from the parties must be submitted to the protocol office of the Ministry of Culture, Youth, and Sports, which is obligated to forward them to the secretary of the commission for the completion of certificate process, after their protocolization.

4. Beneficiaries of sponsorship:

4.1. Sponsorship beneficiaries who do not report the closure of sponsorships they have received shall not be eligible for new sponsorship certificates.

4.2. Beneficiaries of sponsorship who fail to close sponsorship reports in accordance with this article shall be penalized according to article 17 of Law No. 06/L-116 and simultaneously, they shall be required to return the funds received through the judicial authorities.

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**Article 15**

**Commission for the closure of sponsorship reports**

1. For the closure of sponsorship reports at the Ministry of Culture, Youth, and Sports, a commission of five (5) members shall be formed to review the reports for the closure of sponsorship certificates according to the respective fields:

   1.1. The commission is appointed by the Minister of Culture, Youth, and Sports, with a term of two (2) years with the possibility of reappointment;

   1.2. The commission, as part of its duties, shall have all the responsibilities to review the documentation for closure according to article 14 of this regulation;

   1.3. Within the specified deadline, the commission may request additional clarifications from the reporter for each report submitted, based on its own competencies;

   1.4. The commission must consist of professional officials as follows:

      1.4.1. A legal officer;

      1.4.2. A finance officer;

      1.4.3. A culture officer;

      1.4.4. A youth officer;
1.4.5. A sports officer.

1.5. Regular members of the commission are the legal officer and the finance officer, and one of them shall be elected as the chairperson of the commission.

1.6. The culture, youth and sports officers shall participate in the commission meetings only when reviewing requests that fall within their scope of activity;

1.7. The work of the commission shall be assisted by a MCYS employee, who shall serve as the secretary of the commission, appointed by the minister;

1.8. Commission members and the secretary shall be compensated for their work only when they participate in the handling of cases for closure from the respective fields for which they have been appointed;

1.9. The method of their compensation shall be determined by decision according to the relevant legislation.

**Article 16**

**Closure confirmation letter**

1. The closure confirmation letter at the Ministry of Culture, Youth and Sports shall contain the name of the sponsorship provider and receiver, the confirmation number and the sponsorship amount.

2. The confirmation shall be signed by the members of the closure commission, depending on the field to which the closure report pertains, whether it is sports, culture, or youth.

3. The confirmation is sent via email to the official of the commission, the reporter as well as the commission for issuing certificates.

**Article 17**

**Cooperation between commissions**

1. All commissions are obliged to cooperate and coordinate their work related to the field of sponsorship by exchanging the necessary information.

2. The commissions are required to maintain records of issued sponsorship certificates and confirmations of sponsorship closures within a single registry.
Article 18
Inter-institutional cooperation

1. All commissions which are responsible for the development of the procedures foreseen in this regulation, are obliged to have continuous coordination with the responsible officials within the Tax Administration of Kosovo.

2. The inter-institutional coordination between MCYS and TAK is done through the sharing of the updated register of issued certifications and reports on the closure of sponsorship.

3. In cases where MCYS identifies misuse of funds by sponsorship beneficiaries or by sponsoring companies, it is obliged to report the case to TAK.

Article 19
Annexes

1. The annexes to this regulation shall comprise:

   1.1. The sponsorship application form;
   1.2. The Form of Agreement;
   1.3. The guide with the necessary documentation for application;
   1.4. The narrative and financial reporting form for closure.

Article 20
Repealing provisions

Upon entry into force of this regulation, MCYS Regulation No. 01/2018 on Defining Criteria, Procedures and Form concerning the Certificate of Sponsorship in the Field of Culture, Youth and Sports, shall be repealed.

Article 21
Entry into force

This regulation shall enter into force seven (7) days following its publication in the Official Gazette of the Republic of Kosovo.

Hajrulla ÇEKU
Minister of the Ministry of Culture, Youth and Sports

Date: 28.05.2024
TO: MCYS / Commission for the review and evaluation of Requests for the issuance of Sponsorship Certificate in the Field of Culture, Youth and Sports.

SUBJECT: Request for certificate

In accordance with the regulation (MCYS) on determining the criteria, procedures, and form of sponsorship certificate in the field of Culture, Youth, and Sports, and after meeting the criteria and required documentation according to the regulation and Law No. 05/L-090 on Sponsorships in the Field of Culture, Youth, and Sports, I request the Commission to provide me with a certificate in accordance with Article 13 of the MCYS regulation.

Sponsorship beneficiary:
NRB: _______________________
NRF: _______________________
ADDRESS: _______________________
TELEPHONE: _______________________
E-MAIL: _______________________

Sponsorship provider:
NRB: _______________________
NRF: _______________________
ADDRESS: _______________________
TELEPHONE: _______________________
E-MAIL: _______________________

The expected value for sponsorship according to the contract is: ________________

The contract is notarized on: ________ and bears serial number no. _____________.

Describe in words the purpose of sponsorship and the reasons why you believe that the sponsorship in question is in the general public interest.

Describe in words the activities that will be covered by the sponsorship funds

Applicant:

Name & Surname, signature v.v
Based on previous discussions and mutual expression of their free will, and in accordance with the Law on Sponsorships in the Field of Culture, Youth, and Sports, as well as the Regulation on Determining the Criteria, Procedures, and Form of Sponsorship Certificate in the Field of Culture, Youth, and Sports, the parties to this Sponsorship Agreement have agreed to enter into this:

**SPONSORSHIP AGREEMENT IN THE FIELD OF**

(* ..... specify the field *)

### Article 1
**Parties to the sponsorship agreement**

This Agreement was concluded on __/__/ 2024, in Prishtina, in written form, between the following parties:

*(Name of the beneficiary)*, based in Kosovo, Address: ........*(location address)*, duly registered with the Ministry of Public Administration with number..... *(registration number)*, represented by .... *(name of responsible person)*, according to authorization with ID number ..... *(personal number of responsible person)* on one side (hereinafter Sponsorship Beneficiary); and

*(Name of sponsorship provider)*, based in Kosovo, Address: ........*(location address)*, duly registered with the Kosovo Business Registration Agency under unique identification number...........(registration number), represented by *(name of responsible person)*, according to authorization with ID number ..... *(personal number of responsible person)* (hereinafter Sponsorship Provider).

### Article 2
**Object of the agreement**

The object of this Sponsorship Agreement (hereinafter referred to as the Agreement) is _____*(describe the main purpose of this agreement)* the sponsorship of the activity *(specify the field)* of the Beneficiary, which is considered an activity of general interest, bringing improvement to the individual and social life of citizens, business organizations, foundations, and natural and legal persons in the Republic of Kosovo, in accordance with the Law on Sponsorships in the Field of Culture, Youth, and Sports (Law No. 05/L-090, hereinafter referred to as the Law on Sponsorships).

### Article 3
**Agreement between the parties**

The parties to this agreement have agreed that they will act in good faith and adhere to the
Obligations defined in articles 4 and 5 of this agreement.

The parties declare that they entered into this agreement based on their free will and according to their interests.

Both parties have agreed to prepare sponsorship reports that contain information about the Provider and Beneficiary of sponsorship, specify accurately the amount, value, and other characteristics of the sponsorship and describe the ultimate use of sponsorship funds, as well as to submit them to Tax Administration of Kosovo (TAK) and the Ministry of Culture, Youth and Sports, within 30 days after the fulfillment of this Agreement.

The parties declare that they will resolve all disputes that may arise regarding the implementation of this agreement through negotiations between them and will exhaust all means before addressing the competent court.

Article 4
Obligations of the Sponsorship Provider

The Sponsorship provider is obligated to transfer the amount of .......€ (sponsored amount) to the Beneficiary's bank account.

Payments under this article shall be made into the official bank account of the beneficiary within the calendar year at:

**Beneficiary's Name:** ....
**Beneficiary's Account Number:** ...
**Beneficiary's Bank:** .....  

- (list the obligations of the sponsorship provider while ensuring they never contradict the applicable laws in the Republic of Kosovo)

Article 5
Obligations of the Sponsorship Beneficiary

The Beneficiary declares that the funds acquired through this Agreement will be used for the implementation of activities aiming at advancement and popularization of *(specify the field)* .......(name of the sport he represents), in accordance with the objectives defined by the *(relevant field laws)*, by-laws that regulate the activity of *(relevant fields)* in Kosovo.

The Beneficiary declares that all funds acquired under this agreement will be used in a legal and transparent manner, and their utilization will be reported to the Provider, TAK, and the Ministry of Culture, Youth, and Sports regarding the manner and modalities of spending the funds in question.
This amount will cover the operational expenses for the sustainable conduct of activities according in (specify the field), which include,

- (listing and specification of all activities that will be carried out through this sponsorship)

In compensation for the amount paid by the Provider for sponsoring the activity, the beneficiary is obliged to provide the sponsor throughout the duration of this Agreement the following:

- (list the obligations of the sponsorship beneficiary while ensuring they never contradict the applicable laws in the Republic of Kosovo)

**Article 6**  
**Duration of the Agreement**

This Agreement shall enter into force upon the date of signature and shall remain in force until __/__/2024.

**Article 7**  
**Confidentiality**

The parties agree that during the term of this Agreement and thereafter, the terms of this Agreement shall remain confidential. The parties agree to take all necessary measures to maintain such confidentiality, unless otherwise required by this Agreement. The obligation of confidentiality applies until the expiration or earlier termination of this Agreement.

**Article 8**  
**Amendment**

This agreement shall not be amended, supplemented, or modified except in writing, signed by authorized representatives by the will of both parties, and notarized.

**Article 9**  
**Applicable laws**

This Agreement is concluded in accordance with the Law on Sponsorships in the Field of Culture, Youth and Sports. In the event that any of the provisions of this Agreement is in conflict with the Law on Sponsorship or other laws in Kosovo, the legal provisions will prevail.

The parties to this Agreement expressly declare that they will abide by the laws of Kosovo during the implementation of this Agreement and their obligations arising from it.
Article 10
Contractual penalties

For non-fulfillment of the obligations arising from the law, the parties shall be penalized according to the Law on Sponsorships in the Field of Culture, Youth and Sports.

Article 11
Dispute resolution and competent court

The parties agree to endeavor to resolve amicably and in good faith any disputes arising from the implementation of this agreement. In case of failure to reach a resolution in good faith, the parties agree that the competent for the resolution of disputes arising from this Agreement will be the Basic Court in ..... (the city where the jurisdiction of the court falls at the time of entering into the agreement).

Article 12
Entry into force

This Agreement shall enter into force on the day it is signed and stamped by the official representatives of the parties.

(The responsible person of the sponsorship provider)  
(signature, stamp)  
(The responsible person of the sponsorship beneficiary)  
(signature, stamp)
In accordance with the regulation on determining the criteria, procedures and form of sponsorship certificate in the field of Culture, Youth and Sports, please find below the list of documentation that application must contain to be considered finalized for the issuance of certificate:

In order to be provided with a Certificate of Sponsorship according to the regulation on determining the criteria, procedures and form of sponsorship certificate in the field of Culture, Youth and Sports, in addition to the sponsorship request, the sponsorship beneficiary or the sponsorship provider must submit the following documentation:

**Documents that must be attached to the sponsorship request in the field of Sports**

1. Certificate of Registration from the relevant Authority (sponsorship provider and receiver);
2. Fiscal Number (sponsorship provider and receiver);
3. Representative of the legal person (name, surname and copy of the identification document - sponsorship provider and receiver);
4. Bank account number of the sponsorship provider and receiver;
5. Contract or agreement for sponsorship (according to the specifications outlined in the regulation on determining the criteria, procedures and form of sponsorship certificate in the field of Youth, Culture and Sports);
6. Approval from the Club and Federation allowing the athlete to receive the sponsorship (only for individual athletes);
7. Approval from the relevant federation (applies only to clubs)
8. Confirmation of membership by KOC (only for Federations);
9. License issued by MCYS (only for Federations) and
10. Request for issuance of the Certificate (including the necessary explanation as stipulated in the regulation).
Documents that must be attached to the sponsorship request in the field of Culture

1. Certificate of Registration from the relevant Authority (sponsorship provider and receiver);
2. Fiscal Number (sponsorship provider and receiver);
3. Representative of the legal person (name, surname and copy of the identification document - sponsorship provider and receiver);
4. Bank account number of the sponsorship provider and receiver;
5. Contract or agreement for sponsorship (according to the specifications outlined in the regulation on determining the criteria, procedures and form of sponsorship certificate in the field of Youth, Culture and Sports);
6. Statement from the non-profit organization or business that his/her activity is conducted within the framework of the organization/business (only for independent artists), and
7. Request for issuance of the Certificate (including the necessary explanation as stipulated in the regulation).

Documents that must be attached to the sponsorship request in the field of Youth

1. Certificate of Registration from the relevant Authority (sponsorship provider and receiver);
2. Fiscal Number (sponsorship provider and receiver);
3. Representative of the legal person (name, surname and copy of the identification document - sponsorship provider and receiver);
4. Bank account number of the sponsorship provider and receiver;
5. Contract or agreement for sponsorship (according to the specifications outlined in the regulation on determining the criteria, procedures and form of sponsorship certificate in the field of Youth, Culture and Sports);
6. Consent from the municipal directorate (applies only to Youth Centers licensed by municipalities);
7. Approval from the youth NGO of which the person is a member (only for individuals - natural persons);
8. Approval from the youth NGO supporting the group's application (only for informal groups);
9. Approval by DCYS (applies only to Youth Centers) and
10. Request for issuance of the Certificate (including the necessary explanation as stipulated in the regulation).
NARRATIVE REPORT

Certificate no. ______________ ; Date: __________
Sponsorship provider: _______________________________
Sponsored Amount: _______________________________
Sponsorship Beneficiary: __________________________
Address: _______________________________
Phone: _______________________________
Email: _______________________________

Activities carried out
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<th>Results achieved</th>
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Photographic or other electronic evidence of activities

The narrative report must contain all the activities carried out according to the relevant sponsorship agreement, as well as the results achieved in the field specified by the agreement, providing evidence in the form of photographs or other electronic formats.

Sponsorship beneficiary:

________________________
(Signature and stamp)
**FINANCIAL EXPENDITURE REPORT**

Certificate no. ______________; Date: ______________

Sponsorship provider: ____________________________

Amount of sponsorship: __________________________

Sponsorship beneficiary: __________________________

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</table>

**TOTAL**

Financial report must contain detailed information: invoices, contracts, bank transactions, specified for each certificate.

**Sponsorship beneficiary:**

__________________________________________

(Signature and stamp)