



# Burohelp SDG & ESG Donation Terms and Conditions

**For Donation-Receiving Public Benefit Organisations (PBOs) Across Europe**

## 1. Purpose of These Terms

These Terms and Conditions define the responsibilities, commitments and compliance obligations for Public Benefit Organisations (“PBOs”) within Europe that receive financial contributions, operational support, or SDG/ESG-related benefits through **Stichting Burohelp** (“Burohelp”).

Their purpose is to ensure:

- Transparent, ethical and SDG-aligned use of donated funds
- Uniformed governance and proper oversight across EU jurisdictions
- Credible ESG insights for reporting by donors
- Protection of Burohelp’s integrity, mission, and Time Bank system
- Fair and responsible distribution of support to verified PBOs

These Terms apply to **all PBOs / ANBIs onboarded on the Burohelp Platform across the European Union, EEA, and associated European territories.**

## 2. Eligibility Requirements

To receive donations or support through Burohelp, an organisation must:

1. Be officially registered as a PBO, ANBI, charity, foundation, or equivalent public benefit entity in its country of operation.
2. Maintain its public benefit status at all times.
3. Operate in alignment with at least one UN Sustainable Development Goal (SDG).
4. Have a verifiable record of ongoing environmental, social, humanitarian, cultural or community-based activities.
5. Agree to follow all Time Bank logging requirements (projects → activities → hours).
6. Demonstrate transparent governance and financial stewardship.
7. Operate legally within all EU/local regulatory frameworks.

If any eligibility requirement is no longer met, Burohelp may suspend or terminate participation.



### 3. Transparency & Time Bank Requirements

To ensure transparent and measurable impact, each participating PBO must:

- Create and maintain **Project** entries for all initiatives receiving or related to Burohelp support.
- Create **Activities** within each Project describing the tasks carried out.
- Log **Actual Hours** (volunteers, staff, specialists, external experts).
- Provide documented proof when requested (before/after evidence, photos, reports, notes).
- Ensure that all logged hours are truthful, accurate and linked to real operational work.
- Notify Burohelp promptly about corrections, misreporting or irregularities.

Burohelp reserves the right to conduct random audits of recorded activities.

### 4. Proper Use of Donated Funds

All donations received via Burohelp must be used **exclusively** for:

- The approved project(s)
- SDG-aligned activities contributing to public benefit
- Operational expenses necessary to execute the supported activities
- Community-benefiting costs related to environmental, social or humanitarian work

**Funds may not be used for:**

- Private benefit
- Excessive administrative salaries
- Political campaigning
- Religious proselytizing
- Commercial business development
- Activities unrelated to registered PBO/ANBI work

Improper use of funds may result in repayment obligations and removal from the Burohelp platform.

### 5. ESG & SDG Impact Documentation

To support donor ESG and CSRD reporting obligations, PBOs must:

- Maintain project documentation on outcomes
- Provide honest descriptions of environmental or social results
- Indicate which SDGs are addressed
- Respond to reasonable requests for clarification
- Allow Burohelp to summarize impact information for donors



PBOs remain fully responsible for the accuracy of their own reporting.

## **6. Compliance With EU Legal & Ethical Standards**

PBOs must comply with:

- EU anti-corruption and anti-fraud regulations
- GDPR / data protection rules
- EU sanctions and anti-money-laundering legislation
- National laws and regulations relevant to their activities

Any breach may result in termination of the collaboration.

## **7. No Influence From Donors**

Burohelp protects the independence and mission of all participating PBOs.

**Donors have no authority to:**

- Direct or control the organisation
- Interfere with governance
- Influence political or religious decisions
- Determine beneficiaries or internal priorities

Support is provided based on logged need and validated activity and not on donor preference.

## **8. Communication, Images & Visibility**

PBOs may share authentic stories, visuals and results related to supported activities, provided that:

- Publications are truthful and respectful
- No false association is created between Burohelp and unrelated work
- Donor names are only used when consent has been given
- Sensitive beneficiary data is protected (GDPR)

Burohelp may also share PBO impact stories unless the PBO requests otherwise.



## 9. Audit Rights

To maintain the credibility of the Time Bank:

- Burohelp may request documentation or evidence
- Burohelp may review project logs
- External auditors may perform checks if required by donors or regulators

Failure to cooperate with audits may lead to suspension.

## 10. Termination of Participation

Burohelp may suspend or remove a PBO if:

- Eligibility requirements are no longer met
- Misuse of funds is detected
- Fraud or misrepresentation occurs
- Hours or projects are systematically misreported
- The PBO violates legal or ethical obligations
- The PBO endangers the reputation or integrity of Burohelp

Terminated PBOs must return unused designated funds.

## 11. Liability

Burohelp is not responsible for:

- Operational risks of PBOs
- Outcomes of PBO projects
- Misuse of funds by PBOs
- Legal claims resulting from PBO activities
- Loss of funding due to regulatory changes

PBOs remain independently liable for their own actions.

## 12. Applicable Law

These Terms and Conditions are governed by:

- The laws of the **Netherlands**, where Stichting Burohelp is legally registered
- Complementary EU legislation regarding charitable activities, data protection, anti-fraud and financial transparency

Any disputes will be handled in accordance with Dutch civil law.



## Acceptance

By joining the Burohelp platform and receiving contributions, the PBO formally agrees to these Terms and Conditions.