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**TERMS AND CONDITIONS OF THE CALL FOR PROJECTS WITHIN THE FRAMEWORK OF THE
CULTURE OF MOBILITY PARTNERSHIP PROGRAMME
WROCLAW INSTITUTE OF CULTURE
2022 EDITION**

DEFINITIONS

Wrocław Institute of Culture – pl. Wrocławski Instytut Kultury (here and after WIK) with registered office in Wrocław (50-067) at Świdnicka 8B, registered in the Register of Cultural Institutions kept by the City of Wrocław under the number RIK 41/2022, NIP (Tax Identification Number): 897-190-17-96, REGON: 521105750.

Partnership Programme – the Culture of Mobility programme, which defines rules of WIK participation as a partner in the organisation of projects and non-commercial activities, such as residencies, study visits, festivals, reviews, conferences, presentations, concerts, exhibitions, performances and workshops as well as trips abroad, serving the purpose of acquiring international partners and networking, understood as the creation of a network structure of non-governmental organisations, institutions and artists and artistic groups dealing with a given thematic area as a platform for the ongoing exchange of views, experiences and joint initiatives on their activities included in WIK Programme. Non-commercial projects shall be understood as projects, which are not solely focused on the pursuit of economic or profit-making activity of the Applicant. The programme serves to support mobility and international cooperation and promotion of activities of representatives of creative and academic circles, as well as representatives of municipal, social and cultural initiatives from Lower Silesia, including the implementation of original projects, artistic and professional development, exchange of experiences, practices and knowledge, as well as networking.

Terms and Conditions – these Terms and Conditions.

Applicant – a person specified in § 2 of these Terms and Conditions.

Application – a formal application for participation in the Call for Projects concerning the implementation of artistic, cultural, social or educational activities within the Culture of Mobility Programme of WIK.

Project - a project, a residency, a study visit, a concert, an exhibition, a performance, a conference, a presentation, a review, a festival, a workshop, and any other non-commercial artistic, curatorial, cultural, educational, animation, social or research undertaking, as well as a networking and international partner acquisition meeting, which takes place abroad and involves the participation of a representative of creative or academic circles, as well as a representative of municipal or social initiatives from Lower Silesia.

Call for Projects - the process of selection of applications during a given edition, aimed at choosing Projects to be covered by the Partnership Program. Call phases: application submission, assessment, publication of the list of proposals to be implemented under the Culture of Mobility Programme.

Edition – a period covering a given calendar year of the Partnership Programme duration, including Calls for Projects envisioned for a given year, followed by the execution of activities and submission of the reports on their implementation within the framework of the Projects covered by the Partnership Programme in a given calendar year.



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Project Plan – a plan of activities comprising the Project's implementation aimed at promoting Polish culture abroad or attracting foreign partners to the Applicant's activities, thus building and strengthening international cultural relations.

Coordinator - the coordinator of Wrocław Institute of Culture who is directly responsible for overseeing the implementation of the Partnership Programme.

§ 1. Objectives of the Wrocław Institute of Culture and Partnership Programme

1. The main objective of WIK Program is creating conditions for strengthening identity and participation in culture at the local, regional, country and international level for inhabitants of Wrocław and Lower Silesia, by financial support for implementing projects popularising cultural heritage and making culture more present in the social life. The overarching aim of these international activities is to support mobility and promote the activities and international cooperation of artists from Wrocław and Lower Silesia abroad, and thus to build international cultural relations.

§ 2. Applicants

1. The category of Applicants may include individual adult natural persons, including persons associated in informal groups, with full legal capacity, who come from, live, learn, work or create in Lower Silesia.
2. The following persons are unable to participate:
 - a. Wrocław Institute of Culture employees;
 - b. legal persons, as well as other organisational units without legal personality, which are granted legal capacity by the law – in particular associations, foundations, cultural institutions;
 - c. persons, for whom the scope of the Project is the same as the scope of their duties resulting from their contracts with entities organised by the City of Wrocław, or whose activities concerning the scope of the project are financed by the City of Wrocław.
3. If the Applicant's Project is organised by an entity other than the Applicant, the Applicant is required to obtain the consent of the Project organiser to submit the Application in the Partnership Programme and a confirmation that this entity accepts the Applicant's obligations under the partnership agreement with WIK in order for the Project to be eligible.

§ 3. Rules of cooperation

1. Only the following non-commercial projects can be submitted to the Partnership Programme:
 - a) carried out by individual adult natural persons, including persons associated in informal groups, with full legal capacity, who come from, live, learn, work or create in Lower Silesia;
 - b) carried out from 1 April 2022 through 10 December 2022
2. In frame of the Programme one can get financial support to implement projects, by reimbursement of some costs in activities like:



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- a. Participation in international cultural events for example workshops, open air workshops, happenings, exhibitions, concerts, interdisciplinary activities, residencies, study visits, festivals, reviews, presentations, and other field trips
 - b. Participation in conferences, seminars, panel discussions, fairs, research of artistic practices / participation in culture;
3. The Wrocław Institute of Culture cooperates on the implementation of Projects as a partner in organisational, promotional, communication activities, as well as by participating in the costs of:
 - a) purchase or reimbursement of transportation costs of the Applicant (in the case of informal groups – named members of the group) from the place of residence (or other previously agreed location) to the Project location and back and/or during the Project; Travel by own car is settled based on the applicable rate used for calculating business travel costs (based on per-kilometre allowance) up to the amount granted by WIK. Wrocław Institute of Culture does not cover and does not reimburse costs of public transport or taxi travel;
 - b) purchase or reimbursement of accommodation costs of the Applicant (in the case of informal groups – named members of the group) in the Project location;
up to the amount granted by WIK, provided that the grant described in this paragraph shall not exceed the total maximum amount of 3000.00 PLN (in words: three thousand Polish zlotys) gross (including all taxes) per each Applicant (in case of informal groups, for all group members participating in the Project).
4. The project may be accompanied by photo/video/audio documentation, audio description or PJM translation. These activities cannot be a separate activity and cannot be the main part of the implemented project. It is not allowed to distribute the recorded material commercially after conclusion of the project.
5. The grant referred to in Section 3 may cover costs incurred from 1.4.2022.
6. WIK undertakes that the implementation of all projects and all activities carried out by the Applicant, in particular those involving individuals, will be carried out in accordance with the provisions of generally applicable law and the restrictions arising therefrom, in particular those introduced in connection with the COVID - 19 pandemic, including restrictions on movement, crossing borders, or certain types of activities. Either Wrocław Institute of Culture or the Applicant may, due to such constraints, discontinue the Project, mutually agree on a new deadline or cancel it.

§ 4. Deadlines and rules of the Applications

1. Applications submitted as part of the 2022 Edition of the Partnership Programme shall be submitted using the online form available at www.instytutkultury.pl from 1-28.4.2022.
2. During the verification of the proposal Programme Coordinator or Jury checks the formal validity of the Application. If an Application has formal issues or needs to be corrected, the Programme Coordinator informs the Applicant and, if possible, calls for correcting the errors or deficiencies in the Application or for supplementing the Application. In the message about the need to correct errors or complete deficiencies, the Coordinator shall specify how the Application is to be corrected or supplemented, and gives the deadline to this corrections.
3. The applications selected for implementation will be the one with highest number of scores and that fit to the financial frame defined for the project.
4. The results of the Call for Projects will be announced by 10.5.2022
5. The Application should consist of the following documents drawn up in Polish or English:
 - a) application form (Appendix No. 1 to the Terms and Conditions);

- b) Resume;
 - c) cover letter;
 - d) invitation, recommendation, letter of recommendation or letter of intent or any other document confirming Applicant's participation in the Project;
 - e) in the case of informal groups - a power of attorney from the group members for their representative submitting the Application, a template of which constitutes an appendix to these Terms and Conditions.
 - f) in case of a networking trip and a trip aiming at finding international partners for the Applicant's activities - a detailed plan of the trip with the indication of institutions, entities and persons the Applicant intends to meet.
6. Each Applicant may submit a maximum of two applications.
 7. By submitting the application the Applicant accepts the Terms and Conditions of the Call and confirms the will to take part in the Application process.
 8. WIK shall not be liable for circumstances not attributable to him/her that affect the timeliness of the submission of Applications.

§ 5. Application evaluation process

1. On the basis of the assessment of the Applications, Applications with the highest score will be selected as a result of the Call for Projects, which will then be scheduled for implementation within the WIK Programme.
2. The following issues shall be considered to be non-compliance with the Regulations:
 - a. incompatibility with the objectives of the Wrocław Institute of Culture and the Partnership Programme (§ 1 of the Terms and Conditions);
 - b. incompleteness, especially if the Application does not include documents confirming the invitation of the Applicant to participate in the Project or the detailed plan of the networking trip (§ 4, item 3 of the Terms and Conditions);
 - c. scheduling the Project on dates other than those provided for in the Terms and Conditions (§ 3, item 1(b) of the Terms and Conditions);
 - d. applying for funding by WIK as a Project partner exceeding the amount and cost categories provided for in the Terms and Conditions (§ 3, item 2 of the Terms and Conditions);
 - e. submitting the Application by a person who is not authorised to do so (§ 2 of the Terms and Conditions), in particular by persons or entities listed in § 2, item 2, including persons acting as members of an informal group;
 - f. submitting more than two Applications in a single Call for Projects by a natural persons representing themselves and as a member of an informal group.
3. Applications are examined in two stages
 - 1) formal assessment, carried out by the coordinator, which consists in determining whether a given application contains formal errors;
 - 2) the scoring stage, carried out by a 3-person Jury appointed by the WIK, available for applications containing no formal errors.
4. The Jury evaluates formally accepted Applications, taking into account the following criteria:
 - a) compatibility of activities planned within the Project with WIK objectives and the Partnership Programme as described in § 1 of the Terms and Conditions (10 points);
 - b) substantive and/or artistic value of activities presented in the Application and their impact on the artistic, professional or scientific development of the Applicant, as well as on the promotion of their work at the international level, including, among others, a factual presentation and justification of the activities planned within the Project, as well as a list of organisers, partners, other co-authors, co-performers and participants, and showing that the activities presented in



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the Application are a continuation of other activities of the Applicant or can be continued in the future (20 points).

5. A Contract, the template of which constitutes Appendix No. 2 to these Terms and Conditions, will be signed with the selected Applicants.
6. The provisions of section 5 and section 6 shall also apply to the newly designated Applicant.
7. The results of the Call will be published on the official website of the Wrocław Institute of Culture (www.instytutkultury.pl), the announcement of the results is 10 May 2022.

§ 6. Project implementation rules and Applicant's obligations

1. The Applicant's stay (in case of informal groups - the named members of the group) taking place within the framework of the Project may be carried out between 1 May 2022 and 10 December 2022. The exact date of the Project will be specified in an individual Contract concluded with the selected Applicant.
2. Detailed obligations of the Applicant and Wrocław Institute of Culture with regard to the implementation of the Project shall be defined in an individual Contract concluded between the parties.

§ 8. Complaints

1. Applicants may submit complaints regarding the Call for Projects process in writing by registered mail to the address of Wrocław Institute of Culture or to the e-mail address kulturamobilna@instytutkultury.pl throughout the duration of the Call process, but no later than within 14 working days from the date of announcement of the results of the Call for Projects to which the complaint pertains (the date of receipt of the complaint by WIK shall be decisive). Complaints received after the above deadline will not be taken into consideration.
2. The submitted complaints will be dealt with no later than 14 working days from the date of receipt of the complaint. The complainant shall be notified of the method of complaint handling by registered mail and additionally by e-mail.
3. Decisions of the Wrocław Institute of Culture in complaint proceedings are final.

§ 9. Final Provisions

1. By submitting an application to the Partnership Programme, the Applicant agrees that WIK can provide access to the submitted documentation to third parties in order to fulfil the obligations resulting from the provisions of the law of 6 September 2001 on access to public information.
2. All provisions related to the protection of the Applicant's personal data together with the legal grounds for their processing are set out in the application form.
3. Amendments to the Terms and Regulations shall be made in writing and shall come into force as of the date of their publication. Amendments to the Regulations shall not apply to Applications submitted before the amendments come into force.
4. These Terms and Conditions shall enter into force on 1.4.2022.



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Appendices:

1. Application form
2. Contract template
3. Power of attorney template