

1. What is Culture of Mobility?

Culture of Mobility is a programme carried out by Wrocław Institute of Culture / pl. Wrocławski Instytut Kultury (WIK), which aims at supporting the mobility of artists and promote artists and culture professionals from Wrocław and Lower Silesia abroad.

2. Who can be an Applicant to the Culture of Mobility Programme?

Adult natural persons with full capacity, acting individually or associated in informal groups, actively involved in the cultural field of Wrocław and Lower Silesia. The Culture of Mobility programme may not be used by these associations, foundations and cultural institutions, as well as people 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. What is the maximum amount of support one can receive?

The maximum amount of support is 3000 PLN gross.

4. Are foreign citizens entitled to apply?

Yes – all natural persons who are actively involved in the cultural field of Wrocław and Lower Silesia can apply, regardless of their origin and citizenship, provided that they meet the other conditions set out in the Terms and Conditions.

5. Can you apply for a group mobility project?

If the planned mobility takes place at the same time and to the same place, and a given artistic group travels to the same event and carries out a joint project there, they should apply as a group – individual applications will not be accepted, even if the Applicants apply for support in different grant categories. In total, such a mobility may be funded up to a total amount of 3000 PLN gross – the maximum grant amount does not change in the case a larger group of people applies as an artistic group.

6. How many people can apply as a group?

Z komentarzem [PM1]: Entitled to apply?

There is no limit concerning the number of group members. All group members must be listed and presented in the application. Regardless of how many people the group has, the maximum grant amount it can receive is limited to 3000 PLN gross.

7. Can a group apply for a bigger grant?

No, the maximum grant amount a group can apply for is limited to 3000 PLN gross.

8. Do I have to provide a paper copy of the Application?

No, the WIK is doing its best to reduce paper consumption; thus, the application can only be filled out online.

9. Can I apply for grants for several different projects during each call for applications?

Yes – but you can submit maximum- two applications in one call, and this applies to both individual applicants and groups. If you applied as an individual, but you are also a member of a group, you are still bound by the limit of two applications per call.

10. How many times a year can one apply for a grant?

You can apply once.

11. Will support be granted to everybody who submits an Application?

No, all Applications are subject to the assessment of the Jury, in accordance with the criteria listed in the Terms and Conditions-. The Jury will select the best applications, that also scored a minimum of 17 points, and indicate the grant amount awarded by the WIK as a Project partner.

12. Can one apply for a grant for a project, which starts before the Jury meeting date?

Projects may start from May 1. However, the WIK can reimburse accommodation and travel expenses incurred from 1st April 2022.

14. Can one apply for a grant for an online project?

No. The aim of the Culture of Mobility programme is to support the mobility of the artists and cultural professionals of Wrocław and Lower Silesia, which means travelling beyond Polish borders.

15. Can the grant cover the cost of per diems, visas, insurance, transport of works, production?

No. The grant may only be used for personal transport and accommodation. Per diems, visas, insurance, cost of possible COVID-19 tests, transport of works, materials, administrative costs, remunerations, space rental, advertising, and production costs are excluded from financing by the programme. You may include them in your project; however, they will not be covered by the WIK.

16. Can one receive support for field trips aimed at finding new partners for the Applicant's projects?

Yes. Since 2021, the Culture of Mobility programme also supports networking trips, as well as mobilities aimed at finding and attracting new partners for the Applicant's projects. In order to apply for support for networking and partnership building, you need to attach a very detailed mobility plan to your application, indicating potential partners and planned meetings, along with information concerning how these will promote the culture of Wrocław and Lower Silesia outside Poland.

17. Can one apply for a grant for a project that takes place in the following calendar year?

No. The Culture of Mobility programme has an annual budget, which means that only mobilities lasting no longer than till 10.12.2022 are able to receive a grant.

18. Can one include accommodation if it is booked via Airbnb, Booking.com or other online services?

Yes. In this case, the cost of accommodation is settled on the basis of an invoice or a formal confirmation that includes the name of the person, place, dates, and the cost of accommodation.

19. How are the costs of car travel reimbursed?

Travel by car is settled on the basis of the so-called per-kilometre allowance (“kilometrówka”)– mileage records in line with the flat rate per kilometre, which are in force in 2021. In order to obtain this cost reimbursement, you need to fill out and sign a form with information about the route, personal information of the vehicle owner, the registration number of the car, its make and engine capacity. 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 the WIK. WIK does not cover and does not reimburse costs of public transport or taxi travel. Settlement of car travel expenses is possible upon return to the country.

20. How long does one have to wait for a decision about support for the Project?

According to the Terms and Conditions, the results are announced until 10th May 2022.

21. What kinds of projects are supported?

To date, the Culture of Mobility programme has supported mobility related to the following projects:

- artistic, literary and musical residencies;
- carrying out your art projects abroad;
- participation in art reviews and biennales
- participation at art fairs, exhibitions, concerts, conferences, network meetings;

The programme was also extended to include networking trips, which should be presented in the form of a precise schedule of meetings with specific entities.

22. Can the trip have a commercial character?

The Culture of Mobility programme does not support strictly commercial trips; however, in the case of trips to art fairs, during which the artist may sell their work, the Applicant can receive a grant from the programme.

23. Can one go on a trip I apply for mobility within the borders of Poland?

No. The Culture of Mobility programme only covers international trips.

24. Can one go to more than one country?

Yes. You may apply for a mobility grant with a project that involves more than one country, if these trips can be justified within the framework of a single project. In this case, the conditions for support remain the same as for a trip to a single country.

25. Can one apply for support for several trips at the same time?

Yes. However, keep in mind that under a call, you may apply for support for up to two projects. If application for one project includes several trips, such an application will be taken into consideration.

26. When can one start bearing transport and accommodation costs in the case the project is granted support?

Costs may be incurred from 1st April 2022.

27. I which languages is it possible to apply?

The application may be filled out in Polish, English, Ukrainian and Russian.

28. What form should the invitation have?

The invitation should be presented in the form of a formal invitation letter in .pdf format, with content in English or Polish. This letter may also be a scan if a hard copy of an invitation was sent. In exceptional cases it is also acceptable to send a screenshot of an e-mail message with the invitation. Its content should clearly reflect an invitation to participate in a given project.

29. How will the Project supported by Culture of Mobility be promoted?

WIK_Promotion Department offers communication activities aimed at increasing the visibility of the activities planned by the beneficiary in the cultural environment in the city and beyond. To that end, it can use a website (beneficiary profile, news related to the results of individual calls for projects and the trip itself). Another direct activity concerns publications about the beneficiary's creative activity within the project described in the application in WIK's social media: on the main Facebook and Instagram profiles, as well as the news about creative mobility in Culture Zone Wrocław 's main newsletter.

30. Until when should photo/video/audio documentation of the project—be provided?

Documentation of the mobility and the project should be submitted to the WIK (e-mail:kulturamobilna@instytutkultury.pl) within 10 days after coming back to Poland. Photos uploaded during the project may be used for social media communication.

31. In what form should the documentation of the project be provided?

The materials provided should include about a dozen high-resolution (300 dpi), RGB .jpeg files. (photographic documentation is considered the most important; however, other forms of documentation may be included as well).

32. What is the basis for project financial settlement?

Project report, financial documents (if the WIK is not involved in purchasing tickets and booking accommodation), along with full photographic documentation of the project.

33. The ticket I bought is lost, what should I do?

Original tickets and other accounting documents are necessary for reimbursement, so handle them with care. If they get lost, settlement of the project – and thus the reimbursement of project cost – will not be possible.

34. Can WIK buy the tickets and book accommodation or should I do it by myself?

Both options are possible. WIK may purchase tickets and book accommodation after consultation with the Partner/Applicant and signing the cooperation contract. The Applicants may also do it themselves and reimbursement of costs based on accounting documents (invoice, ticket) up to the amount specified in the agreement, but no more than 3000 PLN gross.

35. What happens if one fails to deliver invoices to the WIK?

Unfortunately, without invoices, the institution cannot reimburse the costs incurred, which makes them necessary. Proofs of the costs incurred includes tickets, as well as invoices issued to the WIK.

36. Can WIK support in taking care of the travel formalities if I do not speak the language of the country I am going to?

We assume that the Applicant will be able to communicate during the project, which is why we offer partial support, which is not tantamount to taking care of everything. WIK Coordinators prefer collaboration and partnership conversation about needs, respect the Applicant's time and expect the same from the other party.

37. How much time do I have for adding formal information to the application?

According to the regulations, the Applicant will be informed about the time they have to add information, usually it is 3 working days from receiving the information to fill in all formal details.

38. I paid for the trip out of my own pocket. When will I be reimbursed for accommodation and lodging for which I received a grant within the framework of the Culture of Mobility programme?

The costs will be reimbursed to the participant's account within 14 days from delivering formally and financially sound documents (usually invoices, as well as train/bus tickets) confirming the purchase of accommodation or travel to the WIK.

39. The host institution cancelled the mobility. Is it possible to postpone the grant to another date?

If the postponement is minor, immediately inform the WIKcoordinators of this circumstance and submit a written confirmation of the date change sent by the partner. The Terms and Conditions of the Culture of Mobility programme for each year specify a date defined as the final day of the project. If said trip falls within the timeframe specified, it may be postponed after agreement of the coordinators.

40. Flights were cancelled or grounded due to unforeseen circumstances, what should I do?

Be sure to contact the programme coordinators or find out if there are options to reschedule your flight or get a refund for your ticket. In such cases, amending the terms of the contract with the WIK is not out of the question, either.

41. I don't have a partner in the host country. What should I do?

Starting in 2021, WIK introduced a new approach to the Culture of Mobility programme, aimed at networking and building partnerships. Such mobilities are supposed to enable finding partners in the host country. In order to apply for support, you need to prepare and submit a detailed action plan (planned meetings, list of potential partners etc.) with your application form.

42. Who guarantees safe travel during a pandemic?

The beneficiary is responsible for ensuring the safety of the trip. Thus, the WIK coordinators expect travellers to be thoroughly familiar with the circumstances in their host country, to purchase travel insurance at their own expense, as well as to take the restrictions caused by the COVID - 19 pandemic into account.

43. Can the WIK cancel a trip for safety reasons?

The decision to travel belongs to the programme participant and as such, it is subject to change. However, the Culture of Mobility coordinators may recommend cancelling a trip if barriers and problems are likely to occur, in particular in the case of the networking trips due to the restrictions and issues stemming from the COVID - 19 pandemic.

45. Is travel by all means of transportation eligible for Culture of Mobility support?

WIK covers the cost of rail, bus, car and air travel. Some costs – such as public transport tickets and taxi fares – are not eligible. WIK strongly recommends choosing the greenest and most prudent possible means of transportation.

If you have not found an answer to your question about the Culture of Mobility programme in this document, please send an e-mail: kulturamobilna@instytutkultury.pl