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Annex no 1 to the Director of  
Wrocław Institut of Culture regulation no 3/2024

TERMS AND CONDITIONS OF THE CALL FOR PROJECTS WITHIN THE FRAMEWORK OF THE  
„KAIR KOSICE PRACTICES OF CARE”  
PARTNERSHIP PROGRAMME  
WROCLAW INSTITUTE OF CULTURE  
2024 EDITION

DEFINITIONS

**Wrocław Institute of Culture** – (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 44/2023, NIP (Tax Identification Number): 897-191-62-72, REGON: 524047668.

**KAIR - K.A.I.R.** - Košice Artist in Residence, with its registered office in Seňa 547, 04458 Seňa, Slovenská Republika

**Partnership Programme** – „KAIR KOSICE PRACTICES OF CARE” programme, which defines rules of WIK participation as a partner in the organisation of residency in Košice 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. 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 Project concerning the implementation of artistic, cultural, social or educational activities during residency.

**Project** – a three-month artistic, curatorial, cultural educational, animation, social or research residency to be held in Kosice (Slovenia) between April and June 2024 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 application to be covered by the Partnership Program by WIK

**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.

**Commission** - representants of Wrocław Institute of Culture who is directly responsible for overseeing the implementation of the Partnership Programme.



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## **§ 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. Deadlines and rules of the Applications**

1. Applications submitted as part of the 2024 Edition of the Partnership Programme shall be submitted using the online form available at [www.instytutkultury.pl](http://www.instytutkultury.pl) from 05.02 to 5.03.2024.
2. During the verification of the proposal Jury checks the formal validity of the Application. If an Application has formal issues or needs to be corrected, the Commission 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.
2. Applications that received the highest number of points will be forwarded to the partner and the institution hosting the person in residence – KAIR
3. The results of the Call for Projects will be announced by 12.03.2024.
4. The Application should consist of the following documents drawn up in English:
  - a) Resume;
  - b) Portfolio (max 10 MB), in which specific interests related to the project will be addressed;
  - c) cover letter (max 300 letters);
  - d) a brief description of the project that will be carried out in Kosice and respond to the theme of Caring Practice (up to 1000 letters)
5. 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.
6. WIK shall not be liable for circumstances not attributable to him/her that affect the timeliness of the submission of Applications

## **§ 4. Application evaluation process**

1. The applications will be evaluated by the WIK Commission.
2. The Commission will evaluate applications according to the following criteria:
  - (a) compatibility of the residency idea with the residency theme: Practices of care (10 points);
  - (b) Substantive and/or artistic value of the activities presented in the application (20 points).
3. The following issues shall be considered to be non-compliance with the Regulations:



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- a. incompatibility with the objectives of the Wrocław Institute of Culture and the Partnership Programme (§ 1 of the Terms and Conditions);
  - b. incompleteness;
  - c. submitting the Application by a person who is not authorised to do so (§ 2 of the Terms and Conditions);
  - d. 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
4. 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 and scoring, as defined in § 5 item. 2 of this agreement;
  - 2) selection stage, carried out by KAIR, which is subject to the applications most highly evaluated by the Commissions.
5. A contract will be signed with the selected Applicants, the content and implementation of which is the responsibility of KAIR.
6. The results of the Call will be published on the official website of the Wrocław Institute of Culture ([www.instytutkultury.pl](http://www.instytutkultury.pl)), the announcement of the results is 12 March 2024.

#### **§ 5. Project implementation rules**

1. The Project will be implemented in Kosice between April and June 2024. The exact date of the Project will be indicated in the contract individually concluded by KAIR with the selected Applicants.
2. Detailed obligations of the Applicant and KAIR Culture with regard to the implementation of the Project shall be defined in an individual Contract concluded between the parties.

#### **§ 6. 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: [international@instytutkultury.pl](mailto:international@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.

#### **§ 7. 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 5.02.2024.

**Domirka Kawalerowicz**

Dyrektor Wrocławskiego  
Instytutu Kultury

