

REGULATIONS FOR THE APPLICATION PROCESS AND REALISATION OF RESIDENCIES IN WROCLAW FOR REPRESENTATIVES OF ARTISTIC, CULTURAL AND ACADEMIC COMMUNITIES FROM THE EUROPEAN SISTER CITIES OF WROCLAW AS PART OF THE AIR WRO PROGRAMME

DEFINITIONS

WCZ – Wrocław Culture Zone – Strefa Kultury Wrocław with its registered office in Wrocław (50-067), Świdnicka 8B, entered into the Cultural Institutions Register kept by the Government of the Wrocław Municipality under the number RIK 37/2012, NIP 8992736581, REGON 021907583.

AIR Wro and/or Programme – Programme the purpose of which is specified in §1 section 1.

Applicant – a person specified in § 2.

Project – an activity comprising realisation of the Residency, described in the Application prepared by the Applicant.

Residency – a stay of a representative of artistic, cultural or academic circles from the European partner cities of Wrocław, serving the purpose of working on an original project, artistic and professional development, exchanging experiences, practices and knowledge, as well as networking and establishing contacts.

Applicant – entities specified in §2 of the Regulations.

Application – a formal application for participation in the Application Process concerning the implementation of artistic, cultural, social or educational activities within the AIR Wro Programme.

Application Process – the process of selection of applications aimed at selecting a residence to be included in the AIR Wro Programme by WCZ. Stages of the Application Process: acceptance of applications, evaluation, announcement of results.

Coordinators – coordinators of the AIR Wro Programme.

§ 1. Objectives of the AIR Wro Programme.

1. AIR Wro is a residencies, study visits and international cooperation programme, continued as part of the Wrocław Culture Zone after the year of the European Capital of Culture celebrations in Wrocław in 2016. Its main objective is to initiate cooperation and promote the activities of artists representing various fields of culture and art, who are interested in cooperating with representatives of local communities and groups, as well as those willing to shape international cultural relations. AIR Wro supports representatives of various circles: creators, academic researchers, activists, animators and managers who carry out artistic, cultural, research and social projects drawing upon the traditions of urban and grassroots movements, dedicated to current issues and problems, such as public space, urban greenery, environmental protection and ecology or referring to civic education and social issues, in order to promote mediation and facilitate the search for good practices and solutions for modern cities.
2. Applications concerning artistic, cultural, educational, animation, social and research activities related to the broadly understood urban culture, with particular emphasis on independent publishing scene, which are a manifestation of artistic, educational or activist activities initiated directly by their creators, pertaining to alternative circulation in the cultural and art sector may be submitted for the Application Process.
3. In order to carry out the Residence and acquire at least one Applicant – the author of the project to be carried out under the AIR Wro Programme – WCZ will carry out an Application Process according to the rules specified in these Regulations.

§ 2. Eligible Applicants.

The residency is open to adult natural individuals with full legal capacity, who are representatives of creative and cultural circles, residing, born, creating or studying in one of the European sister cities of Wrocław: Breda (The Netherlands), Lille and Poitiers (Department La Vienne/France), Dresden and Wiesbaden (Germany), Grodno (Belarus), Hradec Králové (Czech Republic), Kaunas and Vilnius (Lithuania), Lviv (Ukraine), Oxford (The United Kingdom) and Reykjavik (Iceland).

§ 3. Deadlines and rules of the Application Process.

1. Applications should be submitted **between 4 February 2019 and 15 March 2019 via the e-mail address: airwro@strefakultury.pl**.
2. The announcement of the results of the Application Process, during which at least one Resident will be selected, will take place **by 5 April 2019**.
3. The Application should consist of the following documents prepared in English:
 - a) Applicant's resume or portfolio;
 - b) project description, along with the schedule of planned activities (no less than 2000 characters);
 - c) a cover letter, containing Applicant's description of issues undertaken and planned as part of the residence being the subject of this Application Process.
4. WCZ's participation in realisation of the Residency includes the services and benefits specified in §5 section 2, and may cover the costs incurred before the conclusion of the agreement with the Applicant, as well as the items and services that will not be used for the implementation of the project.
5. Each Applicant may submit a maximum of one application.
6. The AIR Wro Programme Coordinators will verify the applications to ensure their compliance with these Regulations.
7. The following issues shall be considered to be non-compliance with the Regulations:
 - a) non-compliance with the objectives of the AIR Wro Programme (§ 1 of the Regulations);
 - b) submission of an incomplete Application (§ 3 section 3 of the Regulations);
 - c) submission of an application by an unauthorised person.

§ 4. Application evaluation process.

1. On the basis of the evaluation of Applications, at least one winning project will be selected, which will then be implemented within the framework of the AIR Wro Programme.
2. The Applications are evaluated by a committee appointed by WCZ. The committee comprises three persons who are employees of WCZ.
3. The committee shall analyse and evaluate all Applications which were formally approved in accordance with § 3 section 7 and subsequent sections, taking the following criteria into account:
 - a) compliance of the project with the objectives of the AIR Wro Programme, described in § 1 sections 1 and 2 (10 points);
 - b) conceptual and artistic quality of the project – precise description of the idea and the process for its implementation; artistic and educational values of the project, use of interesting techniques and means of expression (20 points);
 - c) giving the project an international character, for example by inviting representatives of local artistic and cultural circles, including representatives of local social organisations for collaboration, which will lead to mutual exchange of knowledge, experience and practices (10 points).
4. In special cases, when realisation of the winning project as part of the Residency is not possible, the committee may indicate one of the runner-up projects which scored the highest number of points instead of the winning project.
5. The committee reserves the right to select more than one project.

§ 5. Residency rules and Applicant's obligations.

1. The duration of the Residency is four to six weeks. The exact date of the Residency will be indicated in the agreement concluded with the Applicant, whose project is selected (hereinafter referred to as the "Resident").
2. The Resident is entitled to the following benefits for realisation of the whole project:
 - a) a total **gross** remuneration of **EUR 650.00**;
 - b) a total **gross** budget of **EUR 500,00** for the project;
 - c) transportation subsidy for the Resident in the total **gross** amount of **EUR 350.00**;
 - d) accommodation in Wrocław;
 - e) substantive, production and promotional support for the project.



3. Detailed obligations of the Resident regarding realisation of the project are defined in the agreement concluded individually with WCZ, which also encompasses provisions concerning intellectual property rights to the project of both parties, while the basic minimum scope of rights given to WCZ is defined in the model agreement constituting Annex No. 1 to these Regulations. The provisions of the Model Agreement may be modified with regards to the specific nature of the project and the Residency.
4. The Applicant consents to WCZ publishing information about the fact that the Residency has been included in the AIR Wro Programme, as well as to the use of their image (including the Applicant's personal data) and documentation of activities undertaken during the Residence, including photographic and video materials, for the purposes of documentation, archiving, promotion and communication of WCZ and the AIR Wro Programme.
5. The Applicant undertakes that they will include information about the project's implementation by WCZ as part of the AIR Wro Programme in all materials promoting the project in question. Moreover, the Applicant undertakes to follow the requirements pertaining to the visual identification of WCZ and the AIR Wro Programme, as well as to use the logo of the AIR Wro Programme and all logotypes of third parties indicated by WCZ in all promotional and informational materials.

§ 6. Processing of personal data.

1. By participating in the Application Process, the Applicant, who is a natural person, consents to the use of the Applicant's personal data in accordance with the provisions of the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), provided that such data will be disclosed in the course of and in connection with the course of the Application Process. In particular, in order to participate in the Application Process, the Applicant shall provide WCZ with the following personal data: first and last name, address of residence and address of permanent residence, telephone number and e-mail address of the Applicant, and in order to conclude the contract: PESEL number and/or ID card number. WCZ stipulates that personal data of the winners may be published at the www.strefakultury.pl/airwro website.
2. Upon submitting the Application, the Applicant, on the basis of a separate consent, may also consent to the use of their data provided to WCZ for the purpose of sending advertising materials, commercial materials, information on subsequent Calls for Applications, competitions and for the purposes of surveys organised by WCZ or entities cooperating with it to the Applicants.
3. Personal data of the Applicants will be processed by WCZ or entities acting on its behalf with due care and appropriate security measures, in line with the requirements of Polish and European law, in order to carry out the Application Process and in connection with the implementation of the provisions of these Regulations – in particular to communicate with the Applicants, as well as to announce the results of the Application Process (Article 6(1)(b) of the GDPR) for the time necessary to carry out the Application Process, no longer than the period in which WCZ is obliged to keep documentation related to the Application Process; and after that period in order to fulfil the administrator's obligations to store financial and accounting documentation related to realisation of the Application Process (Article 6(1)(c) of the GDPR); for the time necessary to fulfil the aforementioned obligation and within the reasonable interest of the controller, including marketing activities, determining and enforcing claims, the right to document one's own activities (Article 6(1)(f) of the GDPR), and with regard to the data processed with the consent of the data subject – within the scope and for the time of the consent for processing the data (Article 6(1)(a) and Article 9(2)(a) of the GDPR).
4. Wrocław Culture Zone is the data controller. The data shall be processed at the controller's place of operations in Wrocław (50-079), at Ruska 46B. The Data Protection Officer for WCZ is Sebastian Sobiecki (contact details: iod@strefakultury.pl); current contact details of the Data Protection Officer of WCZ are available at: www.strefakultury.pl.
5. WCZ ensures exercising the rights resulting from the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR), and in particular enables the Applicants to have access to their own personal data and the right to correct or rectify them, informs the Applicants about the right to lodge a complaint with the supervisory authority (President of the Office for Personal Data Protection) and to object to the processing of personal data on the basis

of Article 6(1)(e) and (f) of the GDPR due to the special circumstances concerning the Applicant, as well as the right to demand limitation of processing, removal of personal data, transfer of data included in a structured, commonly used machine-readable format, the right to withdraw consent at any time without affecting the lawfulness of the processing based on consent prior to its withdrawal, with the reservation that the demand to stop processing personal data to the extent necessary to participate in the Application Process (and thus data required in the Application) means resignation from participation. In the case of withdrawal of consent for processing of personal data, or after the lapse of the period for which it was granted, WCZ will have the right to process personal data of the Applicant only to the extent allowed by the provisions of generally applicable law, including the extent indicated in section 3.

6. As part of the implementation of the purpose of processing, including the implementation of the provisions of these Regulations, WCZ may provide personal data to entities cooperating with WCZ on the implementation of the purpose of processing, including the organisation of the Application Process, as well as realisation of the Programme. These entities will have the right to use them to the full extent of the consent for processing granted to WCZ.
7. All correspondence in matters related to the processing of personal data should be addressed by the Applicant to: **Strefa Kultury Wrocław, ul. Świdnicka 8B, 50-067 Wrocław**, with a note "Personal Data" or to the e-mail address: **iod@strefakultury.pl**, the message should be titled "Personal Data".

§ 7. Final provisions.

1. Amendments to the Regulations must be made in writing and shall enter into force on the day of announcement. Amendments to the Regulations do not affect the applications submitted for the Application Process before the amendments entered into force, provided that their implementation would result in limiting the rights of the Applicants who submitted such applications.
2. In the event of a change of correspondence address, the Applicant is obliged to immediately notify WCZ, otherwise WCZ shall not be held liable for the consequences of the Applicant's failure to deliver correspondence related to the implementation of these Regulations.
3. In matters not regulated by these Regulations, the relevant provisions of the Civil Code and the Copyright and Related Rights Act shall apply.
4. The Regulations shall enter into force on 4 February.

Annexes:

1. Model Agreement with the Resident