**TERMS AND CONDITIONS OF THE CALL FOR PROJECTS WITHIN THE FRAMEWORK OF THE**

 **CULTURE OF MOBILITY PARTNERSHIP PROGRAMME**

**PART OF THE CULTURE ZONE WROCŁAW INTERNATIONAL ACTIVITIES**

**2021 EDITION**

**DEFINITIONS**

**Culture Zone Wrocław** – Strefa Kultury Wrocław (Culture Zone Wrocław) 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 37/2012, NIP (Tax Identification Number): 8992736581, REGON: 021907583.

**CULTURE ZONE WROCŁAW INTERNATIONAL ACTIVITIES –** a programme whose purpose is described in §1 of the Terms and Conditions.

**Partnership Programme** –the Culture of Mobility programme, which defines rules of Culture Zone Wrocław's 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 the Culture Zone Wrocław Culture of Mobility 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 the Culture Zone Wrocław.

**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 Programme by Culture Zone Wrocław in the framework of Culture Zone Wrocław's international activities. Call phases: application submission, assessment, publication of the list of proposals to be implemented under the Culture of Mobility Programme of the Culture Zone Wrocław. The 2021 edition of the Partnership Programme envisions three calls for projects, with the following application deadlines:

- 17 April 2021;

- 15 June 2021;

- 15 September 2021;

**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.

**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 the Culture Zone Wrocław international activities who is directly responsible for overseeing the implementation of the Partnership Programme**.**

**§ 1. Objectives of the Culture Zone Wrocław international activities and of the Partnership Programme**

1. Culture Zone Wrocław international activities include the AIR Wro artistic residency programme, LWO WRO educational and training programme, Culture of Mobility Programme, study visits, as well as other international cooperation projects, which are carried on by Culture Zone Wrocław after the year of celebrations connected with the European Capital of Culture title. 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. The Partnership Programme aims to include non-commercial Projects in Culture Zone Wrocław international activities, embedding Culture Zone Wrocław as a partner. The mutual rights and obligations of each Party in this respect shall be specified in individually concluded contracts.
3. The selection of Projects for the Partnership Programme is conducted within the framework of Calls for Projects, which is governed by the rules stipulated in the Terms and Conditions.
4. The Call for Projects enables participants to submit Project Applications, that is non-commercial artistic, curatorial, cultural, educational, animation, social, research and networking activities aimed at promoting Polish culture abroad, thus building and strengthening 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:

* 1. Culture Zone Wrocław employees;
	2. Jury members – who may not participate in the Calls for Projects, which they evaluate themselves;
	3. 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;
	4. 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.
1. 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 Culture Zone Wrocław 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:
	1. 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;
	2. carried out from 1 May 2021 through 10 December 2021.
2. The Culture Zone Wrocław cooperates on the implementation of Projects as a partner in organisational, promotional, communication activities, as well as by participating in the costs of:
3. 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 the Culture Zone Wrocław. Culture Zone Wrocław does not cover and does not reimburse costs of public transport or taxi travel;
4. 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 Culture Zone Wrocław, 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).

1. The grant referred to in Section 2 may cover costs incurred in 2021 before the conclusion of the partnership contract with the Culture Zone Wrocław.
2. The Applicant is obliged to provide Culture Zone Wrocław with photo/video/audio documentation of the Project within 10 days of its completion and to submit a report on the Project implementation by no later than 15 December 2021. The report template constitutes Appendix No. 3 to these Terms and Conditions.
3. Culture Zone Wrocław 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 Culture Zone Wrocław 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 2021 Edition of the Partnership Programme shall be submitted using the online form available at [www.strefakultury.pl](http://www.strefakultury.pl) throughout the duration of the Edition – from 01.04.2021 to 15.09.2021, with indication of the Call for Projects, under which the application is to be evaluated. The deadlines for submitting proposals evaluated under specific Calls for projects are as follows:

-17 April 2021 - for Call 1;

-15 June 2021 - for Call 2;

-15 September 2021 - for Call 3;

the Applicant may also indicate in the application form that if the application is not selected for this Call, but scores at least 17 points in accordance with § 5 item 4 of the Terms and Conditions, the Applicant requests that it is assessed also in the subsequent Calls of a given Edition.

1. Following the submission, within five working days from the dates set out in paragraph 1, the Programme Coordinator verifies 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, which may be done by the Applicant within 3 working days from the receipt of the above-mentioned information.
2. If correcting formal errors or supplementing the Application is impossible, or if the Applicant fails to correct or complete the Application within the time limit indicated by Culture Zone Wrocław, the Programme Coordinator rejects the Application on the grounds that it does not comply with the Regulations.
3. The results of the Call for Projects will be announced by:

26 April 2021 - for Call 1;

25 June 2021 - for Call 2;

24 September 2021 - for Call 3;

1. The Application should consist of the following documents drawn up in Polish or English:
2. application form (Appendix No. 1 to the Terms and Conditions);
3. Resume;
4. cover letter;
5. invitation, recommendation, letter of recommendation or letter of intent or any other document confirming Applicant's participation in the Project;
6. 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.
7. 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.
8. Each Applicant may submit a maximum of two applications.
9. The Programme Coordinators will verify the applications to ensure their compliance with these Terms and Conditions.
10. The following issues shall be considered to be non-compliance with the Regulations:
	1. incompatibility with the objectives of the Culture Zone Wrocław International Activities Programme and the Partnership Programme (§ 1 of the Terms and Conditions);
	2. 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);
	3. scheduling the Project on dates other than those provided for in the Terms and Conditions (§ 3, item 1(b) of the Terms and Conditions);
	4. applying for funding by the Culture Zone Wrocław as a Project partner exceeding the amount provided for in the Terms and Conditions (§ 3, item 2 of the Terms and Conditions);
	5. including costs that may not be borne by the Culture Zone Wrocław pursuant to the Terms and Conditions (§ 3, item 2 of the Terms and Conditions);
	6. 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;
	7. 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.

**§ 5. Application evaluation process**

1. On the basis of the assessment of the Applications, at least two Applications will be selected as a result of the Call for Projects, which will then be scheduled for implementation within the framework of the Culture Zone Wrocław International Activities Programme. For the 2021 Edition, priority selection is given to proposals targeted for implementation in 2020 that had to be cancelled in 2020 due to the COVID-19 outbreak. The remaining proposals, after such selection, will be reviewed in this call in accordance with these Terms and Conditions.
2. The Applications are evaluated by a jury appointed by the Culture Zone Wrocław. The Jury comprises three persons who are employees of the Culture Zone Wrocław.
3. The Jury evaluates formally accepted Applications, taking into account the following criteria:
4. compatibility of activities planned within the Project with international activities of the Culture Zone Wrocław and the Partnership Programme as described in § 1 of the Terms and Conditions (10 points);
5. 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 the Application are a continuation of other activities of the Applicant or can be continued in the future (20 points).
6. The Jury will select at least two Applications which scored a minimum of 17 points, and indicate the grant amount awarded by the Culture Zone Wrocław as a Project partner. In the event that none of the Applications scores at least 17 points, the Jury has the right not to select any Application to be funded in a given Call.
7. A Contract, the template of which constitutes Appendix No. 2 to these Terms and Conditions, will be signed with the selected Applicants.
8. If the Partnership Agreement with Culture Zone Wrocław is not signed by the Applicant within 21 days from the receipt of information, referred to in section 4, concerning the selection of their Application for implementation, the Applicant will be considered to have resigned from participation in the Programme, and Culture Zone Wrocław shall be entitled to select another Application from among the remaining highest-ranking Applications.
9. The provisions of section 5 and section 6 shall also apply to the newly designated Applicant.

**§ 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 2021 and 10 December 2021. 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 Culture Zone Wrocław with regard to the implementation of the Project shall be defined in an individual Contract concluded between the parties. The Contract will also include provisions concerning the intellectual property rights of the Parties concerning the Project results, as well as other related materials, including photographic, audio and/or video documentation – the minimum scope of intellectual property rights of Culture Zone Wrocław is listed in the model Contract, which constitutes Appendix no. 2 to the Terms and Conditions.
3. The Applicant shall ensure that the following information is included in all materials promoting the Project: “Culture Zone Wrocław is a partner of the Project as part of the Culture of Mobility Partnership Programme.” Moreover, the Applicant undertakes to follow the requirements pertaining to the visual identification of the Culture Zone Wrocław, as well as to use the logotype of the Culture Zone Wrocław and all logotypes of third parties indicated by Culture Zone Wrocław in all promotional and informational materials. The Applicant ensures that in case the Project promoter is an entity other than the Applicant, the above obligations will also be fulfilled by the Project promoter.
4. The Applicant agrees that Culture Zone Wrocław may publish information about the fact of inclusion of the Project in the international activities of the Culture Zone Wrocław, as well as use its image and documentation of activities undertaken within the Project, including photographic, audio and/or video documentation, for the Culture Zone Wrocław promotional and communication purposes and for the Culture Zone Wrocław international activities.
5. The Applicant undertakes to provide Culture Zone Wrocław with photo/video/audio documentation in up to 10 days after their return, along with a factual report, the template of which constitutes Appendix No. 3 to the Regulations, up to 10 days after Project completion, but no later than by 15 December 2021.

**§ 7. Processing of Personal Data**

1. By participating in the Call for Projects (submitting the Application as per § 4 section 1), the Applicant who is a natural person, consents in a relevant form to the use of the Applicant's personal data (as well as personal data of persons acting on their behalf, and group members in the case of informal groups) 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 Call for Applications. In particular, in order to participate in the Call for Applications, the Applicant shall provide the Culture Zone Wrocław 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 (as well as group members in the case of informal groups), and in order to conclude the contract: PESEL number and/or ID card number. Culture Zone Wrocław stipulates that personal data (full names) of the winners may be published at www.strefakultury.pl/ 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 the Culture Zone Wrocław for the purpose of sending advertising materials, commercial materials, information on subsequent Calls for Applications, competitions and for the purposes of surveys organised by the Culture Zone Wrocław or entities cooperating with it to the Applicants.
3. Personal data of the Applicants (and members of informal groups) will be processed by the Culture Zone Wrocław 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 Call for Applications 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 Call for Applications (Article 6(1)(b) of the GDPR) for the time necessary to carry out the Call for Applications, no longer than the period in which Culture Zone Wrocław is obliged to keep documentation related to the Call for Applications; and after that period in order to fulfil the administrator's obligations to store financial and accounting documentation related to carrying out the Call for Applications (Article 6(1)() 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).
4. Culture Zone Wrocław is the data controller. The data shall be processed at the Controller’s place of establishment in Wrocław (50-079), at Ruska 46B. Dawid Piekarski is the Data Protection Officer for the Culture Zone Wrocław (contact details: iod@strefakultury.pl); current contact details of the Data Protection Officer of the Culture Zone Wrocław are available at: www.strefakultury.pl.
5. The Culture Zone Wrocław 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 Call for Applications (and thus data required in the Application) means resignation from participation in the Call. In the case of withdrawal of consent for processing of personal data, or after the lapse of the period for which it was granted, the Culture Zone Wrocław 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, Culture Zone Wrocław may provide personal data to entities cooperating with the Culture Zone Wrocław on the implementation of the purpose of processing, including the organisation of the Call for Applications, as well as carrying out the Programme. These entities will have the right to use them to the full extent of the consent for processing granted to the Culture Zone Wrocław.
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 include “Personal Data” in the subject.

**§ 8. Complaints**

1. Applicants may submit complaints regarding the Call for Projects process in writing by registered mail to the address of Culture Zone Wrocław or to the e-mail address airwro@strefakultury.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 Culture Zone Wrocław 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 Culture Zone Wrocław in complaint proceedings are final.
4. After the complaint procedure has been exhausted, the Applicant shall have the right to pursue unsuccessful claims in a competent common court of law.

**§ 9. Final Provisions**

1. Amendments to the Terms and Conditions must be made in writing and shall enter into force on the day of announcement. Changes to the Regulations do not affect Applications submitted prior to the effective date of the changes, if their introduction would result in limiting the rights of the Applicants who submitted the Applications, while this reservation does not apply to the need to cancel the Call or changes introduced due to force majeure, including the COVID-19 epidemic, in particular changes to deadlines provided for in the Regulations both for the Call procedure, the period of Project implementation and their settlement, forms of communication within the Programme, including the submission of application and settlement documentation.
2. In the event of a change of correspondence address, the Applicant is obliged to immediately notify the Culture Zone Wrocław, otherwise the Culture Zone Wrocław 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 Terms and Conditions, the relevant provisions of the Civil Code and the Copyright and Related Rights Act shall apply.
4. These Terms and Conditions shall enter into force on 20.03.2021.

Appendices:

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