

## STATUTE

### I. Glossary

**Organiser** – Estrada Rzeszowska ul. Jagiellońska 24, 35-025 Rzeszów, tel. 17 853 80 04, <https://estrada.rzeszow.pl/>; <http://inkubatorokultury.eu/>

**Applicant** – a representative of an informal group that will submit an application to the Competition.

**Informal group** – three or more people who jointly implement or wish to implement activities in the sphere of public benefit, without legal personality.

**Substantive supervisor** – a person appointed by the Organiser to supervise the project group.

**Mentor** – an experienced person appointed by the Organiser, who performs advisory functions on projects implemented by informal groups.

**Competition** – the process of selecting the initiatives of the Applicants, in order to co-finance them, by awarding grants.

**Competition commission** – a team of experts appointed by the Organiser entitled to make a substantive assessment of submitted projects.

**Project** – an activity carried out by an informal (project) group during the duration of the competition.

**Training** – competence training at the preparatory stage covering the scope of: project management, group cooperation, cooperation with media and sponsors.

### II. The aim of the LET'S ACT CULTURE AND INCLUSION grant Competition

The aim of the project, through the organisation of a grant competition, is to support the cultural activities of Rzeszów promoting cultural diversity, social unity and tolerance. Various cultural initiatives will receive grants and the inclusion of refugees in these projects will encourage bridges between different communities and support the integration process. The project aims to raise awareness about cultural diversity among the residents of Rzeszów and to promote tolerance and understanding for various social groups, including refugees. In addition, awareness-raising and tolerance can be achieved through active promotion of projects involving the local community in activities related to cultural diversity and social inclusion. The Project envisages co-financing for 5 initiatives.



Initiatives that can be implemented as part of the Competition include:

- workshops,
- concerts,
- meetings,
- exhibitions,
- talks,
- training,
- events,
- and others.

### III. Applicant – Who can apply for a grant?

The grant may be applied for by an informal group which does not have legal personality, and its composition is not less than three people (at least one person that signs the contract must be of legal age) who jointly implement or wish to implement cultural activities for the benefit of the local community, with particular emphasis on the residents of Rzeszów. This call is open to everyone regardless of nationality or ethnic origin. Individuals of refugees or migratory backgrounds are warmly encouraged to apply. One informal group may submit one application.

### IV. Implementation of initiatives – timeframe

Initiatives can be implemented **from 10 June to 30 September 2024**.

### V. Financial resources for the implementation of initiatives

The maximum amount that can be applied for in order to implement an initiative is **PLN 2 900.00**. These funds can be used only for the purpose of implementing the initiative in the city of Rzeszów, only during its duration. The obtained funding cannot be used to finance economic activity. **No own contribution is required.**

The funds obtained under the Competition will not be transferred directly to the Applicants. The financing will consist in the Organiser covering invoices and bills in accordance with the amount of funding received and in accordance with the approved application for co-financing.

### Eligible costs

Expenditures under the grant of the initiative must meet all of the following conditions:

- they are necessary for the implementation of the project,
- they are rational and economically efficient,
- they have been incurred during the period of implementation of the initiative,
- they have been incurred in Poland,
- they are documented (e.g. invoice, bill),
- they are provided for in the budget of the project,
- they comply with the detailed guidelines set out in these Regulations,
- they comply with separate provisions of generally applicable law.

Administrative costs (coordination, purchase of office materials, postal charges, etc.) related to the implementation of the initiative are eligible; however, they may not exceed 20% of the amount of co-financing.

### Non-eligible costs

- costs incurred before or after the period of implementation of the initiative,
- fixed assets,
- awards, bonuses (in kind or financial) for persons involved in the implementation of the initiative,
- purchase of alcoholic beverages,
- expenditure related to the pursuit of religious purposes, religious worship,
- expenditure related to the achievement of policy objectives.

## VI. How to apply for a grant

The call for applications for the Competition runs from **13.05.2024 – 02.06.2024**.

### Submission of an application

- 1) The application form is available for download on the Organiser's website  
<https://estrada.rzeszow.pl/>



The application should be completed and sent in Excel format (.xlsx). Other formats such as .jpg, scans or photographs will not be considered. The subject of the message and the name of the file sent should be the same as the name of the application for funding. The completed application must be sent to:

[dzialajmy@inkubatorokultury.eu](mailto:dzialajmy@inkubatorokultury.eu)

**by 02.06.2024 (inclusive) until 23:59.**

The Organiser will send a confirmation of receipt of the application. If the Applicant does not receive confirmation within 24 hours from the moment of submission, please contact the Organiser.

## VII. Criteria and procedure for the assessment of applications

The Organiser will appoint a team of 3 people to independently assess each of the applications, among whom will be one person appointed by UNHCR. The maximum possible number of points that can be received is 30 (5 points – formal assessment, 25 – substantive assessment). Each application submitted in the competition must meet the formal criteria in order for substantive assessment to take place. After the assessment, the Organiser will publish a list of all submitted applications on the [inkubatorokultury.eu](http://inkubatorokultury.eu) website and on the Facebook profile <https://www.facebook.com/inkubator.rzeszow>. The list will include the number of the application, the name of the informal group, the title of the project and the amount of funding. The amount of funds allocated to the implementation of initiatives is PLN 14 500.00.

### 1. Formal criteria

The Organiser will make a formal assessment confirming that:

- One informal group has submitted a single application,
- The application submitted is complete, filled in correctly, on the appropriate form and submitted within the time limit,
- The initiative provides for activities for the residents of Rzeszów,
- The schedule of the initiative does not exceed the allowed time frames (pt. IV of the regulations),
- The budget presented does not contain any calculation errors and falls within the maximum amount provided for the implementation of the initiative (pt. V of the regulations).

## 2. Substantive criteria

The Organiser will make a substantive assessment by awarding points to initiatives that meet the following criteria to the highest degree:

- consistency of the objective of the initiative with the objectives of the competition,
- the dimension of integration of refugees and the local community
- consideration of the multicultural aspect
- involvement of the informal group and the local community,
- the impact of the implementation of the initiative on the residents of Rzeszów,
- promotion of the undertaking,
- planning of the initiative activities in the spaces of Estrada Rzeszowska and Rzeszowskie Piwnice.

## VIII. Conclusion of a contract and financing of applications

After a positive assessment regarding the co-financing of the initiative and the declaration of the Applicant's willingness to implement it, the Organiser will conclude a contract for the implementation of the initiative with a representative of the informal group.

## IX. Implementation of initiatives

Initiatives should be implemented in accordance with the approved application. The Organiser should be consulted on, and approve, any changes to the schedule and budget.

All materials created during the implementation of the initiative should be marked in a visible place with the information:

*Initiative implemented as part of the LET'S ACT CULTURE AND INCLUSION grant Competition, organised by Estrada Rzeszowska and UNHCR, and should include:*

1. the logo of the LET'S ACT CULTURE AND INCLUSION grant Competition,
2. the logo of the Rzeszowski Inkubator Kultury,
3. the logo of Estrada Rzeszowska,
4. the logo of UNHCR





All materials are available for download on the Organiser's website

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## X. Supervisors

Each of the informal groups whose initiatives will be co-financed will have a substantive supervisor designated by the Organiser. This will be a person supporting the informal group in its activities, performing advisory and consultative functions, as well as assisting beneficiaries in formal and financial matters. Supervisors will monitor the progress of initiatives and progress in achieving the planned results.

## XI. Information clause regarding the processing of personal data

On the basis of the General Data Protection Regulation (hereinafter: "GDPR") we inform you that:

### 1. Data Administrator:

The administrator of your personal data is Estrada Rzeszowska with its registered office at ul. Jagiellońska 24, 35-025 Rzeszów, represented by the Director of Estrada.

### 2. Contact details of the Data Protection Officer:

Contact with the Data Protection Officer is possible via e-mail: [iod3@erzeszow.pl](mailto:iod3@erzeszow.pl), or in writing to the address of the data administrator.

### 3. Purposes and legal basis for data processing:

Your personal data will be processed:

- a) for the conclusion and proper performance of the contract – Art. 6(1)(b) of the GDPR,
- b) in order to fulfil legal obligations (e.g. tax and settlement obligations) incumbent on the Administrator – Art. 6 (1)(c) of the GDPR,
- c) in order to establish, pursue or defend possible claims based on the Administrator's legal interest – Art. 6(1)(f) of the GDPR.

### 4. Recipients of personal data:



The recipients of your personal data will be only entities authorised to obtain such data to the extent necessary for the proper performance of the subject of the contract and within the scope of applicable law.

**5. Period of storage of personal data:**

Your personal data will be stored for the period necessary to achieve the purpose for which they were collected, including settlement of the contract, and after that time in accordance with the Act of July 14, 1983 on national archival resources and archives, and the annex to the above-mentioned act specifying document archiving periods.

**6. Rights of data subjects:**

You have the right to:

- a) access to personal data and their correction (rectification) – on the terms provided for in Articles 15 and 16 of the GDPR;
- b) request the deletion of personal data – in accordance with the principles provided for in Art. 17 of the GDPR;
- c) restriction of the processing of personal data – in accordance with the principles provided for in Art. 18 of the GDPR;
- d) submit a complaint to the supervisory authority responsible for personal data protection, which is the President of the Office for Personal Data Protection (ul. Stawki 2, 00-193 Warsaw), if it is found that the Administrator has violated the provisions of the GDPR while processing your personal data.