**RULES OF THE OPEN CALL**

**FOR CULTURAL EVENTS ORGANIZED BY MIGRANTS IN WARSAW**

**Explanation of Terminology Used**

**Organizer:** Staromiejski Dom Kultury w Warszawie (SDK, Warsaw Old Town Cultural Centre) commissioned by the City of Warsaw

**Committee:** representative of the City of Warsaw, representative of Staromiejski Dom Kultury, secretary from Staromiejski Dom Kultury

**Applicants:** migrants, natural persons of full legal age with full legal capacity (legally residing in the Republic of Poland), who apply individually or as groups (informal collectives); non-governmental organizations (associations, foundations) established by migrants (majority of the board members are migrants); business entities (whose operations are in line with the fund’s objectives) created by migrants, including migrants acting as sole traders.

**Location of cultural events:** Warsaw

**§1**

**Aims of the Open Call and Types of Projects**

1. The open call aims to promote or financially support cultural events carried out in Warsaw by migrants; to foster relationships between migrants and other residents of Warsaw; and to offer engaging cultural, socio-cultural, educational (cultural education), and integrating events (through cultural activities) to residents of Warsaw (including migrants).
2. Any cultural projects that are in line with the goals described in §1(1) may be submitted to the open call; in particular, these may include workshops, performative or musical activities, exhibitions, and similar projects.
3. Projects that receive co-funding from other entities may be submitted to the open call, but financial resources may not come from special-purpose grants provided by the City of Warsaw or its districts; agreements with SDK may only be signed with persons and entities described in §2.

**§2**

**Eligible Applicants**

1. The following may participate in the open call:
   1. **Migrants residing in Warsaw – natural persons of full legal age with full legal capacity (legally residing in the Republic of Poland and able to enter into employment contracts of mandate), who apply individually or as groups (collectives);**
   2. **Non-governmental organizations (associations, foundations) established by migrants (majority of the board members are migrants) or organizations registered in other countries;**
   3. **Business entities (whose operations are in line with the open call’s objectives) created by migrants, including migrants acting as sole traders.**
2. A formal requirement for submitting applications by Applicants described in §2(1) is attaching a statement from the entity where the project will be implemented, confirming its consent and the possibility of co-organizing the project proposed by the Applicant, as per the template provided in these Rules.
3. Applicants may not be married to, or in a relationship of kinship or affinity in a straight line with, persons who are employed by the Organizer based on an employment contract or a contract of mandate.

**§3**

**Submission Deadlines and Project Guidelines**

1. The Organizer announces one open call for cultural activities outlined in §1 (further also referred to as “projects”), which will run from **15 to 21 September** **2023**, or until the allocated programme funds are exhausted. Projects submitted before 15 September 2023 will not be considered.
2. Proposed budget ranges for projects submitted to the open call are as follows:
   1. Applicants described in **§2 (1.A) – up to 5,000 PLN gross**
   2. Applicants described in **§2(1.B) – up to 15,000 PLN gross**
   3. Applicants described in **§2(1.C) – up to 15,000 PLN gross**
3. **The proposed projects should be implemented between 30 September 2023 and 15 December 2023.**
4. **Applicants are required to complete and submit the application form** enclosed as an attachment to these Rules, in line with the instructions described in the form and the Rules.
5. Applicants shall include the statement mentioned in §2(2), completed and signed by a person (persons) authorized to represent the entity – the project’s venue, using the template provided in these Rules.
6. Applicants referred to in §2(1.B) and (1.C) shall attach an excerpt from the relevant register confirming that the entity meets the representation criteria by migrants.
7. **The application form along with the documents mentioned in §2(5) and §2(6) should be submitted electronically as PDF scans to the address: fundusz.migrancki@sdk.pl**  with the subject line: *Open Call for Cultural Events Organized by Migrants*.
8. **Each Applicant may submit a maximum of two applications in the open call.**
9. Applications that are incomplete or in breach of the formal requirements stipulated in these Rules will be rejected.
10. Questions regarding the open call may be directed via email to: **fundusz.migrancki@sdk.pl**
11. In the event of an insufficient number of applications, the Organizer reserves the right to announce an additional application period or independently organize cultural activities described in §1.

**§4**

**Evaluation of Submissions**

1. Submitted projects will be evaluated by the Committee composed of a representative of the City of Warsaw, a representative of SDK, and a secretary from SDK.
2. The Committee will analyse all submissions that meet the formal criteria, considering:
   1. The quality of the content and clarity of the project description;
   2. Artistic and/or educational merits of the project;
   3. The motivation behind the project;
   4. Whether the project meets the aims of this open call.
3. The Committee will select Applicants for the reserve list; such Applicants will be invited in case another Applicant is unable to undertake the project within the proposed or requested timeframe.
4. **The results of the open call will be announced in a continuous manner** on the Organizer’s website and social media.
5. The Committee’s decisions are final and not subject to appeal.

**§5**

**Principles of Cultural Events Implementation**

1. The projects may be implemented in Warsaw **between 30 September 2023 and 15** **December 2023**.
2. The amount allocated to Applicants for project implementation may only be used for activities specified in the project budget outlined in the application form. In the event of circumstances that were unforeseen at the time of applying, the Organizer may approve changes to the project’s cost estimate.
3. **Budgeted amounts can be specifically allocated for:** fees stipulated in contracts of mandate and contracts for a specific task (personnel costs), purchasing materials, e.g. arts materials (material costs), organizational expenses such as sound design, translation (in this case, individuals who are not migrants can be proposed for the project) (service costs).
4. If Applicants described in **§2(1.A)** propose additional natural persons to contribute to the project’s implementation (further referred to as “implementing persons”) in the application form’s budget section, it is mandatory to specify the type and amount of personnel costs for both Applicants and implementing persons, or just implementing persons. The project’s implementation will only be possible if a contract is signed with the natural person who is the Applicant or implementing person.
5. The funds will be transferred upon project completion or upon completion of the activity described in a contract with a natural person, based on an invoice/receipt.
6. If the project involves collecting funds from activity participants, these funds must be used for project implementation. An appropriate annotation must be present in the application and report.
7. Applicants implementing projects shall include the organizer’s and City of Warsaw’s logos and inform on all promotional materials as well as through social media that the project received funding from the City of Warsaw and SDK.
8. Applicants implementing projects shall provide the Organizer with all promotional materials or documentation related to project implementation and any necessary materials for ongoing collaboration during project implementation.
9. Alongside an invoice or receipt, Applicants shall provide the Organizer with a project report detailing completed activities and incurred expenses. This should follow the template attached to these Rules and include photographic documentation of the completed activities.
10. The Organizer reserves the right to request documentation confirming expenses incurred for project implementation.

**§6**

**Personal Data Processing**

1. In accordance with Article 13(1) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) – further referred to as GDPR – we inform you that the data controller for the Applicants’ personal data is: **Staromiejski Dom Kultury, with its registered office at Rynek Starego Miasta 2, 00-272 Warsaw.**
2. Based on applicable regulations, we have appointed a Data Protection Officer, who can be contacted by mail at: **Personal Data Protection Officer (Inspektor Ochrony Danych Osobowych), Staromiejski Dom Kultury, Rynek Starego Miasta 2, 00-272 Warsaw**, or by email: **iodo@sdk.pl.**
3. Personal data obtained in connection with the conclusion of an agreement with the Applicant/Applicants will be processed for the following purposes:
   1. Record-keeping, taxation, and insurance purposes,
   2. Related to the pursuit of potential claims and compensations,
   3. Responding to inquiries, applications, and complaints from the Applicant/Applicants,
   4. Providing responses in ongoing proceedings.

**§7**

**Final Provisions**

1. The Organizer reserves the right to decide in the event of disputes and in matters not covered by these Rules.
2. The Organizer reserves the right to amend these Rules in the event of force majeure. The amended Rules shall come into force upon their publication on the sdk.pl website. At the same time, changes to the Rules will be sent to Applicants who submitted project applications prior to the date of change.
3. In the event of force majeure, the Organizer reserves the right to cancel the open call programme.
4. Withdrawal from the project is possible under the conditions specified in the agreement.
5. Matters not regulated by these Rules shall be governed by the Polish law, including the Civil Code.
6. These Rules come into effect on the date of announcement.
7. All inquiries related to the open call and these Rules should be directed exclusively to the following address: **fundusz.migrancki@sdk.pl**

**Appendices:**

1. Application form template;
2. Declaration template;
3. Report template.

**Appendix 1 – Application Form**

**(please fill in on a computer)**

|  |  |
| --- | --- |
| APPLICANT TYPE (please select):   * natural person * group of natural persons (collective) * NGO * company / sole trader |  |
| APPLICANT data:   * business name / full name(s) * address(es)   Depending on the APPLICANT TYPE:   * PESEL * KRS * NIP/REGON |  |
| Project venue:   * name * address |  |
| CONTACT PERSON:   * full name * e-mail * phone no. |  |
| Project title |  |
| Project implementation date |  |
| Requested amount |  |
| Motivation behind the project  (max 2,000 characters) |  |

|  |  |
| --- | --- |
| Project description  (max 5,000 characters) |  |
| Project budget  (max 2,000 characters)  Please indicate, for instance:   * personnel cost (including the scope and number of contracts) * material costs (including the type of materials) * service costs (including the scope and number of services) |  |
| Own financial contribution or contribution provided by another entity (please provide the name) |  |
| APPLICANT’S social media  (not obligatory) |  |
| Handwritten signature of the applicant / person representing the applicant |  |

**Appendix 2. Declaration**

Warsaw, \_\_\_\_\_\_\_\_(date)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(name and address)

**Declaration**

I/We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (full name of the person/s/ authorized to represent the entity), hereby declare that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name) gives its consent and expresses its willingness to co-implement the project titled \_\_\_\_\_\_\_\_\_\_, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (address ) by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as part of the open call for cultural events organized by migrants in 2023.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

signature

**Appendix 3. Report**

|  |  |
| --- | --- |
| Data of the ENTITY SUBMITTING THE REPORT   * full name / business name * address(es) * phone no. * e-mail |  |
| Data of the place where the project was implemented / entity with which the project was co-organized   * name * address |  |
| Project title |  |
| Project implementation date |  |
| Project cost |  |
| Description of implemented activities  (max 5,000 characters) |  |
| List of project expenses – title + amount  (max 5,000 characters) |  |
| Handwritten signature |  |