# **Definitions.**

**Organizer** - with registered office at ul. Święty Marcin 80/82, entered into the Register of Cultural Institutions maintained by the President of the City of Poznań under no. RIK II, represented by Anna Hryniewiecka, Director, with Anna Woźniak, Deputy Director for Finance appearing under Section 5(16) of the Statute of Zamek Culture Centre for the sole purpose of corroborating the declaration of will, hereinafter referred to as “CK Zamek”.

**Public Programs Department -** Public Programs Department - a department of ZAMEK Cultural Center responsible for the development and implementing the “Zamek’s Neighbourhood Programme”. The Department's office is located in the Organizer's headquarters in room 130. Employees responsible for the “Zamek’s Neighbourhood Programme”: Adrianna Sołtysiak and Ewelina Banaszek. Contact: in person at the PPD office, by phone + 48 61 64 65 207, + 48 61 64 65 208 and by email: a.soltysiak@ckzamek.pl, e.banaszek@ckzamek.pl

**Zamek’s Neighborhood Programme/Programme -** a (pilot) project aimed at supporting grassroots local initiatives in Poznan selected through the recruitment process and implemented with the support of the Program coordinators. The program includes the process of selection, implementation and settlement of initiatives directed for implementation as a result of the Recruitment.

**Area of implementation of initiatives - the Stare Miasto district (osiedle).**

**The boundary of the district (osiedle) is:**

* from the west, the string of railroad lines No. 3 and No. 351, K. Pułaskiego St;
* from the north, Armii Poznań Street;
* from the east, the Warta River (from the intersection of Szelągowska, Armii Poznań, Garbary streets to Królowej Jadwigi bridge);
* From the south, Królowej Jadwigi Street, Towarowa Street and Dworcowy Bridge.

**Participant -** individuals, informal groups and non-governmental organizations (NGOs) who submit their application to the Zamek’s Neighbourhood Programme and are selected to implement their neighborhood initiative.

**Application form -** a formal application under the Program for a cultural, social or educational activity submitted through an electronic form available at www.ckzamek.pl during the Recruitment period.

**Recruitment -** a process that includes the period of submission of application forms, the process of their evaluation by the Commission, until the announcement of the list of initiatives selected for implementation.

**Commission -** a group formed to substantively evaluate the submitted applications, consisting of employees of the Organizer.

**Neighborhood initiative -** a cultural, social or educational activity described in the application form, which, if selected, will be implemented as part of the “Zamek’s Neighbourhood Programme”.

# **General Information.**

1. The Regulations of the “Zamek’s Neighbourhood Programme”, hereinafter referred to as the “Regulations”, set forth the general rules for the organization and conduct of the aforementioned event, hereinafter referred to as the “Zamek’s Neighbourhood Programme”.
2. These Regulations are an integral part of the application for participation in the “Zamek’s Neighbourhood Programme” venture. Detailed information about the “Zamek’s Neighbourhood Programme” is available on the website: [www.ckzamek.pl](http://www.ckzamek.pl)
3. The Organizer of the “Zamek’s Neighbourhood Programme” is Centrum Kultury Zamek in Poznań (61-809) with headquarters at ul. Św. Marcin 80/82, referred to in the Regulations as the “Organizer”. All issues related to the organization of the “Zamek’s Neighbourhood Programme” should be addressed to Adrianna Sołtysiak by emailing [a.soltysiak@ckzamek.pl](mailto:a.soltysiak@ckzamek.pl) or calling +48 61 64 65 207.
4. “Zamek’s Neighbourhood Programme” is a venture involving the implementation of neighborhood initiatives within the Stare Miasto district (osiedle) or at the Organizer's headquarters. Its purpose is to support the inhabitants of Poznan in the implementation of neighborhood socio-cultural initiatives based on diversity, equality and integration of the local community.
5. Orderliness of the “Zamek’s Neighbourhood Programme" organization:
   1. The open call for initiatives/ideas in the field of social activation and integration for individuals, informal groups and non-governmental organizations from Poznań is being held using the application form available at [www.ckzamek.pl](http://www.ckzamek.pl) until 30.07.2024 at 23:59.
   2. The final selection of initiatives for implementation will be made by the employees of the Organizer until 2.07.2024.
   3. Individuals whose initiatives will be selected for implementation are required to attend an organizational meeting at the Organizer's headquarters on 9.07.2024.
   4. Initiatives will be clarified (including schedule, budget) in close cooperation with the Organizer, employees of the Public Programs Department: Ewelina Banaszek and Adrianna Sołtysiak.
6. Priority will be given to such neighborhood initiatives that:
   1. are premised on the creating of common spaces that integrate different local communities;
   2. break down stereotypes, build intercultural dialogue, and sensitize to linguistic and cultural diversity;
   3. increase the awareness, knowledge and competence of those who participate, and therefore their self-agency in the world of social relations;
   4. support and strengthen attitudes of openness, critical thinking and cultural participation;
   5. facilitate communication and cooperation with different communities;
   6. assume inclusion and access for people with various disabilities;
   7. draw attention to climate issues and express efforts to reduce the negative impact of overproduction in the surrounding area.

# **Participants.**

1. A participant in the “Zamek’s Neighborhood Programme” can become a person who is 18 years of age or older, regardless of education background, nationality and place of residency.
2. “Zamek’s Neighborhood Programme” is addressed to individuals, informal groups and NGOs that want to implement their neighborhood initiative in the field of social activation and integration.

# **Rules for recruitment.**

1. To participate in the recruitment for the “Zamek’s Neighbourhood Programme”, the application form must be sent electronically by June 30, 2024 at 11:59 p.m. The electronic application form is available at www.ckzamek.pl. The application form can also be sent in the form of an email to a.soltysiak@ckzamek.pl by the above deadline, with the completed form as an attachment to the email. The form document is available at [www.ckzamek.pl](http://www.ckzamek.pl).
2. By sending the form, you agree to the processing of personal data. Information on the processing of personal data can be found at [www.ckzamek.pl](http://www.ckzamek.pl).
3. By 2.07.2024, the Organizer will inform by email about the selection of neighborhood initiatives nominated for implementation as a result of the committee's deliberations.
4. A reserve list will be created containing a list of persons who fulfill the criteria but are not accepted to take part in the “Zamek’s Neighbourhood Programme”. In the case of resignation of persons from the basic list (no later than 4.07.2024), persons from the reserve list will be qualified for participation in turn, after their prior agreement.
5. Participation in the “Zamek’s Neighbourhood Programme” application is equivalent to reading the content of these Regulations and accepting the terms and conditions contained herein.
6. The Organizer has the right to extend the recruitment in case of insufficient number of applicants.

# **Terms of participation.**

1. Participation in the venture “Zamek’s Neighbourhood Programme” is free of charge. “Zamek’s Neighbourhood Programme” is part of the Poznański Program Edukacji Kulturowej project and is funded by the City of Poznan.
2. The initiatives (which will receive funding for the “Zamek’s Neighbourhood Programme”) selected do not have the status of final action - they must be implemented “in process” in close cooperation with employees of the Organizer: Ewelina Banaszek and Adrianna Sotysiak.
3. Implementation of neighborhood initiatives: July-October 2024.

# **Organizer's Rights and Responsibilities.**

1. The Organizer reserves the right to document the “Zamek’s Neighbourhood Programme” by using of video and audio recording devices for use in promotional materials and Internet coverage of the “Zamek’s Neighbourhood Programme”.
2. The Organizer provides funding for neighborhood initiatives in the total amount of 20,000.00 (twenty thousand) PLN gross. The maximum amount of funding for one initiative is 5,000.00 (five thousand) PLN gross. This means obtaining remuneration for Participants and covering the costs of necessary materials and services to enable the implementation of the neighborhood initiative in the field of social activation and integration. Eligibility of costs will be determined each time with the Organizer.
3. The Organizer will draw up a separate agreement with the Participant for the implementation of the neighborhood initiative (assuming also the remuneration for the work performed in the project).

# **Rights and Obligations of Participants.**

1. Implementation of the “Zamek’s Neighbourhood Programme” activity will be determined by a separate agreement between the Organizer and the Participant (also assuming remuneration for the implementation of the initiative).
2. A participant may resign from the awarded grant until 4.07.2024 by sending an e-mail resignation to a.soltysiak@ckzamek.pl. In the case of such a situation, by 4.07.2024, the opportunity to participate in the “Zamek’s Neighbourhood Programme” will be notified to the persons from the created reserve list. During the implementation of neighborhood initiatives, the regulations of a separate agreement will be in force.
3. Participation in the “Zamek’s Neighbourhood Programme” is tantamount to giving free permission to record, photograph, film or make any other kind of recording of the image and statements and their fragments of the Participants of the “Zamek’s Neighbourhood Programme” for publication in online and written publications, information and promotional materials and on the websites of the Organizer and those cooperating with the Organizer. Participants agree to distribute their image for the aforementioned purposes.
4. Initiatives will be implemented in close cooperation with employees of the Public Programs Department.
5. Those implementing the granted initiative are required to participate in an organizational meeting about the “Zamek’s Neighbourhood Programme”. The meeting will be held on 9.07.2024 at the headquarters of the Organizer.

# **Final provisions.**

1. Application for participation in the “Zamek’s Neighbourhood Programme” is tantamount to acceptance of these Regulations.
2. The Organizer reserves the right to make changes to the Terms and Conditions, but these changes must not harm the rights granted to Participants. Amendments shall become effective within 7 days from the date of their posting on the website [www.ckzamek.pl](http://www.ckzamek.pl).
3. The regulations enter into force on the date of publication on [www.ckzamek.pl](http://www.ckzamek.pl).