

## **Regulations for the Implementation of the Programme "Homines Urbani – Literary Residencies at Villa Decius"**

The Villa Decius Institute for Culture (hereinafter: IKWD) pursues its statutory objectives, among others, by organizing residential residencies for writers. In view of this fact, the present Regulations are introduced for the purpose of implementing the programme "Homines Urbani – Literary Residencies at Villa Decius".

### **§1 Objectives of the Programme**

The programme "Homines Urbani – Literary Residencies at Villa Decius" (hereinafter: the Programme) is addressed to writers, poets, playwrights and translators (into Polish, Ukrainian and German) from Poland, Ukraine and German-speaking countries (Germany, Austria, Switzerland) who have at least one book publication to their credit.

The primary objective of the Programme is to promote literary work through comprehensive support for authors (creative residency, author meetings, publication, financial and substantive support), to promote German and Ukrainian literature in Poland, and to strengthen ties and dialogue between Polish, Ukrainian, German, Austrian and Swiss cultural communities.

The intermediate objective of the Programme is to enable participating writers (hereinafter: Participants) to complete a literary project agreed in advance with IKWD, the results of which – depending on IKWD's decision – may be published in the journal "Radar", as well as to provide financial support.

### **§2 Selection of Programme Participants**

The number of participants from Poland, Ukraine and Germany who may take part in a given edition of the Programme shall each time be specified in the competition announcement published on the IKWD website. In the event of an insufficient number of applications or the unexpected withdrawal of a Participant, this number may be changed.

Applications to the Programme shall be submitted via the electronic application form included in the Programme announcement published on the IKWD website. Only complete applications submitted within the deadline specified in the announcement shall be considered.

The selection of Participants shall be made by a committee composed of at least two representatives of IKWD and an independent committee composed of at least three experts (literary critics and academic teachers).

In the selection process, the committee shall take into account the literary value of the proposed project, the candidate's achievements, the estimated likelihood of successful completion of the project, and the connection of the project with IKWD's programme plans and the thematic issues of the journal "Radar" published by IKWD, which may be specified in the competition announcement published on the IKWD website.

Minutes of the committee's deliberations containing the key points shall be prepared for internal purposes. The committee shall not provide explanations or comments regarding the results of the selection process. No appeal shall be possible.

All applicants shall be notified of the committee's decision within the timeframe specified in the competition announcement published on the IKWD website.

Participation in the Programme constitutes acceptance of these Regulations and all appendices thereto in their current wording.

### **§3 Course of the Programme**

The Programme includes accommodation for one month at the Łaski House (an annex belonging to the Villa Decius palace complex) at ul. 28 Lipca 1943 17a, 30-233 Kraków, at a previously agreed date, reimbursement of travel costs (up to PLN 1000 upon presentation of an air, rail or bus ticket), and remuneration for the created work in the amount specified in the Programme announcement published on the IKWD website.

Remuneration shall be paid on the basis of a contract for specific work or a non-exclusive licence agreement, the subject of which shall be the creation of a literary work (in the case of a contract for specific work) or authorization to exercise copyright to the work (in the case of a licence agreement) specified in the Programme application (at least 20,000 characters of prose or a set of 5 poems). The conditions for receiving financial support are:

- Submission of a signed "Declaration" and "Information Clause" for IKWD, constituting Appendix No. 1 to these Regulations;
- Submission of the work constituting the subject of the contract for specific work or licence agreement;

Participants undertake to actively participate free of charge (as guests/panelists) in author meetings and literary events organized by IKWD.

Artists joining the Programme consent to the processing of their personal data and the use of their image by IKWD to the extent necessary for the implementation of the Programme. The conditions for the processing of personal data and the use of image are specified in the Declarations constituting appendices to these Regulations.

## **APPENDIX No. 1**

### **Declaration**

on consent to the processing of personal data and the use of image in connection with participation in the programme "Homines Urbani – Literary Residencies at Villa Decius"

I hereby declare that I consent to:

1. the processing of personal data,
2. the recording and use of my image

First and last name - .....

Address of residence - .....

Telephone number - .....

E-mail address - .....

Citizenship - .....

by the Villa Decius Institute for Culture, the Municipality of Kraków and entities established by it for reporting purposes and for the promotion of the programme "Homines Urbani – Literary Residencies at Villa Decius".

Personal data are processed pursuant to Article 6(1)(a) 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.

I, the undersigned, consent to:

processing of personal data in connection with participation in the programme "Homines Urbani – Literary Residencies at Villa Decius"

yes / no\*\*

publication of my image for reporting purposes and promotion of the activities of the Villa Decius Institute for Culture, the Municipality of Kraków and entities established by it

yes / no\*\*

.....  
place, date, signature

## **INFORMATION CLAUSE**

Pursuant to Article 13(1) of the General Data Protection Regulation of 27 April 2016, I hereby inform you that:

the controller of your personal data is the Villa Decius Institute for Culture, based in Kraków at ul. 28 Lipca 1943 17a;

contact with the Data Protection Officer: e-mail: [willa@willadecjusza.pl](mailto:willa@willadecjusza.pl), ul. 28 Lipca 1943 17a, 30-233 Kraków;

your data will be processed in connection with participation in the programme "Homines Urbani – Literary Residencies at Villa Decius" pursuant to Article 6(1)(a);

recipients of your personal data will be companies entrusted with services related to personal data processing, e.g. IT service providers and website operators, in order to ensure that the services of the Villa Decius Institute for Culture are complete and of the highest standard. Recipients process your data only in accordance with our instructions and on the basis of a contract. Additionally, data may be transferred to authorized public authorities and Project Partners;

your data will be stored for the period during which they are used by the controller for the purposes of implementing the Programme;

you have the right to access your data and the right to rectify, erase or restrict processing, the right to data portability, the right to object, and the right to withdraw consent at any time without affecting the lawfulness of processing carried out on the basis of consent before its withdrawal;

you have the right to lodge a complaint with the President of the Personal Data Protection Office if you consider that the processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016;

providing personal data is voluntary; however, it is a condition for participation in the programme "Homines Urbani – Literary Residencies at Villa Decius". Failure to provide personal data will result in the inability to participate in the Programme.

I confirm that I have read the contents of the clause.

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signature