**Regulations for the implementation of the program “Homines Urbani – literary residences at Villa Decius”**

The Villa Decius Institute of Culture realizes its statutory goals, among others, by organizing residencies for writers. Taking this fact into account, it is decided to introduce the following regulations, undertaken in order to implement the program "Homines Urbani – literary residences at Villa Decius".

**§1**

**Program Objectives**

1. The Program "Homines Urbani” – literary residencies at Villa Decius” (hereinafter referred to as the Programme) is addressed to writers, poets, playwrights and translators (into Polish, Ukrainian and German) from Poland, Ukraine and Germany who have published at least one book.
2. The aim of the Programme is to enable writers taking part in the programme (hereinafter referred to as Participants) to carry out a literary project previously agreed with the Villa Decius Institute of Culture (hereinafter referred to as IKWD), the effects of which – depending on the decision of IKWD – may be published in the “Radar” magazine, as well as to provide financial support.

**§2**

**Selection of Program Participants**

1. The number of people from Poland, Ukraine and Germany who can take part in a given edition of the program is specified each time in the competition announcement published on the IKWD website. In the event of an insufficient number of applications or an unexpected withdrawal of any of the Program participants, this number may be changed.
2. Applications to the Program can be submitted via the electronic application form included in the Program announcement published on the IKWD website. Only complete applications submitted by the deadline specified in the announcement will be considered.
3. The selection of the Participant will be made by a committee composed of at least 3 representatives of the IKWD and – optionally – representatives of the editorial board of the “Radar” magazine.
4. In the selection process, the committee will take into account the literary value of the project proposed in the application, the candidate’s achievements, the estimated probability of success in implementing the project, and the project’s relationship to the IKWD’s repertoire plans and planned thematic issues of the “Radar” magazine, which may be specified in the competition announcement published on the IKWD website.
5. The committee's deliberations will be recorded in an internal report containing key points of the deliberations. The committee will not provide explanations or comments regarding the results of the selection process. The decisions cannot be appealed.
6. All applicants will be notified of the committee’s decision within the time specified in the competition announcement published on the IKWD website.
7. Participation in the Program constitutes acceptance of these regulations and all their annexes in their current wording.
8. IKWD reserves the right to invite writers to participate in the Program who did not submit their candidacy in the competition. Invited writers – provided they present a literary project and accept these regulations – are accepted to participate in the Program outside the competition.

**§3**

**The course of the program**

1. The Program includes accommodation for one month in the Łaski House (an annexe to the Villa Decius palace complex) at ul. 28 Lipca 1943 17a, 30-233 Kraków on a previously agreed date, reimbursement of travel costs (up to PLN 1,000 based on a plane, train or bus ticket) and remuneration for the created work in the amount specified in the announcement about the Program published on the IKWD website. In the case of participants invited to participate in the Program, the program period of a given Participant may be shortened and the remuneration reduced proportionally.
2. The remuneration is paid on the basis of a contract for specific work or a non-exclusive license agreement, the subject of which will be the performance of a literary work (in the case of a contract for specific work) or authorization to use the copyright to the work (in the case of a license agreement) specified in the application to the Program (at least 15,000 characters of prose or a set of 5 poems). The conditions for receiving financial support are:
3. Providing a signed “declaration” and “information clause” for the IKWD, which constitute Annex No. 1 to these regulations;
4. Delivery of work that is the subject of a work contract or license agreement;
5. Participants invited to participate in the Program, apart from the above-described candidate selection procedure, are obliged to grant IKWD a non-exclusive license for an existing work agreed with IKWD through consultation before accepting Participants to participate in the Program (min. 15,000 characters of prose or a set of 5 poems) or to perform a work agreed with IKWD (in which case the financial support will be paid on the basis of a contract for specific work).
6. Participants undertake to participate actively (as a guest/panelist) in author meetings and literary events organised by IKWD, free of charge.
7. Artists who join the Program agree to the processing of their personal data and the use of their image by IKWD to the extent necessary to implement the Program. The conditions for the processing of personal data and the use of the image are specified in the Declarations, which constitute annexes to these regulations.

ANNEX No. 1

**Statement**

**on expressing consent to the processing of personal data and the use of image in connection with participation in the program "Homines Urbani – Polish-Ukrainian-German literary residences at Villa Decius"**

I declare that I consent to:

1. processing of personal data,

2. registration and use of my image

name and surname - …………………………..………………………….……………………………………………………………………,

residential address - …………………………………..……………………………………………………………………………….,

telephone number - ……………….…….………………………………………………………………………………………………………………,

e-mail address - ………………………..………………………………………………………………………………..…,

citizenship - ………………………………………………………………………………………..…………………………………………..

by the Villa Decius Institute of Culture, the Krakow City Hall and entities established by it for reporting purposes and promotion of the "Homines Urbani – Polish-Ukrainian-German literary residences at Villa Decius".

Personal data are processed on the basis of Article 6 paragraph 1 letter 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:

1. processing of personal data in connection with participation in the program "Homines Urbani – Polish-Ukrainian-German literary residences at Villa Decius"

yes / no\*\*

1. to publish the image for reporting purposes and to promote the activities of the Villa Decius Institute of Culture, the Krakow City Hall, and entities established by it

yes / no\*\*

.........................................................................................

place, date, signature

**INFORMATION CLAUSE**

In accordance with Article 13 paragraph 1 of the General Data Protection Regulation of 27 April 2016, I hereby inform that:

1. the administrator of your personal data is the Villa Decius Cultural Institute with its registered office in Krakow at ul. 28 lipca 1943 17a;
2. contact with the data protection officer: e-mail: willa@willadecjusza.pl ul. 28 lipca 1943 17a, 30-233 Kraków;
3. Your data will be processed in connection with your participation in the "Homines Urbani – Polish-Ukrainian-German literary residences at Villa Decius” pursuant to art. 6 section 1 point a;
4. the recipient of your personal data will be companies to which we will commission services related to the processing of personal data, e.g. IT service providers, companies running websites, so that the service of the Villa Decius Institute of Culture is complete and at the highest level. The recipients use your data only in accordance with our instructions and on the basis of an agreement. Additionally, the data may be transferred to authorized state bodies and Project Partners;
5. Your data will be stored for the period of their use by the administrator for the purposes of implementing the program.
6. You have the right to access your data and the right to rectify, delete, limit processing, the right to transfer data, the right to object, the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
7. You have the right to lodge a complaint with the Office for Personal Data Protection if you believe that the processing of your personal data violates the provisions of the General Data Protection Regulation of 27 April 2016;
8. Providing your personal data is voluntary, but it is a condition for participating in the "Homines Urbani – Polish-Ukrainian-German literary residences at Villa Decius". Failure to provide personal data will result in the inability to participate in the program.
9. I confirm that I have read the content of the clause.

……………….……..………………………….

signature