

Regulations of the program "City Youth Activist"

City Youth Activator is a micro-grant program for social and civic activities for informal youth groups, implemented within the framework of **the European Youth Capital Lublin 2023** celebrations, entirely financed from the budget of the City of Lublin.

***An informal youth group** is, for example, a peer group.

Schedule of the City Youth Activator

08.05-02.06.2023 - call for projects within the framework of the City Youth Activator

13-14.05.2023 - Lublin Jams part 1 - workshops for creating social projects
(Hej, 11 Peowiaków St.)

16.05.2023 g. 17:00-19:00 - informational meeting on City Youth Activator
(Room no. 3, Lublin City Hall, Square of King Wladyslaw Lokietek)

23.05.2023 g. 17:00 - 19:00 - informational webinar on City Youth Activator

27-28.05.2023 - Lublin Jams part 2 - workshops on creating social projects
(Hej, 11 Peowiaków St.)

29.05.2023 - City Youth Activator proposal writing marathon
(Hej, 11 Peowiaków St.)

until 15.06.2023 - announcement of results

15.06.2023-01.07.2023 - conducting a series of trainings* for informal groups whose projects were selected for funding.

*training topics:

- ✓ needs diagnosis (8h)
- ✓ project management (8h)
- ✓ project evaluation (8h)

01.07-15.11.2023 - project implementation

until 25.11.2023 - deadline for submission of the report on the implemented project

30.11.2023 - project summary meeting

By what date can projects be implemented?

Projects can be implemented from **01.07 to 15.11.2023**

What kind of projects can be implemented under the City Youth Activator?

Within the framework of the City Youth Activator, projects on social and civic issues can be implemented, the originators of which are people between the ages of 10 and 30, school studying, university studying, living or working in Lublin.

A social project is characterized primarily by the fact that its purpose is to make a concrete change in the environment. Social projects are carried out with people, they assume cooperation and involvement.

A civic project is aimed at increasing people's involvement in public life and civic affairs.

Who can submit an application?

Projects under the program can be submitted by **informal groups of young people between the ages of 10 and 30 (minimum 3 people)** consisting of people living, school studying, university studying or working in the Lublin area.

What can be financed under the project?

The expenses proposed by the youth group, related to the implementation of the project, must be: necessary for the implementation of the project; effective and reasonable; incurred within the period indicated in these rules of cooperation, i.e. **from the date of signing the agreement until November 15, 2023** (expenses incurred by the project proponent outside the indicated period will not be taken into account); properly documented; specified in the project budget approved by the TEATRIKON Foundation.

What projects cannot be implemented under the City Youth Activator?

Projects that, in particular:

- ✓ involve the purchase and consumption of alcohol and other harmful substances;
- ✓ may have a negative impact on the health and life of participants;
- ✓ may lead to exclusion or discrimination,
- ✓ negate fundamental freedoms and human rights;
- ✓ presuppose activities of a political or religious nature;
- ✓ are commercial in nature.

City Youth Activator will not fund activities that, in the opinion of the committee, are eligible for funding under other programs implemented by the Lublin City Hall, e.g. Youth Inspires Neighborhoods, School Civic Budget, Creative Spaces or scholarship programs.

Examples:

- ✓ If you want to release a record, organize an vernissage or a concert, take advantage of funding under scholarship programs, e.g. a scholarship for the implementation of a youth project in the field of artistic creativity or in the field of dissemination of culture, or from the Youth Inspires Districts program;
- ✓ If you want to create a creative space in your school for integrating students, use the program: Creative Spaces or School Civic Budget;
- ✓ If you want to implement an activity aimed only at students at your school, use the School Civic Budget program.

What costs can you include in your project? These include, for example:

- ✓ fees for the substantive activities and operation of the project for technical staff, instructors conducting workshops, creators, artists, announcers, entertainers; purchase of materials necessary for the implementation of the project; costs of renting space for the implementation of the project; rental of technical infrastructure with staff for the implementation of the project;
- ✓ costs of promoting the project; costs of transporting materials and equipment (gasoline invoices cannot be settled).

Costs under the project can be settled only on the basis of invoices, pro-forma invoices, receipts with TIN. In justified cases, the Foundation may agree to settle personnel costs on the basis of a work contract/order.

The amount of funding under the City Youth Activator

The following grants are expected to be awarded:

- ✓ 4 micro grants worth PLN 500.00 each;
- ✓ 6 small grants worth PLN 1,000.00 each;
- ✓ 6 medium grants worth PLN 2,000.00 each;
- ✓ 3 large grants worth PLN 5,000.00 each.

What responsibilities will each informal youth group have?

- ✓ Each youth group should appoint a leader/leader who will be in constant contact with the "Theaterikon" Foundation in all matters related to the implementation of the project. If the leader/leader is not an adult, the group is required to additionally appoint a guardian/chaperone - an adult who will take legal responsibility for the implementation of the project
- ✓ The group implementing its project is obliged to use the indicated graphic signage on all materials promoting the project.
- ✓ Members of the group agree to the recording of the course of the project (photo, audio, video) by persons authorized by the "Teatrikon" Foundation and the Lublin City Hall, as well as free and unrestricted use of the recorded materials for promotional and organizational purposes of the City Youth Activator
- ✓ After the completion of the project (up to 14 days), the group implementing the project is obliged to prepare (according to the template) a report on its implementation, which should be accompanied by any materials documenting its progress, such as photographs.
- ✓ The implementers of the project bear full responsibility for any damage caused in connection with the implementation of the project.

Rules and procedure for submitting project proposals for implementation

The call for proposals will be held from **08.05.2023 to 02.06.2023** or until the funds allocated for grants are exhausted.

The project description should be sent through the online form available at www.mlody.lublin.eu/miejski-aktywator-młodzieżowy by 02.06.2023

Please note that the form does not give you the opportunity to save the content and return to edit it later. We suggest you prepare the content of the proposal in a working document, and when the project is completed, paste the content into the form and upload it.

The results of the evaluation cannot be appealed.

The results will be resolved by June 15, 2023. After this date, the list of projects qualified for implementation under the program will be published on the lublin.eu website.

If a large number of projects are submitted, it is possible to extend the selection deadline. The relevant information will be published on the lublin.eu website.

After the project is selected, an agreement on project implementation will be concluded between the "Teatrikon" Foundation and the youth group.

RODO

With regards to the protection and processing of personal data, the Foundation for Creativity, Education and Youth Animation - "Teatrikon" is committed to complying with and fulfilling the objectives set out in Regulation 2016/679 of the European Parliament and of the Council of the EU of April 27, 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) (OJ EU. L of 2016 No. 119).

The administrators of personal data are the Foundation for Youth Creativity, Education and Animation - "Teatrikon".

The Foundation will use the Project Proponents' personal data in order to:

1. making analysis and statistics for internal needs related to the implementation and evaluation of the Urban Youth Activator;
2. promoting the Urban Youth Activator, including the development of materials and publications and posting them on the program's website;
3. to evaluate cooperation offers in terms of content and form within the framework of the project evaluation team with the composition specified in para. 18 of the rules of cooperation;
4. announcement of the results of the call for cooperation offers on the operator's website;
5. conclusion and implementation of the agreement - Annex No. 3;
6. promotion of the Municipal Youth Activator;
7. other purposes for which the Foundation is obliged under applicable laws

Personal data will be processed on the basis of the consent granted, the template of which is specified in Appendix No. 5 to the rules of cooperation.

Access to personal data will be provided to authorized personnel of the Organizer and entities providing services to the Organizer (i.e., IT and technical support services, postal operator) that need to access the data to perform their duties. These entities will have access to the data only to the extent necessary to perform their tasks. The entity commissioning the task (Lublin Municipality) may also have access to the data.

The organizer shall not transfer personal data outside the territory of Poland / EU / European Economic Area.

Personal data will be kept for the period required in the agreement for the realization of the task.

The Organizer has appointed a Data Protection Supervisor, who can be contacted regarding the protection of your personal data and the exercise of your rights by email: iodo@teatrikon.pl or in writing to the Theaterikon Foundation's headquarters address

Individuals participating in the Urban Youth Activator have the right to:

1. request access to their personal data, rectification, erasure or restriction of processing, to object to processing, as well as the right to data portability,
2. where the basis for the processing of personal data is consent - the right to withdraw consent at any time without affecting the legality of processing carried out on the basis of consent before its withdrawal,
3. lodge a complaint to the supervisory authority, i.e. the President of the Office for Personal Data Protection

Data will not be processed in an automated manner, including in the form of profiling.

Provision of personal data is voluntary, but refusal to provide it will make it impossible to Participation in the Municipal Youth Activator

Final Provisions:

Submission of a project by a youth group implies acceptance of these Rules of Cooperation.

In matters of dispute or not regulated in this document, decisions will be made by "Teatrikon" Foundation, after consultation and discussion with all interested parties.