

Regulations of the "City Youth Activator Program (CYAP)"

The "City Youth Activator Program (CYAP)" is an initiative conducted as part of the **Lublin 2023 European Youth Capital** celebrations. It is a micro-grant program designed for social and civic actions by informal youth groups. The program is entirely funded by the budget of the City of Lublin.

***An informal youth group** refers to entities such as peer groups.

Schedule of the City Youth Activator Program (CYAP)

August 28 - September 17, 2023 - submission period for informal youth groups to participate in the City Youth Activator Program

September 20, 2023 - announcement of the selection results

September 23, 2023, 9:00 AM - 4:00 PM - Workshop Part 1: Integration, Teamwork, Communication

September 24, 2023, 9:00 AM - 4:00 PM - Workshop Part 2: Diagnosis and Project Management

September 30, 2023, 9:00 AM - 4:00 PM - Workshop Part 3: Project Management and Evaluation

October 1 - November 15, 2023 - Project Implementation Phase

Until November 25, 2023 - Final deadline for submitting reports on completed projects

November 30, 2023 - Concluding meeting of the project

Who can apply for the program?

Informal youth groups composed of individuals aged 10 to 30, residing, studying, or working within Lublin, are eligible to participate in the program.

Each group must consist of a minimum of 3 individuals who meet the aforementioned criteria.

How to apply for participation in the project?

The application process for informal youth groups will take place from **August 28, 2023, to September 17, 2023**.

To submit your group's application for the project, you should use the online form available at www.teatrikon.pl/projekty/mam until **September 17, 2023**.

In the application form, you need to describe the project idea that your group would like to realize within CYA. At this application stage, you do not need to provide a detailed project description along with a schedule and budget.

What types of projects can be implemented within CYA?

Within the City Youth Activator Program, projects with a social and civic focus can be realized. The initiators of these projects are individuals aged 10 to 30, who are students, learners, residents, or workers in Lublin.

A social project is characterized primarily by its aim to bring about a specific change in the environment. Social projects are carried out in collaboration with people and entail cooperation and engagement.

A civic project is geared towards enhancing people's involvement in public life and civic affairs.

During what timeframe can the projects be implemented?

The projects can be carried out between **October 1st and November 15th, 2023**.

The amount of funding within the City Youth Activator Program

Each of the 10 youth groups selected to participate in the project will receive funding in the amount of 750.00 PLN for project implementation.

What can be financed within the project?

The expenses proposed by the youth group, related to project implementation, must be: necessary for the project's execution; effective and rational; incurred within the timeframe specified in these collaboration guidelines, i.e., from the date of signing the agreement **until November 15, 2023** (expenses incurred by the project initiator outside of this specified timeframe will not be considered); properly documented; specified in the budget of the project approved by the TEATRIKON Foundation.

What projects cannot be carried out within the CYA?

Within the CYA, projects **cannot** be undertaken that specifically:

- involve the purchase and consumption of alcohol and other harmful substances;
- could have a negative impact on the health and lives of participants;
- may lead to exclusion or discrimination;
- negate fundamental freedoms and human rights;
- involve actions of a political or religious nature;
- have a commercial character.

In the framework of CYA, activities that are deemed eligible for funding under other programs implemented by the City of Lublin, such as "Youth Inspires Districts," "School Civic Budget," "Creative Spaces," or scholarship programs, will **not be funded**.

Examples:

If you want to release an album, organize an exhibition, or a concert, you should seek funding through scholarship programs, such as scholarships for youth projects in artistic creativity or cultural dissemination, or through the "Youth Inspires Districts" program.

If you wish to create a creative space in your school to foster student integration, consider the "Creative Spaces" or "School Civic Budget" programs.

If you plan to execute an activity directed exclusively at students in your school, consider the "School Civic Budget" program.

What obligations will each informal youth group have?

Each youth group should designate a leader who will maintain regular contact with the "Teatrikon" Foundation regarding all matters related to project implementation. If the leader is not of legal age, the group must additionally appoint a guardian – an adult who will take legal responsibility for the project's execution.

The group implementing their project is obligated to use the specified graphic branding on all materials promoting the project.

Group members consent to the recording of the project's progress (photos, audio, video) by individuals authorized by the "Teatrikon" Foundation and the City of Lublin, as well as the unrestricted use of these recorded materials for promotional and organizational purposes of CYA.

After completing the project (within 14 days), the group implementing the project is required to prepare a report on its execution (according to the provided template), including all materials documenting its progress, such as photographs.

Project implementers bear full responsibility for any damages incurred in connection with the project's execution.

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

Fees for substantive actions and event management, including technical support, workshop instructors, creators, artists, MCs, and animators.

Purchase of necessary materials for project implementation.

Costs related to renting spaces for project implementation.

Rental of technical infrastructure along with support for project implementation.

Costs of promoting the project.

Costs of transporting materials and equipment (invoices for fuel cannot be reimbursed).

Costs within the project can **only** be settled based on invoices, pro forma invoices, and receipts with a tax identification number (NIP). In justified cases, the Foundation may agree to settle personal costs based on a work contract/order.

Conclusion of the assessment and announcement of results

The selection process will be concluded by September 20, 2023. Following this date, the list of groups qualified for the project will be published on the website lublin.eu.

In the event of a large number of submissions, an extension of the selection deadline is possible. Relevant information will be published on the website lublin.eu.

GDPR

Regarding the protection and processing of personal data, the Foundation for Creativity, Education, and Youth Animation - "Teatrikon" commits to adhering to and achieving the objectives specified in the Regulation (EU) 2016/679 of the European Parliament and of the EU Council 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) (EU Official Journal L 119 of 2016).

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

The Foundation will use the personal data of Project Initiators for the purpose of:

conducting analyses and statistics for internal purposes related to the implementation and evaluation of the City Youth Activator Program;

promoting the City Youth Activator Program, including creating materials and publications and placing them on the program's website;

assessing cooperation offers in terms of substantive and formal aspects within the project evaluation team as defined in point 18 of the cooperation principles;

announcing the results of cooperation offer selection on the operator's website;

concluding and implementing the contract - attachment no. 2;

promoting the City Youth Activator Program;

other purposes for which the Foundation is obligated based on applicable legal regulations.

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

The Organizer does not transfer personal data outside of Poland / EU / European Economic Area.

Personal data will be stored for the period required by the task implementation agreement.

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

Participants in the City Youth Activator Program have the right to:
request access to their personal data, their correction, deletion, or processing restriction, to object to processing, as well as the right to data portability;
in cases where the basis for processing personal data is consent - the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal;
file a complaint with the supervisory authority, i.e., the President of the Personal Data Protection Office.

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

Providing personal data is voluntary, but refusal to provide them will prevent participation in the City Youth Activator Program.

Final provisions:

Submitting a project by a youth group signifies acceptance of these Cooperation Principles.

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

The list of attachments:

Attachment No. 1. Project Evaluation Criteria