



Mini-Grants

Frequently Asked Questions

- 1. What exactly does an “active profile in SOW” mean? Is it enough to have an account there, or do I need recorded hours from the last month?**
 - A volunteer with an active profile in SOW is a volunteer who, besides having a registered account on the platform, has also recorded at least one hour of volunteer activity for the Foundation in the current or previous month.
- 2. Can I apply on my own, or do I have to have a team?**
 - Mini-grant applications may be submitted individually or by an informal initiative group consisting of at least two volunteers.
- 3. How many people should be on the team? Do they all have to be volunteers of the same Foundation?**
 - A volunteer team must comprise at least two people. Every member of the initiative group must be a volunteer of the Foundation with an active profile in SOW.
- 4. Can a minor be the Project Leader, or is it better if the Leader is an adult?**
 - A minor may act as Project Leader provided that a parent/legal guardian’s consent to participation in the project is attached to the application. By signing the consent, the parent/legal guardian becomes the person responsible for the minor’s activities within the project.
- 5. What types of activities best fit the competition’s theme?**
 - Applicants have considerable freedom in planning activities. The most important requirements are that the activities are feasible (in terms of time and venue) and that they meet the competition’s objective as described in the regulations.
- 6. How can I tell whether my idea aligns with the Foundation’s statutory objectives?**
 - The Foundation’s statute is available on its website. In addition, any idea may be consulted with the volunteering coordinator prior to submitting the application.
- 7. What determines the amount (PLN 500–2,000) my project can receive? Is it worth applying for the higher amount or better to plan a modest budget?**
 - The funding amount depends on the justification provided in the project budget within the application. The budget should be well thought out and include all materials necessary to carry out the activities. Cost estimates should be based on the prevailing market prices at the time of application.

8. Can I plan more than one event during the project implementation period?

- Yes. A project may consist of a single event or a series of meetings. The key requirement is that all planned activities are completed before the project end date.

9. Where can I find the application form?

- The application form will be available for download on the ArtSystem Foundation website and via a dedicated link posted in the announcement about the call for proposals on the Foundation's social media profiles.

10. What happens if I submit the application right before the deadline but an attachment is missing? Will someone ask me to provide it or will the application be rejected?

- You may submit attachments only during the ongoing application window (until the 25th day of the month). After the window closes (on the 25th), it is no longer possible to supplement documents for applications submitted in that month. Incomplete applications will be rejected at the formal evaluation stage.
- If documents are not ready in time, you may submit a new application with a complete set of attachments in the next application window (provided the call has not been closed earlier due to exhaustion of available funds).
- Applicants are advised to submit their applications in advance. In case of any doubts, please contact the volunteering coordinator.

11. How soon after submitting the application can I expect to receive information about the results and how will I be notified?

- The planned date for announcing results is published together with the call for proposals. Winners will be notified electronically or by telephone.

12. What are the specific responsibilities of the Project Leader during implementation and settlement of the mini-grant?

- The Project Leader is responsible for implementing and coordinating planned activities, providing the Foundation with documentation necessary to account for expenses, and submitting a complete final report within the deadline specified in the competition rules.

13. Is the financial settlement responsibility borne solely by the Leader, or also formally by other team members?

- During project implementation, current documents (invoices, receipts) may be submitted by other members of the informal group. However, the final financial settlement of the project is the formal responsibility of the Leader.

14. Can the team include people who are not Foundation volunteers (e.g., friends, family), and how should their role be described in the application?

- Only Foundation volunteers may form the initiative group. Persons who are not volunteers may, however, take part in the implementation of project activities.

15. How do I distinguish “one-off/consumable materials” from “durable equipment”? For example, is purchasing board games, books or small equipment (speaker, microphone) permitted?

- One-off/consumable materials include items necessary to run activities (e.g., paints, canvases, jars, notebooks, mats), printing of promotional and educational materials (leaflets, posters, brochures), or small refreshments for participants.
- Durable equipment refers to items used to equip a space, including electronics, that have a unit cost consuming a substantial portion of the budget and an expected useful life longer than one year.
- If needed, project implementers may use equipment that is part of the Foundation’s permanent inventory.

16. Can I purchase prizes for participants (small gifts) and are these eligible costs?

- Yes — if appropriately justified in the application.

17. Are fees for external workshop facilitators allowable in the budget?

- Yes, provided that the person can issue a VAT invoice or a receipt for payment (rachunek) for the service performed, or be paid under an appropriate contract for a specific task.

18. What does “light catering” mean? Are there per-person monetary limits?

- Light catering refers to items such as coffee, tea, cookies, or finger foods. There is no per-person monetary limit, but purchases should be proportionate to the needs of the event.

19. What is the difference between the two settlement methods: direct payment by the Foundation and reimbursement? Which is more convenient for a beginner?

- Direct payment means the project implementer provides the Foundation with an invoice that has a deferred payment term and is made out to the Foundation’s details indicated in the agreement. Upon receipt, the Foundation pays the invoice by bank transfer to the account specified on the invoice.
- Reimbursement means the Foundation repays documented costs incurred by the project implementer to a bank account previously indicated.
- For beginners, direct payment by the Foundation is usually more convenient because it does not require the implementer to advance funds for purchases.

20. How does the Foundation’s invoice payment process work in practice — what, where and when do I need to deliver documents?

- The project implementer submits an invoice with a deferred payment term, made out to the Foundation’s details indicated in the agreement. The document should be sent electronically or delivered in paper form as soon as possible during the project implementation period. After receipt, the Foundation will pay the invoice by bank transfer to the account details shown on the invoice.

21. What if a supplier requires immediate cash payment or an immediate bank transfer and will not wait 14 days for the Foundation to pay the invoice?

- In such a situation, contact the volunteering coordinator immediately.

22. What happens if I deliver invoices after the project end date?

- Costs documented after the required settlement deadline will not be eligible for reimbursement.

23. What exactly must the final report include? Is there a ready-made form?

- A dedicated final report form is provided and made available together with the announcement of the call for proposals.

24. What if not all planned activities can be implemented (e.g., due to illness, low attendance)? How should this be described and settled?

- If unforeseen complications arise during project implementation, contact the volunteering coordinator immediately to determine the next steps.

25. Is it possible to modify the schedule of activities or the budget during the project?

- Yes, but any changes should be consulted with the volunteering coordinator before they are implemented.

26. To what extent can I expect help from the volunteering coordinator when drafting the application? Are individual consultations possible?

- The coordinator can provide guidance but does not participate in writing the application. Individual consultation of the application is possible after arranging a consultation appointment.

27. Are there examples of successfully implemented projects from previous editions that I can review for inspiration?

- Yes, information about projects carried out under previous mini-grant competitions is available on the Foundation's social media profiles.