

Regulations of the Mini-Grant Programme “Bridge Between Generations” dated 18 March 2026

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General Provisions

1. The organizer of the "Most między pokoleniami" (in English: “Bridge between Generations”) programme is the ArtSystem Foundation, headquartered in Lublin, ul. Trzeźniowska 42c, 20-227 Lublin, registered in the register of associations, other social and professional organizations, foundations and independent public health care institutions of the National Court Register under the number KRS: 0000802347, NIP: 9462691440, REGON: 384300486 (hereinafter: the Organizer).
2. The programme is conducted as part of the project “Wolontariat Odpowiedzialny Lokalnie - WOL.1” (in English: Responsible Local Volunteering), implemented and financed by the National Institute of Freedom – Center for Civil Society Development as part of The Government Programme for Support and Development of Systematic Volunteering for 2018–2030.
3. This regulation defines the principles for awarding and accounting for mini-grants, the procedure for accepting applications, and the rights and obligations of applicants and the Organizer.
4. Projects financed within the programme may not be based on repairs, modernization or equipping of the Organizer’s headquarters, nor may they replace statutory activities or actions identical with other projects financed by the Organizer.
5. During the programme, and depending on needs, volunteers are provided with support from the Volunteer Coordinator regarding consultations on project ideas and advice on preparing a programme application or project implementation.
6. Winning the programme is not identical to obtaining a financial prize within the meaning of tax regulations. The programme winner obtains the opportunity to implement their own project, the financing of which is secured by the Organizer.

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Definitions

1. **Mini-grant** - a one-time, non-refundable financial support awarded for the needs of implementing short-term social initiatives submitted by eligible volunteers or informal volunteer teams.
2. **System Obsługi Wolontariatu (in English: Volunteer Support System)** - an electronic platform created by the Solidarity Corps, used for registering and managing volunteers, volunteer offers, coordinating activities and recording and documenting volunteer engagement (hereinafter: SOW).
3. **Active profile in SOW** - a volunteer’s profile containing current help offers and/or documented volunteer hours from the current or previous month; an active profile is required at the application stage and at the moment of starting project implementation.
4. **Project Leader** - a member of an informal volunteer team, indicated as the person responsible for implementation and settlement of the requested project (hereinafter: Leader).

5. **Beneficiary** - a volunteer or Project Leader whose project has been supported within the organized programme.

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Scope and Amount of Financial Support

1. At least five projects are expected to be supported under the call, each with an implementation period of 6–8 weeks. A prerequisite for receiving support is a positive evaluation of the project by the Selection Committee.
2. The application process runs on a rolling basis until 25 October 2026 or until the exhaustion of the funds allocated for project implementation. Applications may be submitted until the 25th day of each month. Information on the assessment results for applications submitted in a given month will be published on the last day of that month.
3. The total pool of funds available for projects selected through the call amounts to PLN 10,000. The expected amount of support for each project ranges from PLN 500 to PLN 2,000.
4. If a project receives a positive evaluation but the pool of funds has been exhausted, the Organizer may propose a reduction of the project's scope so that it can be implemented within the available funds, subject to the applicant's consent.

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Programme Objectives

1. The aim of the programme is to support activities that bring together participants of different ages and enable the exchange of intergenerational experience. Initiatives may take various forms, such as storytelling sessions, workshops or digital publications.
2. Projects should be aligned with the Foundation's statutory objectives and promote civic activity and volunteer competencies.

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Who Can Apply

1. Regardless of age, gender, identity, ability, worldview or origin, applicants may be:
 - a. persons who have an active profile in SOW and are registered as volunteers of the Foundation;
 - b. informal volunteer teams consisting of a minimum of 2 people and having a designated Leader.
2. The function of Leader may be performed by volunteers in only one team. Taking this function does not exclude the possibility of participating in the programme as a member of another informal group submitting an application.
3. A condition for minor volunteers to apply is subjoining to the application a consent form from a legal guardian, who will simultaneously become responsible for the activities of the minor volunteer within the project.
4. At the moment of applying, applicants cannot be in arrears towards the Organizer.

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Application Procedure

1. The call for applications, the application form, and the Regulations are published by the Organizer prior to the opening of the application process and remain available throughout the entire application period.
2. The announcement contains dates of a beginning and an end of an application period, an estimated date of an announcement of results and a correspondence address.
3. Proposals can be submitted by sending the application form via an e-mail or by delivering its paper version to the Organizer's headquarter.
4. Proposals submitted during the programme are evaluated by the independent programme commission appointed by the Organizer and consisted of a minimum 3 persons. The commission composition includes the Volunteer Coordinator and invited persons, who have appropriate competencies (hereinafter: the Commission).
5. The Commission proceeds according to the evaluating card and makes minutes of a meeting. The Commission members cannot evaluate proposals, in which they have a direct interest conflict. In case of the interest conflict the Organizer records exclusion of the Commission member and, if needed, appoints substitution or commission an additive, independent evaluation.

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Required documents and attachments

1. The application must include:
 - a. brief description of the project (justification, objective, target group, expected results);
 - b. activities schedule (deadlines, stages) including an activities division within the team;
 - c. detailed budget with justified costs;
 - d. project promotion plan;
 - e. applicant's contact details (name, telephone number, e-mail address, home address); in the case of a team of volunteers - a list of group members with contact details and the name of the Project Leader;
 - f. declaration by the Project Leader that they have a SOW account at the time of submitting the application;
 - g. statement confirming the accuracy of the data and acceptance of the regulations;
 - h. if applicable: details of the institution/organization for which the project is being carried out, or its consent or the consent of the competent authority that is authorized to issue it for the implementation of the project in a given location/space. The consent should include the first and last name and contact details of a person from that institution/organization. Providing this information is tantamount to confirmation by the Leader that the institution confirms its readiness to cooperate on the project or accepts its implementation if it takes place in an area that is formally under its jurisdiction;
 - i. if applicable: consent of the legal guardian (for minors)
2. The Organizer reserves the right to require additional documents or explanations.

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Evaluation Criteria and Punctuation

1. Projects are evaluated by the Commission on the basis of:
 - a. alignment with objectives of the "Most między pokoleniami" programme;
 - b. clearly defined objective of a project;
 - c. creativity and an originality of a project;
 - d. response to the needs of the local community;
 - e. feasibility of implementation;
 - f. volunteering promotion plan during project implementation;
 - g. risk assessment and prevention measures;
 - h. adequacy of the budget for the proposed activities;
 - i. scale of volunteer involvement;
 - j. diversity and an inclusiveness of participants (age, gender, accessibility).
2. The evaluation of proposals includes a detailed evaluation card. Each criterion is evaluated on a scale of 0-5.
3. In the case of equal scores, the Commission's evaluation of a project in terms of an added value for the local community and the past involvement of volunteers in volunteer activities is a decisive factor.

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Announcement of Results and Signing of the Agreement

1. Notification of Beneficiaries is carried out electronically or by telephone (if a number is provided).
2. Beneficiaries sign an agreement/memorandum with the Organizer that specifies the scope of activities, implementation deadlines, the method of payment and settlement of funds, promotional obligations, and responsibility for settling the grants.

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Form and Payment Schedule

1. Two forms of expense settlement for the implemented projects are permitted:
 - a. direct payment to the supplier/service provider based on "Transfer Invoices" as referred to in paragraph 2;
 - or
 - b. reimbursement of costs after the Beneficiary submits documents confirming the incurrence of costs as referred to in paragraph 3.

2. In the case of settlement in the form of direct payment:

- a. the Beneficiary undertakes to submit to the Organizer the originals of invoices (or receipts) issued for qualified costs of Project implementation, with a direct debit by bank transfer (hereinafter: "Transfer Invoices"), which the Organizer will pay directly to the suppliers/service providers indicated on the invoices. The invoice submitted by the Beneficiary must be issued to the following details:

Fundacja ArtSystem

ul. Trzeźniowska 42c, 20-227 Lublin

NIP: 9462691440

- b. transfer Invoices must be issued no later than the project implementation period indicated and must be consistent with the budget approved in the agreement, and must be legible and complete (seller's data, Tax ID/PESEL, description of service/goods, bank account number, invoice number);
- c. the Beneficiary sends a scan of the Transfer Invoice (together with required attachments) electronically to the address indicated by the Organizer and delivers the original without delay by mail or in person, if the Organizer so requests;
- d. after receipt of a complete and compliant Transfer Invoice, the Organizer will effect payment to the supplier/service provider within 14 days from the date the Organizer confirms the completeness of documents and compliance with the budget. This deadline is counted from the day the Organizer receives the scan of the Transfer Invoice with all attachments;
- e. payment of the Transfer Invoice by the Organizer causes a reduction in the amount available under this Agreement by the value of the paid Invoice. The Beneficiary is obligated, at the request of the Organizer, to provide documents confirming the receipt of the service/goods;
- f. if it is found that the Transfer Invoice concerns a non-qualified cost or contains formal defects preventing payment, the Organizer will refuse to pay such Invoice and will notify the Beneficiary of the reasons for the refusal. The Beneficiary may then submit a corrected Invoice or settle the payment independently; otherwise, the funds shall be covered by the Beneficiary's obligation (return to the Organizer);
- g. the Beneficiary is responsible for the compliance of selected suppliers and service providers with applicable regulations (e.g., legality of activity) and for timely placing orders so that invoices are issued and provided to the Organizer within a timeframe allowing their payment during the project implementation period;
- h. tax payments and other liabilities arising from issued invoices burden the party indicated on the invoice in accordance with applicable regulations; payment of the Invoice by the Organizer is not equivalent to transferring the Beneficiary's tax liability to the tax authorities.

3. In the case of settlement in the form of reimbursement:

- a. funds are paid out after the Beneficiary presents a complete set of documents confirming the incurrance of expenses (original invoices/receipts, payment confirmations, or other evidence of cost incurrance) and acceptance of the final report;
- b. reimbursement documents must be consistent with the approved budget and meet the cost eligibility criteria specified in these regulations. The Beneficiary submits scans of documents electronically and provides originals at the request of the Organizer;

- c. the Organizer will effect reimbursement to the bank account indicated by the Beneficiary within 14 days from the date of receipt of a complete set of documents and completion of their verification for compliance with the budget and eligibility principles. This deadline is counted from the day the Organizer receives the complete scan with attachments;
 - d. reimbursement shall be made up to the amount of the relevant budget item and within the limits of funds provided for in the Agreement; the total amount of all payments (direct and reimbursements) may not exceed the total amount of the granted mini-grant;
 - e. in the case that non-eligibility of an expense is found after reimbursement is made, the Beneficiary is obligated to return the received funds within 14 days from the date of demand by the Organizer.
4. Payment of funds is conditional upon the Beneficiary having no outstanding settlement liabilities to the Organizer on account of previous grants (if applicable).

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Project Settlement

1. The applicant is obligated to present a final report and a summary of expenses and documentation confirming implementation (minimum 3 photos, list of participants, brief evaluations). The report must be submitted within 14 days from the date of project completion, unless the agreement provides otherwise.
2. Failure to meet the settlement obligation within the deadline may result in a demand for return of funds or refusal to award funds in subsequent editions.

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Qualified and Non-Qualified Costs

1. Qualified costs include: single-use materials necessary for project implementation, rental costs of premises and small equipment (proportional to the budget), small catering for event participants (justified), costs of promotion and prints directly related to the project.
2. Non-qualified costs include: purchase of expensive fixed assets (computer equipment above the value specified by the Organizer), undocumented expenses, business activity costs, expenses unrelated to the project.
3. Further details regarding cost eligibility are specified in the call for applications and the agreement.

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Personal Data Protection

1. Personal data of applicants is processed solely for the purpose of conducting a programme, concluding and performing the agreement, disbursing funds, and project evaluation.
2. The Data Controller is indicated in the call for applications (GDPR information). Applicants have the right to access their data, correct it, and lodge a complaint with the appropriate supervisory authority.

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Complaints and Appeals

1. The applicant has the right to file a complaint/appeal to the Organizer in written form (electronic or paper) within 7 days from the date of announcement of results.
2. The Organizer shall consider the complaint within 14 days from the date of its receipt. Information about the Organizer's decision is conveyed in writing, appropriate to the form of the filed complaint/appeal.
3. The Organizer's decision is final, unless the agreement provides otherwise.

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Sanctions

1. In the event of gross violation of agreement terms (e.g., falsification of documents, disbursement of funds in violation of the agreement, lack of settlement), the Organizer may demand return of part or all of the awarded funds proportionally to the violations found.
2. The Organizer reserves the right to exclude persons/teams violating the rules from participation in subsequent mini-grant programmes.

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Final Provisions

1. Detailed timelines, the number of grants, application form templates, and technical details of the call are specified in the call for applications published under the "Most między pokoleniami" (in English: "Bridge between Generations") programme.
2. The Organizer may introduce changes to these regulations; the public will be informed of any changes.
3. These regulations come into force on the date of publication.