

Rules and Regulations of the “inicjaTY/WY” Microgrant Programme

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General Provisions

1. The organiser of the “inicjaTY/WY” Programme (hereinafter referred to as the “Organiser”) is the ArtSystem Foundation, headquartered in Lublin, Poland, at ul. Trzeźniowska 42c, 20-227 Lublin, registered in the National Court Register under KRS No. 0000802347, NIP: 9462691440, REGON: 384300486.
2. The Programme is implemented as part of the project “Passion Development Zone – Youth Space” (hereinafter referred to as the “Zone”), carried out and financed with the support of the City of Lublin.
3. These Regulations define the rules for awarding support (microgrants), the application and evaluation procedures, the principles of disbursement and settlement of funds, as well as the rights and obligations of Beneficiaries and the Organiser.
4. Projects financed under the Programme may not concern renovations, modernisation, or equipment purchases for the Organiser’s premises, nor may they replace the Organiser’s statutory activities or duplicate activities financed through other projects implemented by the Organiser.
5. Applicants may receive support from the Zone Coordinator in the form of consultations regarding project ideas and application preparation.
6. Receiving financial support under the Programme does not constitute receiving a financial prize within the meaning of tax regulations. The Applicant receives the opportunity to implement their own project, the financing of which is secured by the Organiser.

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Definitions

1. **Microgrant** – one-time, non-refundable financial support awarded for the implementation of social initiatives submitted by eligible individuals or informal initiative groups.
2. **Project Leader** – a member of an informal initiative group designated as the person responsible for the implementation and settlement of the proposed project (hereinafter referred to as the “Leader”).
3. **Beneficiary** – an Applicant or Leader whose project has been selected for support under the “inicjaTY/WY” Programme.
4. Other terms used in these Regulations shall be understood according to their common meaning and the definitions contained herein.

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Programme Objectives

1. The objective of the Programme is to support local short- and medium-term social initiatives that develop civic, organisational, and social competences of participants and are implemented by individuals aged 10–30 or by informal initiative groups.
2. Projects should align with the Foundation’s statutory objectives, promote civic engagement, support the development of young leaders, and foster integration within the local community.

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Scope and Amount of Support

1. The total annual budget available under the Programme amounts to PLN 5,000 gross (in words: five thousand Polish zlotys). The budget is renewed each fiscal year. Any changes to the annual budget shall be publicly announced by the Organiser in the relevant call for applications.
2. The maximum amount of support available for a single project is PLN 500 gross. Depending on available funds and the project evaluation, the Organiser reserves the right to award a lower amount than requested.
3. The number of microgrants awarded each year depends on the available annual budget and the amount allocated to individual projects.
4. If the number of positively evaluated projects exceeds the available annual budget referred to in Section 1 above, the Organiser may propose one of the following options to Beneficiaries:
 - a) reducing the project scale by proportionally or specifically reducing the grant amount and/or project scope while maintaining its primary objective;or
 - b) postponing project implementation to the following fiscal year, provided that funds are available in the subsequent annual budget.
5. In the event that the annual budget is exhausted:
 - a) the Organiser shall promptly inform Beneficiaries of positively evaluated projects about the lack of available funds and the options available;
 - b) the Beneficiary may choose one of the proposed options or withdraw from project implementation within 7 calendar days from receiving the proposal. Failure to respond within this period shall be considered a rejection of the proposal and resignation from funding;
 - c) if the Beneficiary accepts a reduced-scale project, the Parties shall sign an amendment or a new agreement specifying the revised budget, scope, and timeline;
 - d) if the Beneficiary accepts postponement to the next fiscal year, the Parties shall agree on a preliminary implementation schedule and the deadline for confirming funding availability in the next budget cycle.
6. Beneficiaries who reject the proposed solutions or fail to respond within the specified deadline shall not be included among funded projects.

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Reserve List and Allocation Mechanism

1. Following the substantive evaluation, the Evaluation Committee shall prepare a ranking of projects based on the number of points obtained, from highest to lowest, taking into account the minimum score threshold specified in §9(3).
2. Funding shall be awarded according to the ranking until the annual budget referred to in §4(1) is exhausted.
3. Projects that meet the minimum score threshold and receive a positive evaluation but cannot be funded due to budget limitations shall be placed on a reserve list in the order determined by their final score.
4. In the event of a tie, priority shall be given based on:
 - a) the higher score in the criterion “Contribution to the development of young people’s competences and civic engagement”;
 - b) the higher score in the criterion “Feasibility of project implementation”;
 - c) a decision of the Evaluation Committee adopted by a simple majority vote and recorded in the minutes.
5. A project from the reserve list may receive funding in the event of:
 - a) withdrawal of a Beneficiary whose project was selected for funding;
 - b) failure to sign the agreement within the designated deadline;
 - c) unused funds remaining from another project;
 - d) refusal to accept a proposal to reduce the project scale as referred to in §4(4).
6. If the amount requested by a project on the reserve list exceeds the currently available funds, the Organiser may propose the solutions referred to in §4(4).
7. The Organiser shall contact the Applicant or Leader of a reserve-list project within 7 working days of funds becoming available. The Applicant shall have 7 calendar days to confirm readiness to implement the project. Failure to respond shall be considered resignation and the opportunity shall be offered to the next project on the reserve list.
8. The reserve list remains valid until 31 December of the relevant fiscal year unless all available funds have been fully allocated and settled earlier.

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Eligibility

1. Regardless of gender, identity, ability, beliefs, or background, the following are eligible to apply:
 - a) individuals aged 10–30, provided that applicants under the age of 18 submit the consent of their legal guardian;
 - b) informal initiative groups consisting of at least two eligible individuals and designating a Project Leader.
2. A Project Leader may serve in this role for only one initiative group. However, acting as a Leader does not prevent a person from participating as a member of another group submitting a separate application.
3. For applicants under the age of 18, submission of a legal guardian’s consent is mandatory. The legal guardian shall also assume responsibility for the minor’s activities carried out within the framework of the project.
4. At the time of submitting an application, applicants must not have any outstanding settlement obligations towards the Organiser.

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Application Procedure

1. Applications are accepted on a monthly basis until the annual budget allocated for a given fiscal year has been exhausted. Applications may be submitted from the first day of each month until the last day of that month, no later than 11:59 PM local time. Applications submitted after the annual budget has been exhausted will not be considered during the given fiscal year.
2. Information regarding application rounds, eligibility conditions, application procedures, and the exhaustion of available funds shall be published through the communication channels used by the Zone.
3. Applications must be submitted using the dedicated application form made available on the date of the call for applications. Completed forms may be submitted electronically or in paper form at the Organiser's office.
4. Applications shall be evaluated by an independent Evaluation Committee appointed by the Organiser and consisting of at least three members. The Committee shall include the Zone Coordinator and invited individuals possessing relevant expertise (hereinafter referred to as the "Committee").
5. The Committee shall operate on the basis of an approved evaluation sheet and prepare official minutes of its meetings.
6. Committee members may not evaluate applications in which they have a direct conflict of interest, including family, personal, financial, or organisational relationships with the applicant.
7. In the event of a declared conflict of interest, the Organiser shall record the exclusion of the evaluator in the meeting minutes and, where necessary, appoint a substitute evaluator or commission an additional independent assessment.

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Required Documents and Attachments

1. Applications must include:
 - a) a brief project description, including the rationale, objectives, target group, and expected outcomes;
 - b) a project implementation schedule, including deadlines, stages, and division of responsibilities within the team;
 - c) a project budget containing a detailed breakdown of planned costs and their justification;
 - d) a promotional plan outlining activities related to the visibility of the project;
 - e) the applicant's contact details (full name, telephone number, e-mail address, and residential address). In the case of an initiative group, a list of group members together with their contact details and identification of the Project Leader;
 - f) a declaration confirming the accuracy of the information provided and acceptance of these Regulations;
 - g) where applicable, details of the institution or organisation benefiting from the project and its consent (or the consent of the competent authority) to carry out the project at a given location. Such consent should include the name and contact details of a representative of the

- institution or organisation. Providing these details constitutes confirmation by the Leader that the institution is willing to cooperate in or approve the implementation of the project;
- h) where applicable, written consent of a legal guardian for underage applicants.
2. The Organiser reserves the right to request additional documents, clarifications, or supplementary information where necessary.

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Evaluation Criteria and Scoring

1. Applications shall be evaluated according to the following criteria:
 - a) contribution of the project to the development of participants' competences;
 - b) clearly defined and measurable objectives;
 - c) creativity and originality;
 - d) responsiveness to local community needs;
 - e) feasibility of implementation;
 - f) promotion plan for both the project and the Zone;
 - g) risk assessment and mitigation measures;
 - h) adequacy of the budget in relation to planned activities;
 - i) level of local community involvement;
 - j) diversity and inclusiveness of participants (including age, gender, and accessibility considerations).
2. Each criterion shall be assessed on a scale from 0 to 5 points.
3. The minimum score required to qualify for funding is 38 points. In exceptional circumstances, the Committee may recommend a project for conditional approval.
4. A detailed evaluation sheet, including scoring guidelines and instructions for evaluators, constitutes an appendix to these Regulations and shall be used by the Committee during the evaluation process.

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Announcement of Results and Grant Agreement

1. The results of each application round shall be announced no later than the 10th day of the following month. For example, applications submitted in May shall be evaluated and announced by 10 June.
2. The announcement of results shall also indicate which projects have been placed on the reserve list, without disclosing personal data.
3. Results shall be published through the communication channels used by the Zone. Beneficiaries shall additionally be notified by e-mail or telephone.
4. Beneficiaries shall enter into a grant agreement with the Organiser specifying:
 - a) the scope of project activities;
 - b) implementation deadlines;
 - c) methods of disbursement and settlement of funds;
 - d) promotional obligations;
 - e) responsibilities related to project implementation and financial reporting;
 - f) the deadline for submission of the final report.

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Payment and Reimbursement Procedures

1. Two methods of financing project expenses are available:
 - a) direct payment to suppliers or service providers based on invoices payable by bank transfer;
 - or
 - b) reimbursement of expenses incurred by the Beneficiary after submission of the required supporting documents.

Direct Payment Method

2. Under the direct payment method:
 - a) the Beneficiary shall submit original invoices or accounting documents covering eligible project expenses and specifying payment by bank transfer (hereinafter referred to as “Transfer Invoices”);
 - b) invoices must be issued to:
ArtSystem Foundation
ul. Trzeźniowska 42c
20-227 Lublin, Poland
NIP: 9462691440
 - c) invoices must be issued within the project implementation period, correspond to the approved budget, and contain all legally required information;
 - d) the Beneficiary shall provide a scanned copy of the invoice electronically and, if requested, submit the original document to the Organiser;
 - e) the Organiser shall pay the invoice within 14 days from confirmation that the submitted documentation is complete and compliant with the approved budget;
 - f) payment of an invoice reduces the amount of funding available under the grant agreement by the value of that invoice;
 - g) if an invoice concerns an ineligible expense or contains formal deficiencies, the Organiser may refuse payment and inform the Beneficiary of the reasons for such refusal;
 - h) the Beneficiary is responsible for ensuring that suppliers and service providers operate legally and that invoices are submitted in time for payment during the project implementation period;
 - i) payment of an invoice by the Organiser does not transfer any tax liability from the Beneficiary to the Organiser.

Reimbursement Method

3. Under the reimbursement method:
 - a) funds shall be reimbursed after submission of a complete set of supporting documents, including invoices, receipts, proof of payment, or other evidence of expenditure, as well as approval of the final project report;
 - b) all expenses must comply with the approved budget and eligibility rules established by these Regulations;
 - c) the Organiser shall transfer reimbursement funds to the bank account indicated by the

- Beneficiary within 14 days after receipt and verification of complete documentation;
- d) reimbursement shall not exceed the approved budget amounts or the total grant awarded under the agreement;
- e) if an expense is later determined to be ineligible, the Beneficiary shall return the reimbursed amount within 14 days of receiving a written request from the Organiser.
4. The Beneficiary is solely responsible for providing accurate bank account details. The Organiser shall not be liable for any consequences arising from incorrect banking information provided by the Beneficiary.
 5. Payment of funds is conditional upon the absence of any outstanding settlement obligations of the Beneficiary towards the Organiser resulting from previous grants, where applicable.

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Sanctions

1. In the event of a serious breach of the grant agreement, including but not limited to:
 - a) falsification of documents;
 - b) use of funds for purposes inconsistent with the approved project budget or agreement;
 - c) failure to provide the required financial or substantive reports, the Organiser may require the Beneficiary to return part or all of the awarded funds, proportionate to the identified breach.
2. The Organiser reserves the right to exclude individuals or initiative groups that violate the Programme rules from participation in future editions of the Programme.

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Final Provisions

1. Detailed deadlines, application templates, reporting forms, and technical requirements related to participation in the Programme shall be published in the call for applications for a given edition.
2. In cases of force majeure, including unforeseen events, administrative decisions, or extraordinary circumstances beyond the control of the Beneficiary or the Organiser, the Organiser may approve changes to the project schedule or method of implementation.
3. The Organiser reserves the right to amend these Regulations prior to the launch of a new application round. Any amendments shall be publicly announced through the communication channels used by the Zone.
4. These Regulations shall enter into force on the date of publication of the call for applications under the Programme.