

RULES OF THE AUTHOR AND TRANSLATOR RESIDENCY PROGRAMME
referred to as the
GDAŃSK LITERARY RESIDENCY PROGRAMME

Definitions

Organisers: Municipality of Gdańsk and City Culture Institute – a cultural institution of the local government with its registered office in Gdańsk, Targ Rakowy 11, 80-806 Gdańsk, entered in the Register of Cultural Institutions kept by the City of Gdańsk under no.12/11, NIP [tax ID no.]: 5833123864, REGON [statistical no.]: 221188030 (further referred to as “CCI”).

Partners: Literary Union Association with its registered office in Warsaw (further referred to as “LUA”), Polish Literary Translators Association with its registered office in Warsaw (further referred to as “PLTA”), Starmiejski Dom Kultury with its registered office in Warsaw, Kraków Festival Office with its registered office in Kraków.

Committee: two representatives of CCI, one representative of PLTA and one representative of LUA (a maximum of four members).

Applicant: person active in the field of literature (poetry, prose, essay, reportage, literary criticism, literary translation, children’s literature) who applies for a Literary Residency.

Resident: person active in the field of literature (poetry, prose, essay, literary criticism, literary translation) who has been granted a creative stay under a Literary Residency.

Literary Residency: creative stay in Gdańsk lasting at least 2 weeks that results in a work, a fragment thereof or a translation prepared under the Programme based on the presented plan of the stay.

Literary Residency Location: Gdańsk.

Programme: Residency Programme for Authors and Translators referred to as the Gdańsk Literary Residency Programme.

Open Call: open call for the Literary Residency under the Programme launched by the Organiser.

§1

Residency organisers and sources of funding

1. Gdańsk Literary Residencies are organised by the City Culture Institute in Gdańsk in cooperation with the Gdańsk Municipality.
2. The programme is implemented in cooperation with the Partners.
3. The programme is financed by a direct grant from the Municipality of Gdańsk.

§2

Purposes of Literary Residencies

1. Gdańsk Literary Residencies have the following purposes:
 - a) to support and promote Polish and foreign artists representing various literary genres and intersections thereof,
 - b) to enable authors in the field of literature to stay in Gdańsk free of charge and provide them with financial support, enabling said authors to fulfil a Residency plan presented during the Open Call and agreed with the Operator,
 - c) to promote Gdańsk as a culture-friendly city, particularly in terms of literature, and disseminate knowledge on contemporary and historical Gdańsk among literary authors from Poland and abroad,
 - d) to fulfil the concept proposed by the Resident in the Open Call.
2. Gdańsk Literary Residencies are specifically addressed to writers, poets, literary translators, cultural researchers and screenwriters from around the world who are working on their own literary projects and looking for the right conditions, place and inspiration for creative work while wanting to get to know the Polish publishing market and the local literary circles.

§3

Entitled Applicants

1. The Literary Residency programme is open to natural persons of legal age, with full legal capacity, who are active in the field of literature and live in Poland or abroad.
2. Literary Residencies are addressed to persons active in the field of literature (poetry, prose, essay, literary criticism, literary translation) and to cultural researchers, in particular researchers of the life and work of Maria Janion.
3. Employees of the Organiser or its partners, Committee members and their next of kin within the meaning of Article 115 § 11 of the Criminal Code cannot be Applicants.

§4

Open Call dates and rules

1. To organise Literary Residencies, the Committee will hold an Open Call in line with the rules stipulated below.
2. A maximum of 10 Residents will be selected each year under the Programme and invited to participate in the Programme in the given calendar year.

3. The Organiser shall publish the Open Call to the residency once or several times a year, not later than 1 calendar month before the beginning of the Literary Residencies.
4. The deadlines for sending applications in the open call will be specified in open call notices published in the given year. When establishing whether an application was sent within the deadline, the date of receipt is decisive.
5. Applicants shall fill in the application available at www.literaryresidenciespoland.pl and www.ikm.gda.pl. Applications should contain:
 - a) the Applicant's personal data: full name, e-mail address, mobile phone number, address of residence,
 - b) a CV,
 - c) a list of published literary works (poetry, prose, essay, literary criticism, literary translation) with a fragment of at least one of them,
 - d) a cover letter with a description of literary plans for the Literary Residency period (not longer than 5000 characters with spaces),
 - e) a confirmation of having read and accepted these Rules,
 - f) consent to personal data processing for the purpose of holding the Open Call.
6. Applications shall be sent solely by e-mail by filling in the form referred to in clause 5.
7. The Applicant may submit a maximum of one application for the given Open Call.
8. Applications that fail to meet the formal requirements or are incomplete shall not be examined.
9. Questions concerning Literary Residencies may be submitted during the Open Call to: dagny.kurdwanowska@ikm.gda.pl; marcin.haftkowski@ikm.gda.pl.
10. Acceptance of the Rules and consent to personal data processing is confirmed by ticking the appropriate confirmation box in the application.

§5

Assessment of applications

1. Candidates invited to participate in Literary Residencies in the given Open Call in the given year will be selected based on an assessment of applications.
2. The applications will be assessed by the Committee.
3. The Committee shall analyse all applications that meet the formal criteria taking into account:
 - a) the Applicant's motivation,
 - b) the concept of the work to be created as a result of the Residency or another work that complies with the Open Call criteria,
 - c) a precise description of the concept and process aimed at completing the work specified in item b,
 - d) the artistic and/or educational value of the work,
 - e) the concept's compliance with the purposes of organising Literary Residencies described in §2 of these Rules,
 - f) the list of publications and assessment of fragments of submitted texts,

g) the residency's impact on the civic, artistic and cultural mobilisation of the local community of Gdańsk.

4. When making its decision, the Committee will also take into account the principles of equality and diversity in terms of gender, language, origin, etc.

5. The Committee will select four Applicants to be entered on the reserve list. An Applicant entered on the reserve list may replace a Resident who, for some reason, will be unable to participate in the Programme.

6. The Open Call results will be published no later than 14 days after the Committee's deliberations. The results will be published on the www.literaryresidenciespoland.pl website and possibly the Organiser's other websites.

7. The Committee reserves the right to select the number of Residents under the given Open Call, subject to § 4 clause 2 of these Rules.

8. The Committee's decision is final and cannot be appealed.

§6

Rules of Literary Residencies and Residents' Obligations

1. Stay in Gdańsk under the Literary Residencies programme should last between 2 and 12 weeks. The exact date of the Literary Residency will be provided in the individual agreement with the Resident, following negotiations with the Resident.

2. Foreign residents are obliged to familiarise themselves with, and abide by, the laws in place in the Republic of Poland, particularly in the scope of crossing the Polish border.

3. The Resident undertakes to obtain the necessary visas and permits required for travel and lawful performance hereunder. At the Resident's request, the Organiser will provide the documents in its possession required for the Resident to obtain a visa or other relevant permits/documents.

4. Residents shall provide, at their own expense, health, accident and third-party liability insurance valid for the duration of the trip, as well as in the country of residence and for the duration of the residency.

5. If, for reasons beyond the Resident's and the Organiser's control (e.g. restrictions resulting from a declared epidemic risk or epidemics), it is not possible to carry out the Literary Residency at the date agreed by the Parties, a new Literary Residency date shall be determined by agreement between the Parties.

6. During the Literary Residency, the Resident shall be entitled to the following:

a) monthly fee of up to PLN 4,400.00 gross. The fee amount will be determined based on the residency length of the Resident selected in the Open Call and arrangements with the Organiser.

b) accommodation in Gdańsk provided by the Organiser, at the Organiser's cost,

c) payment/reimbursement for travel costs,

d) expert, organisational and promotional support of the Literary Residency by the Organiser.

7. The Resident shall secure the materials required to fulfil the concept specified in § 5(3) at their discretion.
8. Residents shall hold one meet-the-author meeting, workshop or another form of activity with residents of Gdańsk, to be determined individually when signing the agreement with the Resident.
9. At the end of their participation in the Literary Residency, Residents shall submit a report on the Literary Residency including information on its course, any comments that could improve the Organiser's offer, any collaborations established and plans resulting from the residency.
10. The Residents ensure that all editions of works created in whole or in part during the Literary Residency will bear the following formula in the footer: "This work was created with the support of the Gdańsk Literary Residency Programme".
11. The detailed obligations of the Resident concerning the Literary Residence will be provided in the individual agreement with the Resident.

§7

Personal Data Processing

1. By applying for the Open Call, the Applicant agrees to the processing of their personal data for the purposes of the Open Call and the organisation of the Literary Residency. The relevant consent and information form is enclosed in the Application form.
2. The personal data controller is the Organiser, who undertakes to apply technical and organisational measures for the processing of the Applicants' personal data to ensure data protection in line with the standards contained in the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 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, further: "GDPR"), the Personal Data Protection Act and other provisions of national law. The Controller has appointed a Personal Data Protection Inspector, who can be contacted at: iodo@ikm.gda.pl.
3. The Applicant has the right to access the content of their data and the right to correct, delete, restrict processing, transfer such data, the right to object, and the right to withdraw consent at any time without affecting the lawfulness of the processing carried out based on consent before its withdrawal.
4. By applying for the Open Call, the Applicant agrees to the processing of their personal data for the purposes of the Open Call and the organisation of the Literary Residency.
5. Personal data collected by the Organiser will be collected and processed only to carry out the Open Call and organise the Literary Residency, and will be processed for the period required for carrying out the Open Call and organising the Literary Residency and for the expiry of legal obligations and claims of a civil and public law (tax) nature.

6. Each Applicant has the right to lodge a complaint with a supervisory authority (President of the Office for the Protection of Personal Data) if they consider that the processing of their personal data violates the personal data protection provisions.
7. Providing personal data by the Applicant is voluntary, but the lack of consent for their processing for the indicated purpose makes it impossible to take part in the Open Call and organise the Literary Residency with the Applicant's participation.

§8

Final Provisions

1. The Organiser reserves the right to decide on matters of dispute and matters not covered by these Rules.
2. The Organiser reserves the right to amend these Rules at any time. In the event of amending the Rules by the Organiser, such amended Rules shall enter into force as of its publication on www.literaryresidenciespoland.pl and www.ikm.gda.pl. Information on the amended Rules shall be sent to Applicants who submitted their applications to the Programme prior to the Rules amendment date.
3. The Organiser reserves the right to cancel the open call launched based on these Rules at any time, not later than the date of signing agreements with Residents.
4. The Resident may resign from participating in a Literary Residency in line with the terms of the agreement.
5. If the Applicant changes their correspondence address, they have to inform the Organiser immediately. Should they fail to do so, information sent to the address indicated in the Application shall be deemed delivered.
6. In matters not regulated by these Rules, the provisions of Polish law, including the Civil Code and the Copyright and Related Rights Act, shall apply.
7. The Rules enter into force on the day of their publication.
8. In the event of a change to the rules of the Programme and the provisions hereof, the Applicant shall be entitled to no claims against the Organiser.
9. These Rules have been drawn up in Polish, English and Ukrainian. In the event of discrepancies between the different language versions, the Polish version shall prevail.