

**TERMS AND CONDITIONS OF THE OPEN CALL HELD AS PART OF THE RESIDENCY
PROGRAMME OF THE WARSAW OBSERVATORY OF CULTURE ENTITLED
“WOK RESIDENCES”**

1. About the residency programme:

The aim of the residency programme of the Warsaw Observatory of Culture (hereinafter: “WOK”) entitled “WOK Residencies” is to accompany and support for:

- Artists,
- Individuals who have obtained a doctorate between January 2023 and January 2024 and are not in permanent employment,
- Duos and artistic, research or activist collectives.

The residency program supports the individual development of individuals as well as duos and collectives in the development of creative and research practices, experimental projects, testing new models of collaboration, as well as artistic and research processes, with no requirement for the organization of an event or the creation of a work. Participation in the program is intended to provide an opportunity to view one's own artistic and/or research path from different perspectives and to create opportunities to focus on the quality of individual work.

For the purposes of these Terms and Conditions (hereinafter: “T&C”), <resident> means an individual, but also a duo or collective, selected in the WOK Open Call.

2. Scope of the open call:

1. The open call is open to the public and is addressed to persons listed in Section 3(1) and 3(2) of these T&C.
2. The objective of the open call is to select residents (individuals or teams) a support system for individuals involved in art-making or research, tailored to their individual needs and practices. Over a period of five to six months will receive support in developmental processes, in comfortable conditions with financial security guaranteed by WOK (as provided in Section 4 of these T&C). They will have the opportunity to explore new paths related to their artistic or research practice, experience, collaboration with others, and reflection.
3. Residents selected in the open call will receive individual support from the WOK (as provided in Section 4 of these T&C). A compulsory element of the residency programme will be:
 - participation of all residents in group meetings organised by the WOK, the dates of which will be agreed with the residents on a case-by-case basis,
 - Keeping a residency journal, from which excerpts will be shared with WOK throughout the residency period whenever the next compensation installment is disbursed. The full residency journal will be submitted to WOK upon the completion of the process before the final compensation installment is disbursed. WOK will be entitled to publish excerpts of the journal on its communication channels.
 - Participation in a series of podcasts (audio-video) dedicated to residencies, provided WOK decides to produce them.

3. Who can participate in the open call:

1. The open call is open to entries from:
 - a. persons resident in Warsaw, where in the case of collectives and duos at least one person from the duo or collective must meet the condition of having residency in Warsaw.
 - b. artists working in different disciplines and persons working at the intersection of art, science and community arts.
 - c. Individuals who have obtained a doctorate between January 2023 and January 2024 and from the time of defending their doctoral dissertation until the end of the recruitment process for residencies at WOK, are not in permanent employment at a higher education institution.
2. The open call, taking into account the thematic focus of the residency programme, is specifically addressed to people who wish to explore new forms and techniques within their artistic and research practices, potentially forging new, transdisciplinary relationships, and seeking to reflect on their own work and the processes involved. It is intended to provide a period for a deeper understanding of one's own art, research, and their significance.
3. As the organiser of the residency programme, the WOK encourages applicants to create transdisciplinary duos and collectives to establish collaboration between artists, researchers and/or activists.

4. Scope of the residency:

1. The residency is process-oriented and the expected outcome will be the process/ experience / practice itself. The manner in which this process is documented, as well as the form of subject-matter support of the WOK, will be developed and agreed individually with the residents under a contract. The intention of the WOK is to accompany residents and to create a support system tailored their individual needs to the greatest extent possible and it will be provided in a manner and scope feasible for the WOK.
2. The residents selected in this open call will receive remuneration of **PLN 8,000 gross** (eight thousand zloty); while in the case of duos/collectives, the amount of remuneration is **PLN 10,000 gross** (ten thousand zloty). The remuneration will be paid in 4 instalments, with detailed payment terms to be agreed in a contract signed with the selected residents.
3. Apart from the remuneration referred to in item 2) hereinabove, residents will receive a budget to fund additional support of the residency process/programme of no more than PLN 5,000 gross (five thousand zloty). The budget will be adjusted each time to meet the individual needs of a given resident. The funds from this budget can be spent on, among others:
 - a. Any content-related support, technical, and production support;
 - b. specialist consultancy services: expert knowledge, psychological services, legal services;
 - c. purchase of the required materials and aids; d. other expenses as agreed with the WOK, necessary to carry out the process/residency programme.

Expenses incurred by the resident within the budget granted by the WOK as referred to hereinabove must be properly documented, or otherwise the funds will have to be reimbursed to the WOK.

4. The pool of funds to be distributed as part of the residency programme provided by the WOK for the purposes of the residency programme is PLN 138,000 gross (one

hundred thirty-eight thousand zloty). The WOK reserves the right not to use all the funds from the pool.

5. **Open call procedure:**

1. The open call is held in two stages.
2. The first stage of the open call consists in filling in an application form as per the template which constitutes Appendix no. 1 to the T&C and enclosing a portfolio/professional CV in pdf format (max. 10 MB).
3. The completed application form should be submitted together with a portfolio/professional CV at the www.wok.art.pl website by **12 March 2024**.
4. If an applicant is unable to send the file electronically in the manner described in item 3) hereinabove they should contact us by phone at +48 22 6203490 or by e-mail to: biuro@wok.art.pl so that a WOK representative can assist them in finding the most convenient way of submitting their application form and portfolio/professional CV within the required time-frame.
5. The WOK selection committee appointed by the WOK Director will shortlist a maximum of 20 applicants who will be invited to the second stage of the open call.
6. The second stage of the open call consists of interviews with selected applicants.
7. The WOK will hold interviews with the shortlisted applicants on site at the WOK premises or online. Each interview will last approx. 45 minutes. Topics discussed during the interview include the applicant's reflections about the project proposal submitted, their experience, plans and needs with respect to their projects.
8. The final selection of the applicants invited to the residency process/programme will be made by the WOK selection committee. The selection criteria are as follows:
 - a. Relevance of the project proposed by the applicant to the accomplishment of the objectives of the residency process/programme.
 - b. Age, gender, cultural, racial diversity and the diversity of media/disciplines represented by the residency participants.
9. The committee will also select two projects to be placed on a standby list.
10. Participation in the residency process/programme is conditioned upon signing a contract by and between the selected residents and the WOK. The provisions of the contract will stipulate, among others, the scope of the support provided, the terms of payment of the remuneration, as well as the terms and conditions of the potential grant of rights to the WOK for the use of the artistic deliverables of the residency process/programme (copyright) and the right to publish the image of the resident.

6. **Open call timeline and a time-frame for project execution as part of the residency programme:**

1. The date of the first stage of this open call, i.e. the deadline for submitting applications/concepts to the WOK is **12 March 2024 at 23:59**.
2. The results of the first stage of the open call will be announced by **3 April 2024**.
3. Interviews with the shortlisted applicants will be held by **23 April 2024**.
4. The list of selected residents and a standby list will be announced by **6 May 2024**.
5. Time-frame and conditions of the residency:
 - a. The residency period will start running after the signing of the contract;
 - b. The residency programme will last no longer than until **10 December 2024**.

7. **Complaints:**

1. Any complaints related to this open call can be filed during the open call and within 3 days after the open call ends.
2. Complaints can be filed by e-mail to the following e-mail address: biuro@wok.art.pl or by registered letter to the WOK to the address: ul. Mokotowska 29a, 00-560 Warsaw.
3. Complaints should include the name and surname and contact details of the applicant. In the complaint please state the reasons for the complaint and a concise description of what happened. If the required information is missing from the complaint the WOK reserves the right to request that the person filing the complaint supplements the complaint without unnecessary delay. Failure to supplement the complaint within 3 days of receipt of the request entitles the WOK not to process such an incomplete complaint.
4. Complaints will be processed within 14 days from the date of their receipt by the WOK. The person filing the complaint will be notified of the WOK's decision via the same medium as was used to file the complaint (by e-mail or registered letter).

8. Final provisions:

1. The principles of processing the personal data of the open call applicants are provided in the information clause enclosed as Appendix no. 2 to these T&C. By submitting the application form the applicant confirms to have read the information clause which constitutes an integral part of these T&C.
2. The WOK reserves the right to amend these T&C if so required for valid reasons.
3. The WOK reserves the right to change the dates indicated in the open call timeline (Section 6 of the T&C), as well as to cancel this open call for organisational reasons.
4. The WOK has the final say as regards the interpretation of the T&C and issues related to the open call that are not governed by these T&C.
5. The following constitute an integral part of the T&C:
 - a. Appendix no. 1 - Application form;
 - b. Appendix no. 2 - Information clause on processing of personal data.
5. All questions regarding the open call should be sent to the following email address: anna.galas@wok.art.pl or biuro@wok.art.pl.

**Appendix no. 1 to the Residency Programme Open Call Terms and Conditions
APPLICATION FORM**

1. Name and surname:
 2. Contact details:
 - a. E-mail address:
 - b. Phone number:
 3. Are you applying together with other persons? YES / NO
 4. If YES, enter the details of the other persons (name and surname, e-mail address, phone number):
.....
.....
 5. Why are you applying to the programme (max. 1800 characters incl. spaces)?
.....
 6. Please describe what you intend to pursue during the residency programme and what kind of support you expect (max. 1800 characters incl. spaces)
.....
- Attache a portfolio / professional CV max. 10MB (start the file name with your last name or the name of the collective).
7. I consent to the Warsaw Observatory of Culture processing the personal data provided in this application form for the purposes of the open call held as part of the Residency Programme entitled “WOK Residencies”.

Appendix no. 2 to the Residency Programme Open Call Terms and Conditions

Information clause

I. To fulfil the obligation referred to in Article 13 Section 1 of the Regulation of the European Parliament and of the Council (EU) 2016/679 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) (OJ of the EU L 119 of 04 May 2016 page 1 ("GDPR"), please be advised that:

1. The controller of personal data is the Warsaw Observatory of Culture, ul. Mokotowska 29a, 00-560 Warsaw, entered in the Register of Cultural Institutions of the City of Warsaw under number RIA/166/91, NIP: 5251000514, REGON. 010941634 ("WOK"). We can be contacted as follows:
 - a. By post: ul. Mokotowska 29a, 00-560 Warsaw,
 - b. By e-mail: biuro@wok.art.pl,
 - c. By telephone: +48 22 6203490.
2. The WOK Data Protection Officer can be contacted by e-mail at: iod@wok.art.pl.
3. We will process personal data consisting of the name, surname and contact details provided in the application form pursuant to Article 6(1)(a) GDPR in connection with the consent given to us in order to hold the open call as part of the Residency Programme of the Warsaw Observatory of Culture entitled "WOK Residencies". Personal data may also be processed for the purpose of the fulfilling the legitimate interests of the WOK i.e. the pursuit and defence of potential claims filed in connection with the open call (Article 6(1)(f) of the GDPR).
4. Personal data may be disclosed to recipients who will process the data on our behalf, including open call partners, as well as public administration bodies authorised to obtain the personal data in pursuance of generally applicable laws.
5. Personal data will be kept for the period necessary for the purposes referred to in Section 3 hereinabove.
6. In connection with the processing of personal data you have the following rights:
 - a. Right to access your data and to receive a copy of it.
 - b. Right to rectification (correction) of your data.
 - c. Right to erasure of personal data where the processing does not take place for the performance of an obligation imposed by law or in by way of official authority.
 - d. Right to restrict data processing.
 - e. Right to transfer your data.
 - f. Right to file a complaint to the President of the Personal Data Protection Office.
 - g. Right to withdraw your consent at any time without prejudice to the lawfulness of the processing effected under the consent before its withdrawal.
7. The provision of personal data is voluntary. If personal data are not provided, you will not be able to participate in the open call referred to in Section 3 hereinabove.
8. Personal data will not be processed by automated means, including profiling.

II. Pursuant to Article 21(4) of the GDPR we inform you that you have the right to object to the processing of your personal data. The objection must be submitted to the Data Protection Officer whose contact details are provided in Section I.2 hereinabove. Pursuant to Article 21(1) of the GDPR, when submitting an objection, you must indicate the reasons related to your particular situation.

