

**RULES OF THE RESIDENCE PROGRAMME FOR TRANSLATORS AND WRITERS,
"LITERARY RESIDENCIES AT THE WOJNOWICE CASTLE"
IN 2016
First Edition**

Explanation of terms

Organiser: The Jan Nowak-Jeziorański College of Eastern Europe in Wrocław (Hereinafter called KEW) with its registered office at Pl. Nankiera 17, 50-140 Wrocław, registered in the National Court Registry Number: 0000013264; Polish Tax ID number (NIP): 897-16-61-731; National Business Registry Number (REGON): 932665258.

Co-Organiser: Festival Bureau Impart 2016 (hereinafter called BFI 2016), with its registered office in Wrocław (50-451), at Komuna Paryskiej St. 39-41, registered in w the Registry of Cultural Institutions administered by the local government of Wrocław Gmina registry number: RIK 37/2012, Polish Tax ID numer (NIP): 8992736581; National Business Registry Number (REGON): 021907583.

Applicant: the person working in the area of culture (poetry, prose and essays): writer, translator, literary critic; the person applying for the literary residency.

Literary residency: a working residency at Wojnowice Castle whose effect will be the literary work, or its excerpt, prepared based on the prepared plan of stay within the framework of the literary residency programme whose aim is stipulated in §2 point 1 of the Rules.

Place of Literary Residency: Wojnowice Castle, 55-330 Wojnowice, ul. Zamkowa 2 and the city of Wrocław.

§1

Organisers and financing sources of Residency

1. The Organiser of the project is the foundation called the Jan Nowak-Jeziorański College of Eastern Europe in Wrocław. Since 2001 the organisation, through its activities, has been reinforcing cultural and social ties in the region of Central and Eastern Europe. The mission of the foundation is to build Europe as a community of free people.
2. The project is organised within the framework of a residency programme for translators and writers, called "Literary Residencies at the Wojnowice Castle." The programme is implemented based on the co-operation of local and foreign partners and is aimed at creating an international platform which will enable the entities that join it to co-operate and exchange experiences, practices, ideas and knowledge.
3. The project is co-financed by the Polish Ministry of Culture and National Heritage.

§2

Purpose of Literary Residence

1. The purpose of the Literary Residency at the Wojnowice Castle is to support and promote artists who represent different literary genres, as well as those whose work is on the borders of genres, are interested in co-operation with representatives of Lower Silesia literary groups and local communities and are open to a creative exchange, and by so doing building an international network of cultural ties.
2. The purpose of the implementation of the Literary Residency at the Wojnowice Castle programme is also working on the literary work/s which the Resident present in the concept that he/she prepares during the recruitment process.
3. In order to implement the Literary Residency at the Wojnowice Castle, KEW will institute two recruitments in the year 2016, based on the principles established in the further part of these Rules.
4. As part of the implementation of the programme in 2016, 8 men/women of letters shall be selected and invited to participate in the programme Literary Residency.

§3

Qualified Applicants

1. The programme Literary Residency at the Wojnowice Castle is eligible for adult, natural persons with full legal rights and who are involved in activities in the area of culture and who reside in Poland or abroad.
2. Literary residencies are directed to people who are involved in the area of literature (poetry, prose, essays): writers, translators or literary critics. Participation in the project is open to people from 24 countries; Albania, Armenia, Austria, Azerbaijan, Belarus, Bosnia and Hercegovina, Bulgaria, Croatia, the Czech Republic, Estonia, Georgia, Germany, Hungary Lithuania, Latvia, Macedonia, Moldova, Poland, Russia, Romania, Serbia, Slovakia, Slovenia, Ukraine.
3. Not eligible for application are:
 - KEW or BFI 2016 employees
 - members of the Selection Committee
 - Entities whose members are representatives of the Selective Committee.

§4

Dates and principles of recruitment

1. Application in the first round can be sent from January 29th 2016 until 21 February 2016. The binding date is the date of arrival of the application.
2. Candidates are obliged to send, in the period of the recruitment, the following documents in English (applications prepared in Polish or Russian are also qualified for acceptance).
 - *Curriculum Vitae* lub *Résumé* with a picture,
 - A list of published literary works, with an excerpt of at least one of them,
 - A cover letter explaining the author's motivation and literary plans during the stay in Wojnowice,
 - A scan of the signed Rules.

3. Applications should be sent electronically by filling up the application form available at: www.kew.org.pl.
4. The right to nominate the candidature of potential Residents who could take part in the programme is also shared by members of the Selection Committee, including the Curator responsible for Literature at the European Capital of Culture 2015 or a person representing the Curator.
5. Participation of the College of Eastern Europe in the implementation of the Literary Residency at the Wojnowice Castle includes services pointed in §5 point 2 and cannot include costs generated before the conclusion of the agreement with the Resident, nor objects or services that shall not be used during the residency.
6. As part of the recruitment process each Applicant can submit maximum one application offer.

§5

Evaluation of applications

1. Based on the evaluation of application, four candidates shall be selected in the first recruitment round and four more during the second round.
2. Evaluations of the candidates' applications shall be made by the Selection Committee established by the College of Eastern Europe. The committee will be composed of: the curator responsible for literature with the European Capital of Culture 2016 or a BFI 2016 representative indicated by the Curator and 3 members appointed by the College of Eastern Europe, including the president and the secretary of the commission.
3. The Committee will analyse all applications meeting the formal criteria, taking into account:
 - Motivation to participate in the residency programme at the Wojnowice Castle,
 - Concept of the literary work/s, which are to be created as a result of the residency, a precise description of the idea and the process that will take place to fulfil them; artistic and/or educational value of the project,
 - Cohesion between the concept and purpose of the implementation of the literary residency at the Wojnowice Castle as described in §2 point 1 and 2,
 - A list of publications and assessment of the excerpt/s of the submitted text/s,
 - Assigning to the resident an international character by engaging local artistic and cultural communities (including civil society organisations, etc.),
 - Impact of the residency on civic, artistic, cultural activism of the local community, meaning a possibility of the Lower Silesia inhabitants of participating in the residency programme.
4. In special cases, when the implementation of the selected application shall not be possible, the committee will appoint a different candidate, who was not accepted earlier.
5. The committee reserves itself the right to select a smaller number of Residents as part of each recruitment process.
6. The committee reserves itself the right to select all 8 Residents during one recruitment process.

§6

Rules of Residency and obligations of the Residents

1. The applicant's stay as part of the Literary Residency programme should last from 4 to 8 weeks. The exact dates of the Residency, upon negotiations with the Candidate, will be determined in the agreement individually concluded with the Resident.
2. The Resident has the right to the following:
 - Reimbursement of travel costs up to 1200,00 PLN brutto,
 - Reimbursement of additional travel costs in Lower Silesia,
 - Accommodation at the Wojnowice Castle and temporary accommodation in other places, as part of the implementation of the project (for example meetings with readers in other cities),
 - Full board at the Wojnowice Castle, including breakfasts, lunches and dinners.
 - Monthly payment of 2800,00 PLN brutto,
 - Support during the writing process in regards to content, organisation and promotion,
 - Support of advisors.
3. Other materials necessary for the implementation of the project the Resident provides on his/her own.
4. Artists participating in the Literary Residency Programme at the Wojnowice Castle are obliged to present, upon completion of the residency programme, its effects in the form of a literary work/s stipulated in the detailed manner of the individual agreements concluded with KEW.
5. Specific obligations of the Resident in regards to the implementation of the residency is stipulated by an individual agreement concluded with KEW, which also includes provisions regarding the issue of property rights to the project and their use by Parties, with the basic minimum framework of using the project by KEW is determined in the sample agreement attached to these Rules.
6. Individual agreement with the Resident determines also the framework of using intellectual property rights to the project by European Capital of Culture 2016 as an institution co-financing the Residency.
7. The Resident is obliged to place all materials promoting the project information about its implementation as part of the Literary Residency at the Wojnowice Castle which is implemented in the framework of the residency programme for translators and writers as well as information about the co-organisation of the project by the European Capital of Culture 2016. In addition, the Resident is obliged to comply with the requirements of the visual identification of KEW and the European Capital of Culture 2016.

§7

Processing of Personal Data

1. Participation in the recruitment process is tantamount to agreeing to the use of the Applicant's personal data based on the provisions of the 29th August 1997 law on the protection of personal data, if such will be revealed during the recruitment process and as a result of it. The Applicant should provide KEW with the following data: name, last time, place of residence.
2. Personal data of the Applicant will be transferred by KEW and as a result with the implementation of these Rules, and especially to communicate with the Applicants, announcing the results of the recruitment process, in accordance with the agreement on the protection of personal

data of 29.08.1997 (Dz. U. z 1997 r. Nr 133, poz. 883 z późn.zm.). The applicants have a right to look into and correct their personal data.

3. The provision of personal data is voluntary, however, when a given Applicant refuses to provide personal data or refuses to provide content to transfer personal data for the purpose of the implementation of the recruitment process (for example for marking the project/application), the project that has been proposed by him/her will not be considered during the recruitment.

4. The data administration is carried out by KEW.

§8

Final Stipulations

1. Changes to these Rules require written consent and enter into force on the day of their announcement. Changes to the Rules have no effect on the applications that have been made before changes were introduced, as long as their introduction would result in limiting the rights of the Applicants who submitted their applications.

2. In the case of the change of address for correspondence the Applicant is obliged to immediately inform KEW under the pain of waving the responsibility of KEW for the effects of not delivering to the Applicant correspondence related to these Rules.

3. For issues not regulated by these Rules adequate provisions of the Civil Code and the law on copyright and related rights apply.

4. The rules enter into force on 29.01.2016.

Attachment:

1. Agreement with the Resident.