

# NOMADA ASSOCIATION'S MINIGRANTS PROGRAM

## § 1

### Financial source of the Program

The Rules and Regulations define the conditions of applying for financial support in the Nomad Association's Minigrants Program and the rules and procedures for providing financial support to the Program Beneficiaries by the Operator. Nomada Association's Minigrants Program is funded by UNHCR (United Nations High Commissioner for Refugees), under the agreement *PFA-POL-23121-008345-00* named *Pathways to empowerment: accessing rights, inclusion, empowerment and strengthening resilience of refugees in Poland*. The Program Operator is Nomada Association with its seat at 4/8 Paulińska Street, 50-247 in Wrocław, with KRS number: 0000342030. The Operator is the administrator of the Personal Data obtained during the Program.

## § 2

### Definitions

Whenever these documents refer to:

1. **Operator** - means the Nomad Association.
2. **Applicant** - means the entity applying for financial support.
3. **Beneficiary** - shall mean the entity awarded financial support by the Operator to implement the task.
4. **Financial support** - means the support granted by the Operator.

## § 3

### Objectives of the Program:

1. To support migrant and ethnic minority communities in Wrocław.
2. Demonstrate the positive impact of these communities on the inhabitants of Wrocław.
3. Contribute to the intercultural integration of the city's inhabitants.
4. To increase the participation of the communities in the social and cultural life of the city.
5. Promote values and attitudes such as: collectivity, social justice, human rights, anti-discrimination, and sustainable development.

## § 4

### Beneficiaries

1. Beneficiaries of the Program may be formal organizations or informal groups established within or cooperating with migrant and ethnic minority communities in Wrocław.
2. Financial support is granted for the organization of a task (i.e. activities and events) which pursues the objectives listed in § 3.

3. To receive financial support, an application must be submitted in accordance with the rules of the Program. The financial support will be granted by the Operator based on the application assessment criteria.
4. The Operator may grant support to organizations or informal groups and in the amount not exceeding PLN 5,000. for one project, however, one organization may receive support for no more than one project.
5. The Operator may grant financial support in an amount lower than the amount requested.
6. The Operator may challenge the distribution of funds as presented in the application with respect to individual types of costs.

## **§ 5**

### **Tasks of the Operator**

1. The main tasks of the Operator include in particular:
2. presentation of a comprehensive concept of Program implementation in the City of Wrocław,
3. coordination, supervision, and control over implementation of the Program,
4. developing a mechanism of granting support to organizations under the Program - application forms, settlement forms and contract,
5. carrying out the call and selecting organizations for support and transferring the financial support, as well as making its settlement based on the guidelines of the Program.

## **§ 6**

### **Eligible types of expenses**

Financial support provided under the program may be spent on:

1. Hire of facilities and purchase of items or products and services, necessary for the implementation of the project.
2. Transport, meals, accommodation.
3. Promotion of the project.
4. Technical and content-related support for the task.

## **§ 7**

### **Call for proposals procedure**

1. Applicants applying for financial support submit their application by submitting a form sent to the following address: [minigranty@nomada.info.pl](mailto:minigranty@nomada.info.pl).
2. Formal and content-related evaluation of applications shall be carried out by the Operator based on the criteria referred to in § 8.
3. The call for applications will start on 5 April 2024 at 12:00 and will end on 5 May 2024 at 23:59.
4. If the entire amount of the grant for support under the call for proposals referred to in paragraph 6 is not used, the Operator shall allow an additional call for proposals.
5. The Operator shall make available at [www.nomada.info.pl](http://www.nomada.info.pl) the procedure for filling in the application form.

6. A condition for the acceptance of an application is its correct completion.
7. The date of application submission is the date of sending the application by e-mail.
8. Submission of an application is not tantamount to granting financial support.
9. Substantive appraisal requires that the Applicant meets formal requirements.
10. Substantive appraisal means verification of the application with respect to its fulfilment of substantive criteria referred to in §8.

## **§ 8**

### **Substantive proposal evaluation criteria**

1. A maximum of 100 points may be awarded to the Beneficiary(s)' application. Individual evaluation criteria are scored to the nearest 1 point.
2. The 5 applications which receive the highest score, but not less than 60 points, will be qualified for financial support.
3. The operator will provide financial support based on the following evaluation criteria:
  - a) Compliance with the stated objectives of the program - from 0 - 30 points.
  - b) Reasonableness of the calculation of the costs of task implementation - from 0 - 20 points.
  - c) Probability of implementing the planned activities - from 0 - 20 points.
  - d) Adequate diagnosis of the needs of the community and the participants in the activities - from 0 - 10 points.
  - e) Adequacy of the activities to meet the described needs of the migrant or ethnic minority community - from 0 - 10 points.
  - f) Adequacy and correctness of the information contained in the application - from 0 - 10 points.
4. The Operator grants support based on a ranking created according to the number of points awarded to each application. If several entities obtain the same number of points in the ranking, the date of submission of the application (chronologically according to the submission deadline) determines the allocation of funds.
5. If an application is submitted before the deadline, the Operator may contact the Applicant to make the necessary corrections.

## **§ 9**

### **Main Conditions for project implementation by Beneficiaries**

The conditions for task implementation are as follows:

1. The project can only be carried out between May 27, 2024, and November 30, 2024.
2. The project must be non-commercial in its nature - it cannot aim to generate income.
3. The project can only be carried out outside Wroclaw.

## § 10

### **Granting Financial Support and signing the Agreement**

1. The evaluation of applications and announcement of the selection results will occur by May 20, 2024.
2. Information regarding the allocation of financial support along with the list of entities that received support will be published on the website of the Nomad Association.
3. Beneficiaries are required to sign an Agreement with the Operator within 14 days of receiving notification of the allocation of support.
4. Failure by the Beneficiary to sign the agreement within the specified period in paragraph 5 will be treated as resignation from task implementation.

## § 11

### **Rules of Implementation and Settlement of the Agreement**

1. Financial support for the implementation of a given task is provided based on an agreement between the Operator and the Applicant. In case the granted support is less than requested, the Applicant is obligated to present a correction of the estimated task implementation costs, considering the difference between the requested and granted support amounts.
2. Detailed terms of funding and settlement of tasks are regulated by the agreement on financial support for the task.
3. Funds for task implementation may only be used to cover costs specified in the Program, the agreement, and attachments to the agreement.
4. The Applicant is obliged to undergo inspection within the scope covered by the agreement and to provide, upon request of the Operator, all necessary documents regarding the implemented task, under the conditions specified in the agreement.
5. Beneficiaries are obligated to spend the received support funds no later than November 30, 2024.
6. Spending of funds occurs through:
  - a) purchasing a service or goods by the Nomad Association at the request of the Applicant.
  - b) payment of remuneration based on a civil law contract between the Nomad Association and the Applicant.
  - c) reimbursement of costs based on a receipt with the VAT number or an invoice to the Nomad Association for the purchase of goods or services, previously approved in the agreement between the Applicant and the Nomad Association.
7. The financial support provided must be used according to its purpose and the conditions specified in the agreement, as well as in accordance with the content and principles of this Program.
8. The Operator, in agreements concluded with Beneficiaries, will establish the deadline for settlement of the provided funds.
9. Documents necessary for settlement of the agreement:
  - a) Attachment No. 1 - Substantive and financial settlement of task costs, along with a compilation of accounting documents (invoices, bills, etc.).
  - b) Attachment No. 2 - Substantive report on task implementation.
  - c) Attachment No. 3 - Evaluation survey.
  - d) Attachment No. 4 - List of task participants' attendance.