

Arts in Exile
Under Culture Moves Europe Programme
General Terms & Conditions

Format of the mobility project:

1. **Values:**
 - a. The values of the European Union are at the core of Culture Moves Europe.
 - b. The values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities, must be fully respected.
 - c. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation is prohibited.
2. **The implementation of the residency program must be uninterrupted.** This means that the participant cannot spread the residency stay over several periods or complete it partially and go to another country.
 - a. **Planned start date: January 8, 2025, planned end date: April 8, 2025 (91 days)**
3. **Obligations of the Villa Decius Association:**

Villa Decius provides:

 - a. safe working space with the necessary equipment and material in Villa Decius palace and park complex premises;
 - b. safe accommodation (within – Villa Decius Guest House);
 - c. professional mentoring; the mentor provides feedback and guidance during the implementation and development of the residency project; the mentor is associated to the Villa Decius Association (as staff member or collaborator) and must have expertise connected to the residency project;
 - d. transfer of the mobility grant (daily and travel allowance) and potential top-ups (based on signed contract and provided documentation);
 - e. Relevant information regarding issues of security and safety in the destination country (including emergency phone numbers). Villa Decius Association encourages participants to notify and register with the Ministry of Foreign Affairs of their own country and obtain travel insurance before starting the residency project.
4. Villa Decius Association is obliged to prepare the residency report and collect documentation needed to implement the residential programme, including:
 - a. **Participant agreement (direct contract with an Artist);**
 - b. Proof of transportation **from the place of legal residence of each resident to the residency project premises, and back to their place of legal residence** (with dates, names, destinations, e.g., tickets, boarding passes - attachments provided by Resident to Residency Coordinator);
 - c. Contact details and email address of the resident;
 - d. Top ups & disability support: **round-trip tickets for travel via green means of transportation** such as train, bus, ferry, car (with receipts for petrol etc. - attachments provided by Resident to Residency Coordinator) Only airplane is not allowed;
 - e. OCT/OR top-up: **round-trip tickets for travelling to and from OCT/ORs*** (attachments provided by Resident to Residency Coordinator);

- f. **Visa top-up:** either proof of payment, stamped visa, or letter of acceptance (attachments provided by Resident to Residency Coordinator);
 - g. **Family top-up:** Document proving that the participant has custody of a child below the age of 10 during the residency project (attachments provided by Resident to Residency Coordinator);
 - h. **Disability support:** Receipts for costs incurred for individual needs, according to the budget previously provided (attachments provided by Resident to Residency Coordinator);
 - i. **Proof of implementation of the residency project.** Certificate of attendance from the participant: document signed by each participant attesting their participation in the residency project. The document must indicate: the name of the participant and the dates of project.
 - j. 5 pictures that provide an insight into the development of the project
5. **Villa Decius Association will not charge participating artists and cultural professionals any fees for registration, participation, or any services covered by the hosting allowance,** such as accommodation, access to equipment/material and training/mentorship.
 6. Villa Decius Association is not taking care of catering/meals, and/or organising activities such as group meals.
 7. Possible dates of travelling:
 - a. **The participant may leave his or her place of legal residence 15 days before the start of the residency program and leave Poland Villa Decius Association up to 15 days after the end of the residency at own expense.**
 - b. **Villa Decius Association does not cover the costs of the extended stay and does not guarantee the provision of accommodation in the guest house space.**
 - c. The participant must return to his/her country of legal residence before May 31, 2025.
 8. As part of the agreement, the Villa Decius Association and participant decide on:
 - a. Format of the payment (cash or bank transfer);
 - b. Currency of the payment (PLN or EUR);
 - c. Monthly frequency of the payment;
 9. Compulsory Individual Grant for each Resident
 - a. **Daily Allowance: to 25 € gross** (depending on the duration of the residency project);
 - b. **Travel Allowance: € 350 gross** for distances below 5.000 km; € 700 for distances from 5.000 km. Participant is responsible for booking their own travel from their place of residence to the place of the residency project, and return travel to their place of residence;
 - c. **Top-ups and disability support (if applicable)**
 - Disability support: up to € 75 per day for participants whose disabilities affect their ability to carry out the mobility project. Exact budget to be agreed with the Culture Moves Europe team;
 - Family top-up: € 100 for participant with custody of children who are below the age of 10 during the residency project. Fixed amount regardless of the number of children;
 - Green mobility top-up: € 350 for participant who travel green (no airplane) from the place of legal residence to the residency project premises and back to the place of legal residence. Only applicable for travel distances of 600 km and above;
 - OCTs/ORs top-up: € 150 for participant travelling to or from an OCT/OR;
 - Visa top-up: € 80 for expenses related to visa processes.

10. Recommended payment tranches:

- a. **Before the start of the residency project:** 50% of the travel allowance.
- b. **During the residency project:** daily allowance paid on a monthly basis; 60% of the disability support (if applicable).
- c. **After the residency project, upon submission of relevant documents:** remaining 50% of the travel allowance; 100% of the top-ups (if applicable); remaining 40% of the disability support (if applicable).

11. Possible changes for the project:

- a. **Force majeure:** exceptional situations that are beyond our control and are unforeseeable, i.e. government restrictions, restrictions on movement; health crises, natural disasters, wars and political crises
- b. **inevitable circumstances resulting from reasons impossible to predict.** When such circumstances occur, it is necessary to inform the Culture Moves Europe Team as soon as possible via the Goethe Application Portal (GAP): unless it is impossible, the changes must be communicated before the start of the residency project;
 - the team can ask for an explanation of the situation and may request additional information;
 - the change request may be approved (and lead to an amendment to the grant agreement) or rejected by the team;
 - amendments take effect as per the date agreed by both parties or, if no date has been specified, as per the date on which the amended agreement enters into force.
- c. **A change in the residency project can lead to budget reduction or full reimbursement!** The Culture Moves Europe team enforces any reductions and reimbursements with fairness and equal treatment to all selected Villa Decius Associations in mind.

12. The Villa Decius Association institution is responsible for fulfilling its administrative obligations towards the Culture Moves Europe team i.e.:

- a. preparing the participant agreement: directly Villa Decius Association & Resident
- b. contacting the Culture Moves Europe team if something has to be changed in the project
- c. collecting all necessary proof, including from the participant, to fill in the residency report.

13. The Villa Decius Association must inform the Goethe-Institut in case the following incident occurs:

- a. serious accidents or injury incurred by the participant or caused by a third party followed by hospitalisation;
- b. death;
- c. assault;
- d. serious harassment involving threat to the physical and psychological safety of the participants.

14. Communication

- a. Villa Decius Association acknowledge that the residency project is supported by Culture Moves Europe funded by European Union. Disclaimer: *This work was produced with the financial assistance of the European Union. The views expressed herein can in no way be taken to reflect the official opinion of the European Union.*

- b. Social media channels: Culture Moves Europe is on Instagram, Facebook, LinkedIn, Twitter/X and Youtube. Hashtags to be used: #CultureMovesEurope; #PushBoundaries; #CreativeEurope;
- c. Taking pictures: Villa Decius Associations and participating A&CPs posting pictures might be chosen to be shared on Culture Moves Europe social media if they tag Culture Moves Europe and use the hashtags. It is essential to respect the privacy rights of everyone: **anyone recognizable in photographs must have given explicit consent for the use of their image.**
- d. Upon formal agreement between the Villa Decius Association and the Goethe-Institut/European Commission, the visual materials (pictures, videos, etc.) may be used by Culture Moves Europe, the Goethe Institut and the European Commission, mentioning the credit ©, the name of the Villa Decius Association and/or the people with the rights of the visual materials.

More information at: <https://villa.org.pl/en/cultural-heritage/arts-in-exile-residencies/>
<https://www.goethe.de/ins/be/en/kul/eur/cme.html>
<https://culture.ec.europa.eu/news/culture-moves-europe-114-residencies-selected>

Contact to coordinators: Aleksandra@villa.org.pl or Anna.slupek@villa.org.pl

***Overseas Countries and Territories (OCT): 13 islands that are not sovereign countries but depend to varying degrees on the three Member States with which they maintain special links, namely Denmark, France and the Netherlands. It includes: Greenland (Denmark), French Polynesia (France), New Caledonia (France), Saint Barthelemy (France), St. Pierre and Miquelon (France), Wallis and Futuna Islands (France), Aruba (The Netherlands), Bonaire (The Netherlands), Curaçao (The Netherlands), Saba (The Netherlands), Sint Maarten (The Netherlands), Sint Eustatius (The Netherlands).;**

Outermost Regions (OR): some EU member States have part of their territory located in areas of the globe that are remote from the continent. These regions include French Guiana (France), Guadeloupe (France), Martinique (France), Mayotte (France), Reunion Island (France), Saint-Martin (France), Azores (Portugal), Madeira (Portugal), Canary Islands (Spain).