Annex no. 1 to the Regulations

MINIGRANTY OKO 2025 grant program

**PROJECT FORM**

Application for funding under the MINIGRANTY OKO 2025 program

*The form can be filled out electronically or by hand. Please submit it by email to: minigranty@oko.com.pl or in paper form at the OKO front desk (Grójecka 75) or at the Green OKO during minigrant consultation hours. Deadline for submission: June 15, 2025.*

*Good luck!*

1. **APPLICANT INFORMATION**

| Full name / name of informal group |  |
| --- | --- |
| Person responsible for preparing the application |  |
| E-mail |  |
| Phone number |  |

1. **PROJECT TITLE**

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1. **SHORT DESCRIPTION OF THE PROJECT** (What is the project about? What will happen?)

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1. **WHY ARE WE DOING THIS?** (Why should this idea be implemented? What do we want to achieve?)

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1. **WHO IS THIS FOR?** (Who is the project aimed at? How many recipients/viewers? How will we reach them?)

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1. **LOCAL CONNECTION** (How is the project related to the Ochota district?)

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1. **SUPPORT NEEDED FROM OKO** (How can OKO help? Do you need rooms / equipment / technical support / promotion / other?)

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1. **ACTION PLAN** (activities can be implemented till December 15, 2025)

| **date** | **activity** |
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1. **PROJECT BUDGET** (maximum budget is 5000 PLN, you may apply for less)

| **No.** | **Cost item** | **Estimated gross amount in PLN** |
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|  | **TOTAL** |  |

Submitting the application under the MINIGRANTY OKO 2025 grant program is equivalent to accepting the Regulations and the GDPR clause.

**Information Clause**

1. The administrator of the personal data provided by the Applicant in this agreement is the Ośrodek Kultury Ochoty (Cultural Centre of Ochota), located in Warsaw (02-094), at 75 Grójecka Street, hereinafter referred to as the Contracting Authority or the Administrator.
2. The Administrator has appointed a Data Protection Officer, who can be contacted regarding all matters related to data processing and protection at the Administrator’s registered office address or via email: iod@oko.com.pl.
3. Personal data will be processed in accordance with 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 – GDPR), specifically:
   * Article 6(1)(a): for the purpose of submitting the project to the competition prior to signing the agreement,
   * Article 6(1)(b): for the performance of the agreement,
   * Article 6(1)(a): where the data subject has given consent to the processing of their data (here: recording and publication of their image).
4. The provided personal data will be stored for the duration of the agreement, and after the purpose of processing ceases, for the period specified in separate legal regulations (e.g. archival or tax laws). Personal data processed based on consent will be stored until the agreement is signed with the Applicant or until the project is withdrawn from the competition, and until the purpose of image use defined by the Applicant ceases, or until the consent is withdrawn. Consent may be withdrawn at any time without affecting the lawfulness of processing based on consent before its withdrawal.
5. The person who has provided their personal data has the right to access, rectify, delete, or restrict the processing of their data.
6. The person who has provided their personal data also has the right to object to the processing and the right to data portability.
7. Any person whose personal data is processed by the Administrator has the right to lodge a complaint with the President of the Personal Data Protection Office regarding the unlawful processing of their data. This authority is competent to consider such complaints; however, the right to lodge a complaint applies solely to the lawfulness of data processing and does not pertain to the execution of the agreement.
8. Personal data will not be shared with third parties, except for institutions authorized under the law (e.g., tax offices) and entities providing services to the Administrator (e.g., legal firms, IT service providers).
9. Providing personal data is voluntary but necessary for the execution of the agreement. If such data is not provided, the agreement cannot be concluded. Providing data based on granted consent is not mandatory; however, if consent is not given or is withdrawn, the project or the Applicant’s image will not be processed.

**Date, signature of the applicant**