MIEJSKI AKTYWATOR MŁODZIEŻOWY

Regulations of the "Municipal Youth Activator (MAM)" program in 2025.

Municipal Youth Activator (MAM) is a micro-grant program for social and civic activities for informal youth groups, entirely funded by the City of Lublin budget, as a matter of implementing youth policy.

Who is the operator of the Program in 2025?

The operator of the "Municipal Youth Activator (MAM)" program in 2025 is Fundacja Aktywności Obywatelskiej, based in Lublin, 11 Wolska Street, 20-411 Lublin, entered in the register of associations, other social and professional organizations, foundations and public health care institutions kept by the District Court Lublin-East in Lublin with its seat in Świdnik, VI Economic Department of the National Court Register under the number 0000231024, REGON 060021248, NIP 946 24 56 064.

By what date can projects be implemented?

Projects can be implemented from 01.07 to 2.12.2025

What kind of projects can be implemented under MAM?

Within the framework of the Municipal Youth Activator, projects on the following topics may be implemented.

Social and civic activities, the originators of which are people between the ages of 13 and 26, studying, living or working in Lublin.

Activities whose purpose is to:

1) making a tangible change in the environment or the community in question – this means social projects,

Zadanie realizowane w ramach wdrażania polityki młodzieżowej Lublina

2) promoting civic attitudes (e.g., increasing environmental awareness, local, national identity, democratic values) - that is citizen projects,

3) Promoting European values.

Each informal group is required to indicate in its application for a micro-grant how its project implements the above

Who can submit an application?

Projects under the program may be submitted by informal groups of young people between the ages of 13 and 26 years (minimum of 3 people) consisting of people living, studying, studying or working in the Lublin area, hereinafter referred to as the Project Proponent. Each group must appoint a leader who will also be the contact person for the operator. If the group includes only minors, they will have to indicate an adult guardian. He or she will be responsible for, among other things, signing contracts with the operator.
An informal youth group, for example, is a peer group cantered around common interests, with common goals and values. Members of the youth group informal cannot be members of the boards of directors of NGOs operating in the Lublin area.

A given person can be a member of up to two groups at the same time informal. A leadership person can perform this role in only one group.

Each member of the youth informal group must submit at the application stage operator's consent to process his personal data. In the case of persons minors, the consent must be signed by a legal guardian.

What can be financed by the project?

Expenses proposed by the youth group, related to the implementation of the project must be: necessary for the implementation of the project; effective and reasonable; incurred within the timeframe indicated in these Regulations, i.e. from the date of signing the agreement until November 30 2025 (expenditures incurred by the project proponent beyond the indicated date will not be considered); properly documented; specified in the project budget approved by the operator.

The implementation of the project must take into account the principles set forth in Appendix No. regarding the protection of the environment from adverse effects.

Examples of expenses that can be financed with a microgrant:

- Fees for substantive activities and technical support of the project, instructors conducting workshops, creators, artists, hosts, animators.
- Purchase of materials necessary for the implementation of the project,
- Costs of renting space for the project,
- Rental of technical infrastructure along with support for the project,
- Project promotion costs,
- Costs of transporting materials and equipment (invoices for gasoline cannot be settled).

Costs within the project can only be settled based on invoices, pro forma invoices, fiscal receipts with the Operator's NIP as the buyer. In justified cases, the Operator may agree to settle personnel costs based on a work contract/commission.
Each person employed within informal group projects is required to provide the Operator with a signed statement, contract, and original invoice.
At the stage of concluding contracts, the operator is obliged to directly contact the contractor.
Informal groups are required to present a budget to the Operator, which must then be approved. Changes in the budget must be reported to the operator before incurring the expense. The operator has the right to refuse reimbursement of the expense if, in his opinion, it is unreasonable or exceeds the amount planned in the budget, and the change was not previously approved. Informal groups are required to respond to the Operator's questions about the details of planned expenses before incurring them

The MAM may not include projects that specifically:

✓ assume the purchase and consumption of alcohol and other harmful substances;

✓ may adversely affect the health and lives of participants,

✓ may lead to exclusion or discrimination,

✓ negate basic freedoms and human rights,

✓ assume activities of a political or religious nature,

✓ are commercial in nature,

✓ are part of larger initiatives funded by other city grants, such as festivals,

✓ contain vulgar, sexually oriented content;

✓ Are co-managed by NGOs - including ordinary associations, university student organizations (as defined by: board members NGOs cannot be attendants of groups consisting of minors and cannot contact on behalf of informal groups with the operator),

✓ using projects to promote NGOs.

The MAM will not fund activities that, in the opinion of the committee, qualify for funding under other programs implemented by the Lublin City Hall, e.g., Youth Inspire Districts, School Civic Budget, Creative Spaces or scholarship programs.

What CANNOT be funded under the project?

1) fixed assets;

2) materials to promote the activities of NGOs, including ordinary associations, university student organizations

Target groups for project activities

Among direct and indirect participants, groups can be distinguished by age:

1. School youth (13–18/19 years): Individuals attending primary and secondary schools.
2. People aged 19/20–26 years: Young people continuing education formally (university, post-secondary schools, etc.) and informally (training, courses), as well as youth combining work and study, working youth, and those unemployed and not studying.

Participants in projects funded by microgrants can also include people from other age groups, such as youth and seniors (to build intergenerational bonds in Lublin), including disadvantaged groups, such as:

- People from families at risk of social exclusion, families facing various difficulties (unemployment, addictions, etc.), with special needs, low income,

- People from cultural and national minorities, including Polish citizens from ethnic, cultural, religious minorities, and those with different beliefs,
- People with physical, intellectual, sensory disabilities,
- People with mental health problems,
- Youth staying in care and educational institutions

What responsibilities will each informal youth group have?

1) Each youth group appoints a leader who represents the informal group in the agreement between the group and the Operator and will remain in constant contact with the Operator on all matters concerning the implementation of the project. If the leader is not an adult, the group is required to additionally appoint a guardian – an adult who will take legal responsibility for the implementation of the project

2) Members of informal groups are required to attend meetings and training in the scope indicated by the Operator.

3) The group implementing its project is obliged to use the indicated by the Operator Graphic signage on all materials promoting the project. Group members agree to record the course of the project (photo, audio, video) by persons authorized by the operator and the Lublin City Hall, and also free and unrestricted use of recorded materials for MAM's promotional and organizational purposes.

4) The informal group is obliged to inform the participants of their events about the recording of their image and obtain consents for its sharing.

5) The group is required to send the Operator: description, schedule, the budget of the planned activities, which must be approved by the Operator prior to the start of project implementation and incurring expenses.

6) The group is obliged to make a photographic report and submit it to the operator up to 7 days after the implementation of activities.

7) The Group is obliged to report to the Operator the dates of implementation of activities with a minimum of 14 days in advance.

8) The Group is obligated to promote its events in any way it wishes, with this that the promotion must begin a minimum of 14 days before the implementation of activities.

9) Upon completion of the project (up to 14 days), the group implementing the project is obliged to prepare (according to the template) a report on its implementation, to which all materials documenting its course should be attached e.g., attendance register, photographs.

10) Project implementers are fully liable for any damages arising in connection with the implementation of the project.

11) If the informal group fails to comply with the above obligations, the Operator has the right to revoke the grant awarded, and the unspent and use the funds to subsidize another initiative.

The amount of funding under the Municipal Youth Activator (MAM) in 2025.

The amount of micro-grant that can be applied for is PLN 3250.00.

Rules and procedure for submitting project proposals for implementation

The rules of the competition and the application form are translated into at least into English and Polish sign language.

The operator will allow project submission in the form of a vlog in PJM.

The call for applications will be held from 1.06.2025 to 16.06.2025.

The project description should be sent via the online form available at www.fao.org.pl until 02.06.2023, inclusive.

Note that the form does not give you the option to save the content and return to edit it later.

We suggest that you prepare the content of the proposal in a working document, and once you have completed the work on the project paste its contents into the form and send.

Completion of evaluation and publication of results

The criteria for evaluating projects can be found in Appendix 1 of the Regulations.

The operator reserves the right to make comments in the selected for implementation project - in consultation with the youth group.

The call will be resolved by June 27, 2025. If a large number of projects are submitted, the selection deadline may be extended.

Relevant information will be published on the Operator's website www.fao.org.pl The list of projects selected for implementation under the program will be published on operator's website. Group leaders will receive an e-mail informing them of the selection or rejection of their applications projects.

After selecting the project, a Microgrant Agreement will be concluded between the Operator and the Representative of the youth group (the person mentioned in point 1 of the Microgrant Application). There is no possibility of appealing the results of the recruitment. In case of resignation by the project implementers qualified for implementation, projects from the reserve list will be invited to the program according to the order of the number of points obtained.

GDPR (General Data Protection Regulation)

In terms of data protection and processing, the Operator undertakes to comply with and achieve the objectives set out in 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) (OJ L 119, 2016).
The data controllers are:

- For names, surnames, and images: Gmina Lublin, Plac Króla Władysława Łokietka 1, 20-109 Lublin.
- For other data provided in the microgrant application: Fundacja Aktywności Obywatelskiej, ul. Wolska 11, 20-411 Lublin, KRS 0000231024, NIP 946-24-56-064, REGON 060021248.

Personal data will be used for:

1. Conducting analyses and statistics for internal needs related to the implementation and evaluation of the Municipal Youth Activator.
2. Promoting the Municipal Youth Activator, including developing materials and publications and placing them on the program's website.
3. Evaluating cooperation offers in terms of content and form within the project evaluation team as specified in point 18 of the Regulations.
4. Announcing the results of the cooperation offer recruitment on the Operator's website.
5. Concluding and implementing the agreement – Annex No. 3. 6. Promoting the Municipal Youth Activator.
6. Other purposes to which the Administrator is obliged under applicable law.
7. Authorized personnel of the Administrator and entities providing services to the Administrator (i.e., IT and technical support services, postal operator) will have access to personal data, as they need access to perform their duties. These entities will have access to data only to the extent necessary to perform their tasks.

The Administrator does not transfer personal data outside Poland / EU / European Economic Area. Personal data will be stored for the period required in the task implementation agreement.

For matters related to personal data processing, you can contact via email at fundacja@fao.org.pl or by mail at the correspondence address: Fundacja Aktywności Obywatelskiej, ul. Wolska 11, 20-411 Lublin, or iod@lublin.eu or by mail at the correspondence address: Gmina Lublin, Plac Króla Władysława Łokietka 1, 20-109 Lublin.

Participants in the Municipal Youth Activator have the right to:

1. Request access to their personal data, rectification, deletion, or restriction of processing, to object to processing, and the right to data portability.
2. If the basis for processing personal data is consent – the right to withdraw consent at any time without affecting the lawfulness of processing based on consent before its withdrawal.
3. File a complaint with the supervisory authority, i.e., the President of the Personal Data Protection Office (ul. Stawki 2, 00-193 Warsaw).

Data will not be processed automatically, including profiling. Providing personal data is voluntary, but refusal to provide it will prevent participation in the Municipal Youth Activator.

Final Provisions:

Submitting a project by a youth group means acceptance of these Regulations.

In disputed or unregulated matters in this document, decisions will be made by the Operator after consultation and discussion with the party to the Microgrant Agreement

Attachments to the Regulations:

Attachment No. 1 - Project evaluation criteria

Attachment No. 2 - Microgrant application template

Attachment No. 3 - Microgrant Agreement template

Attachment No. 4 - Project implementation report template

Attachment No. 5 - Principles for protecting the natural environment from negative impacts.

MIEJSKI AKTYWATOR MŁODZIEŻOWY

Attachment No. 1 to the Regulations of the "Municipal Youth Activator" MAM program in 2025

Project Evaluation Criteria

Who evaluates the projects?

The Project Evaluation Committee, consisting of representatives from the Youth Council of Lublin, the Lublin Student Council, the Youth Policy Office, and the Operator's Board, will evaluate the projects in terms of formal and substantive aspects.

Formal Evaluation The formal evaluation of submitted proposals includes the analysis of the following items (YES/NO):

1. The applicant is an informal youth group consisting of at least 3 people aged 13 to 26 who are studying, working, or living in Lublin.
2. The application contains all required elements.
3. The application does not include the implementation of non-eligible activities and costs.
4. The application is not eligible for funding under other programs funded by the Lublin City Hall, such as Youth Inspires Districts, School Civic Budget, Creative Spaces, or scholarship programs.
5. The application aims to:
    1. Introduce a specific change in the environment or community – i.e., social projects and/or
    2. Promote civic attitudes (e.g., increase ecological awareness, local, national identity, democratic values) – i.e., civic projects and/or
    3. Promote European values.

A positive formal evaluation requires a "yes" answer to all points.

Substantive Evaluation The substantive evaluation considers the following aspects:

1. Usefulness of the project for individuals and groups in need of support – from 0 to 6 points.

2. Originality and innovation of the project in the local environment – from 0 to 3 points.
3. Consistency of the proposed activities – from 0 to 6 points.
4. Clarity of the budget – from 0 to 3 points.

To qualify the project for implementation, a minimum of 60% of the possible points must be obtained, assuming that at least 1 point is scored in each of the evaluated areas (points 1-4).

Priority points are awarded for promoting European values (e.g., respect for human dignity, respect for human rights, freedom, democracy, equality, rule of law, justice, solidarity, non-discrimination, and supporting European education, etc.) and referring to the values from the Charter of Fundamental Rights of the European Union – 3 points. Priority points are only awarded to applications that have obtained the minimum number of points, i.e., 60%.

MIEJSKI AKTYWATOR MŁODZIEŻOWY

Attachment No. 2 to the Regulations of the "Municipal Youth Activator" MAM program in 2025

Microgrant Application Template

1. Data of the adult Leader or adult Guardian of the informal youth group (if the group leader is a minor) - name, surname, phone, email.

2. Group composition (min. 3 people) – names, surnames, and ages of all group members (including the group leader).

No.	Name and Surname	Age	Studying / Living / Working in Lublin	
1			YES	NO
2			YES	NO
3			YES	NO
4			YES	NO
5			YES	NO

3. Project title.

4. Project implementation period (minimum one month, maximum five months).

The project can be implemented between July 1, 2025, and December 2, 2025.

5. Target group. Who is the project addressed to? How many people will approximately participate in the project?

Each project must involve a minimum of 10 participants from outside the group implementing the project.

6. What is the main goal of the project? What are the specific objectives of the project?

7. Description of activities to be carried out within the project (What do you want to do? For whom? When? Where? The description of activities should also include promotional activities, including how you will inform about the project)

8. Description of results (What do you want to achieve through the implementation of the project? Specify the scale in numerical data and specific expected effects of activities, e.g., increase in cooperation, engagement, knowledge, etc.)

9. How does the project relate to the Program's assumptions:

   a. Introduces a specific change in the environment or community and/or

   b. Promotes civic attitudes and/or

   c. Promotes European values (e.g., respect for human dignity, respect for human rights, freedom, democracy, equality, rule of law, justice, solidarity, non-discrimination, etc.)

10. The budget of the project.

Lp.	Cost	Amount in PLN
	Total	**3250,00 PLN**

11. I declare that I have read the Regulations of the "Municipal Youth Activator (MAM)" program in 2025 available at www.fao.org.pl and undertake to comply with them (after reading the Regulations, enter "YES").

12. I declare that the person mentioned in point 1 has read the GDPR clause - text in the Regulations of the "Municipal Youth Activator (MAM)" program in 2025 available at www.fao.org.pl (after reading the clause, enter "YES").

13. I declare that the person mentioned in point 1 consents to the processing of personal data for the purpose of evaluating this microgrant application (enter "YES").

Date of application completion:

Microgrant Agreement Template

MICROGRANT AGREEMENT NO. ……../MAM/2025

concluded in Lublin on …….. between: Fundacja Aktywności Obywatelskiej, located in Lublin, ul. Wolska 11, 20-411 Lublin, registered in the register of associations, other social and professional organizations, foundations, and public health care institutions maintained by the District Court Lublin-East in Lublin with its seat in Świdnik, VI Economic Department of the National Court Register under number 0000231024, REGON 060021248, NIP 946-24-56-064, represented by…… …… …… …… …… …… …… ……, hereinafter referred to as the Operator, and Ms./Mr. ……, residing at ul. ……. PESEL: …….., phone number: …….. hereinafter referred to as the Project Owner – representative of the informal youth group, both entities hereinafter referred to as the Parties.

§1

1. The Project Owner undertakes to carry out the task named: "……." hereinafter referred to as the project, the description of which constitutes: Attachment No. 2 (Microgrant Application) to this agreement.
2. The Operator allocates the amount of: 3250.00 PLN gross (in words: three thousand two hundred fifty PLN gross 00/100) from the "Municipal Youth
3. The Project Owner declares that before signing this Agreement, they have read the regulations of the "Municipal Youth Activator" (MAM) program in 2025 and accept its provisions. Furthermore, they declare that they will comply with the program regulations and this Agreement.

§2

1. The Project Owner undertakes to:

   a) Prepare, implement, and supervise the project in accordance with its description constituting Attachment No. 2 (Microgrant Application).

   b) Prepare, manage, supervise, and carefully store all documentation necessary for the proper execution of the Agreement.

c) Provide the Operator with a report on the activities carried out within the Municipal Youth Activator program (Attachment No. 4) and photographic or video documentation of the Project implemented within the "Municipal Youth Activator" within 14 days of the completion of the Project (but no later than December 8, 2025), with appropriate and unlimited consent for their use (in addition to the signed paper version of the report, the Project Owner should also send the completed form in editable format to the Operator's email address: fundacja@fao.org.pl or attach it on a CD or DVD to the paper form).

d) Continuously and comprehensively informing the Operator about all events and circumstances related to this Agreement and the event mentioned in § 1 of the Agreement.

2. Under the concluded Agreement, the Project Owner will be entitled to incur expenses to cover the costs necessary for the implementation of the event specified in § 1 of the Agreement. The Project Owner is obliged to spend the aforementioned costs only in accordance with the budget and the submitted microgrant application.
3. The Operator will cover the costs incurred by the Project Owner, as mentioned in Attachment No. 2 (Microgrant Application) to the Agreement in one of two ways:
   a) Payment of invoices and/or bills issued to the Operator;

   b) Reimbursement of incurred costs based on submitted invoices and/or bills issued to the Operator.

   c) After agreeing on the terms with the Operator, funds may be transferred for the project implementation in the form of an advance payment in cash or by transfer.

4. Payments related to the Project, recognized as eligible costs, will be made by the Operator after accepting the correctly issued invoices (with NIP) or bills presented by the Project Owner, based on the following data: Fundacja Aktywności Obywatelskiej, ul. Wolska 11, 20-411 Lublin, NIP 946-24-56-064.
5. Apart from the amounts specified in Attachment No. 2 (Microgrant Application) to the Agreement, the Project Owner will not be entitled to any other financial claims against the Operator under this Agreement.
6. The Project Owner is obliged to provide the Operator with correctly completed invoices or bills within a timeframe that allows for proper and timely execution of payment instructions by the Operator.

§3

1. The Project Owner is obliged to promote the implemented project.

2. The Project Owner must include the provided banner containing the necessary logos on all promotional materials (both printed and online), as well as on film materials, including reports on the implementation of the Project or other audio-video materials created within the Program. The Project Owner will receive the appropriate banner from the Operator.
3. The Project Owner agrees to the registration of the Project's progress (photo, audio, video) by persons authorized by the Operator and the Lublin City Hall, as well as the unrestricted use of the registered materials for promotional and organizational purposes of the "Municipal Youth Activator" program, the Lublin City Hall, and the Operator.
4. The Project Owner undertakes to provide the Foundation with consents signed by adult participants (in the case of minors, consents should be signed by their legal guardians) for the recording and use of their image, i.e., photographs, films, recordings, etc., made during the project mentioned in §1. The materials with the image will be posted on social media, the website of the City of Lublin, and the Foundation, as well as used in promotional materials. The aim is to promote the "Municipal Youth Activator" (MAM) program in 2025.

§5

1. The Operator has the right to terminate the Agreement immediately in the event of: a) Gross violation of the terms of this Agreement by the other Party; b) Misuse of the funds provided; c) Failure by the Party to take actions aimed at fulfilling the Agreement, in such a way that the implementation of the Agreement becomes impossible or significantly hindered.
2. The right to terminate the Agreement is exercised by submitting a written statement to the other Party.
3. In the event of non-performance of the entire or part of the Agreement by the Project Owner, if the Project Owner has received an advance payment for the project implementation, they are obliged to return the unused amount.
4. The Project Owner bears full liability for damages to the Operator and third parties arising from the implementation of this Agreement and any potential damages and claims that may arise from it.

§6

1. The Parties declare their willingness to amicably resolve any disputes arising during the implementation of this Agreement.

Operator Project Owner

…… ……

MIEJSKI AKTYWATOR MŁODZIEŻOWY

Attachment No. 4 to the Regulations of the "Municipal Youth Activator" MAM program in 2025

Project Implementation Report Template

1. Data of the adult Leader or adult Guardian of the informal youth group (if the group leader is a minor) - name, surname, phone.

2. Group composition (min. 3 people)

No.	Name and Surname	Age	Studying / Living / Working in Lublin
1			YES NO
2			YES NO
3			YES NO
4			YES NO
5			YES NO

3. Project title

4. Project implementation period

5. What goals did you achieve through the implementation of your project?

6. Describe the activities carried out within the project, including the promotion of the project. In case of discrepancies, problems with the plan, please describe the reasons for these discrepancies

7. Description of results (What did you achieve through the implementation of the project? Specify the scale in numerical data and specific expected effects of activities, results should be consistent with those assumed in the application. In case that the planned results are not achieved, please state why they were not achieved

8. Target group – please describe who participated in the project and in what number.

9. How did the project fulfill the Program's assumptions:
   a. Introduces a specific change in the environment or community and/or
   b. Promotes civic attitudes and/or
   c. Promotes European values (e.g., respect for human dignity, respect for human rights, freedom, democracy, equality, rule of law, justice, solidarity, non-discrimination, etc.)

10. Budget

No	No of financial document	Date of issue	payment date	Cost (PLN)
			Total	

Project Owner

.....

Principles for protecting the natural environment from negative impacts

To protect the natural environment from the negative impacts of using single-use plastic items, the project owner is obliged to:

1. Eliminate the use of single-use plates, cutlery, cups, stirrers, sticks, straws, and food containers made of polyolefin plastics and replace them with reusable equivalents or single-use products that are compostable or biodegradable, including those made of biological plastics meeting the EN 13432 or EN 14995 standards.
2. Serve refreshments without using single-use plates, cutlery, cups, stirrers, sticks, straws, and food containers made of polyolefin plastics.
3. Serve water or other beverages in biodegradable, reusable packaging or returnable bottles.
4. Serve tap water if the legal requirements for the quality of water intended for human consumption are met.
5. Use materials that come from or are subject to recycling in the implementation of the agreement.
6. Avoid using single-use packaging, bags, nets, and plastic bags made of polyolefin plastics.
7. Prohibit the use of balloons with plastic sticks.
8. Prohibit the release of Chinese lanterns.
9. Prohibit the use of fireworks and firecrackers.