

**Zarządzenie nr ZA/38/2026**  
**Dyrektora Krakowskiego Biura Festiwalowego**  
**z dnia 20 kwietnia 2026 roku**  
**w sprawie wprowadzenia angielskiej wersji Regulaminu Rezydencji Literackich**  
**Krakowa Miasta Literatury UNESCO**

Na podstawie § 4 ust. 5 Regulaminu Organizacyjnego Krakowskiego Biura Festiwalowego wprowadzonego Zarządzeniem nr ZA/77/2025 Dyrektora Krakowskiego Biura Festiwalowego z dnia 2 września 2025 roku w sprawie zmiany Regulaminu Organizacyjnego Krakowskiego Biura Festiwalowego, zarządzam co następuje:

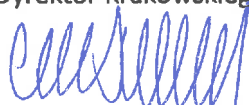
**§1**

1. Wprowadza się angielską wersję językową Regulaminu Rezydencji Literackich Krakowa Miasta Literatury UNESCO, wprowadzonego zarządzeniem nr ZA/12/2025 Dyrektora Krakowskiego Biura Festiwalowego z dnia 14 lutego 2025 roku w sprawie wprowadzenia Regulaminu Programów Rezydencyjnych Krakowa Miasta Literatury UNESCO.
2. Angielska wersja językowa zarządzenia nr ZA/12/2025 Dyrektora Krakowskiego Biura Festiwalowego z dnia 14 lutego 2025 roku w sprawie wprowadzenia Regulaminu Programów Rezydencyjnych Krakowa Miasta Literatury UNESCO stanowi Załącznik nr 1 do niniejszego Zarządzenia.

**§2**

Zarządzenie wchodzi w życie z dniem podpisania.

**Karolina Pietyra**  
**Dyrektor Krakowskiego Biura Festiwalowego**



**Decree No. ZA/12/2025  
of the Director of the Krakow Festival Office  
of 14 February 2025**

**on introducing the Regulations of the Residency Programmes  
of the Krakow UNESCO City of Literature**

Pursuant to § 4(5) of the Organisational Regulations of the Krakow Festival Office introduced by Decree No. ZA/61/2024 of the Director of the Krakow Festival Office of 12 December 2024 *on amendment of the Organisational Regulations of the Krakow Festival Office*, I order as follows:

**§ 1**

1. The Regulations of the Residency Programmes of the Krakow UNESCO City of Literature, in the wording attached as Annex 1 to this Decree, are introduced.
2. As soon as this decree comes into force, the hitherto applicable regulations for the residency programmes of the Krakow UNESCO City of Literature are repealed.

**§ 2**

The Decree shall enter into force as of the day of its signing.

C. Miel

## Regulations of the Residency Programmes of the Krakow UNESCO City of Literature

*The Residency Programmes of the Krakow UNESCO City of Literature, hereinafter referred to as the "Programmes", are aimed at writers, poets, publicists and scriptwriters from all over the world who are working on their own literary project, want to get to know the Polish and local publishing market and present their work to new audiences, and above all are looking for a quiet space and optimal conditions for their work. The programmes stem from a belief in the profound value of cultural exchange in literature between different language circles. The main objectives of the Residency Programmes include the international and national promotion of Krakow and its literary community, the internationalisation of Krakow UNESCO City of Literature's activities, supporting young artists and debutants, creating international connections between Krakow and foreign artists, expanding the publishing market with new positions and names, and enriching the literary offer of the Krakow UNESCO City of Literature. Residency programmes are a key point in the Krakow UNESCO City of Literature strategy implemented by the Krakow Festival Office, which fulfils the priority of strengthening international cooperation in the field of culture and creative industries and the priority of industry education. The programmes are also consistent with the statutes of the Krakow Festival Office, in particular §4*

*(1)(10) integration of diverse artistic, cultural and creative milieus and § 4(1)(3) coordination of the Krakow UNESCO City of Literature programme and implementation of literary activities and residencies as part of this programme.*

### § 1 Organiser

The Programmes are organised by the Krakow Festival Office with its registered office in Krakow, 30 - 311, ul. Wygrana 2, a municipal cultural institution entered in the register of cultural institutions kept by the City of Krakow under number 19, with NIP [Tax Identification Number]: 676-17-87-436, REGON [Company Statistical Identification Number]: 351210040, hereinafter referred to as: the "Organiser" or "Office".

### § 2 Objectives of the organisation of the Programmes

The objectives of the organisation of the Programmes are:

- 1) supporting greater diversity in the Polish and Central European literary community.
- 2) promoting Krakow's literary community and the international promotion of the Krakow UNESCO City of Literature brand.
- 3) creating opportunity for writers to present their work to a central European audience and enabling local authors to establish contacts with foreign writers.

### § 3 Recruitment principles

1. Recruitment to the Programmes takes place on a competitive basis, on dates set and each time

C. Miel

announced publicly by the Organiser on the website [www.miastoliteratury.pl](http://www.miastoliteratury.pl), [www.kbf.krakow.pl](http://www.kbf.krakow.pl). Applications sent after the deadline set by the Organiser will not be taken into consideration.

2. Application is made electronically to the email address provided in the announcement.
3. Applications for the Programmes may be submitted by individual participants, i.e. natural persons of legal age (**Candidates**):
  - (a) having at least one published book or volume of poetry,
  - (b) linked to at least one UNESCO City of Literature, in particular by residence, birth, residence of the publisher, place of action of the work, etc,
  - (c) having at least a communicative knowledge of English (for International Programmes),
  - (d) connected with the culture and literature of Central Europe,
  - (e) ready to actively participate in Krakow's literary life, including events, cultural activities, etc,
  - (f) working on their own literary project during a possible residency.
4. By submitting an application, the Candidate declares that they have read these Regulations and that they accept their provisions.
5. The application in the form attached to the announcement (in Polish or English) should additionally contain an author's piece of text of maximum length of 1 A4 page and a CV, both documents in Polish or English. Optionally, the Candidate may attach a letter of motivation and a letter of recommendation in Polish or English.
6. By submitting an application, the Candidate declares that the text they have submitted and all its constituent parts are the result of their creativity alone and do not infringe any property or personal rights of third parties. If the Candidate is found to have breached the provisions of the preceding sentence, the Candidate will be excluded from participation in the Programmes and will be required to reimburse all amounts incurred by the Organiser to satisfy the claims of such persons and to indemnify the Organiser for any loss that the Organiser suffers as a result.
7. On the basis of the applications submitted, a jury, appointed by the Organiser by decree, will qualify a predetermined number of Candidates, announced at the opening of the recruitment, to participate in the individual Programmes.
8. The Programme Organiser reserves the right to reject applications that do not comply with the adopted criteria. The decision of the jury is irrevocable.
9. By submitting an application, Candidates agree that the Organiser may process their personal data for purposes related to the organisation of the Programmes, in particular the selection of participants in the Programmes and the broad implementation of the Programmes, 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, abbreviated as GDPR, and the Privacy Policy set out in § 7 below.
10. Once a Candidate has been selected, they may resign from the Programme up to 30 days prior to the start of the Programme. If, up to the date of the resignation, the Organiser has already incurred the Candidate's travel costs and it is not possible to receive full reimbursement, the Candidate shall reimburse the costs that have not been reimbursed to the Organiser by the seller, within the deadline set by the Organiser.
11. In the event that a Resident resigns from the Programme less than 30 days prior to the

- commencement of the Programme, the Resident shall be liable to reimburse the Organiser for any costs incurred, including travel and accommodation costs, to the extent that the Organiser is unable to obtain reimbursement from the seller/lessor.
12. In the event that a Resident resigns from the Programme during the Programme, if the resignation is submitted less than 21 days from the date of commencement of the Programme, the Resident shall be obliged to reimburse the Organiser for any costs incurred by the Organiser, including travel and accommodation costs, which have not been reimbursed to the Organiser within the period set by the Organiser.
  13. If a Resident resigns from the Programme, the Organiser may offer participation to another Candidate.
  14. In justified cases, the Organiser and the Resident may agree to change the date of participation in the Programme, in accordance with the terms and conditions provided by the Organiser.
  15. The Organiser reserves the right to carry out, in justified cases, Programmes for residents selected outside the competition procedure, by way of an individual invitation addressed to persons of particular distinction in the field of artistic creativity. However, this does not apply to Programmes for which recruitment on a competitive basis has already been announced.
  16. If it is revealed, after the Resident has been selected, that the Resident has provided false data in the application form or has grossly falsified information regarding their profile/competence, the Organiser may withdraw from the Residency Agreement referred to in § 4(1) of the Regulations and claim reimbursement of all costs incurred in connection with the Residency in question.

#### § 4 Rules of residence

1. No later than 7 days prior to the Organiser's purchase of the travel tickets or, where the agreement does not concern the obligations indicated in the first part of the sentence, no later than the date of commencement of the Residency, the Parties shall enter into a Residency Agreement which shall set out the details of the specific Resident's stay under the specific Programme as proposed by the Organiser, hereinafter referred to as the "**Agreement**". If it is not possible for both Parties to sign the Agreement at the same time, a signed scan of the Agreement shall be exchanged by the Parties by means of electronic correspondence. As soon as possible after the commencement of the Residency, as indicated by the Organiser, the Resident shall submit the original signed Agreement.
2. As part of their residency, selected individuals, hereinafter referred to as "**Residents**", spend between 30 and 60 days in Krakow.
3. During their stay, each Resident is obliged to create an original literary text on any topic inspired by the Krakow UNESCO City of Literature of between 3,000 and 10,000 characters with spaces in Polish or English and submit it to the Organiser up to two months after the end of their stay. Other responsibilities of the Resident may also be specified in the Agreement, including participation in professional meetings with representatives of the Krakow literary community or participation in discussions.
4. The Organiser undertakes to provide the Resident in Krakow with a residential stay of between 30 and 60 days, depending on the specifics of the Programme, the Resident's expectations and

the Organiser's capabilities. The length of each residency shall be determined each time an open call for residencies is announced.

5. The Resident shall be obliged to present any expectations towards the Office, including those concerning the parameters of the equipment, access to rooms other than those mentioned in the Agreement referred to in § 4(1) of the Regulations, substantive and technical assistance related to the stay, no later than two weeks before the planned arrival. The Organiser does not guarantee that the reported expectations will be met.
6. The Resident undertakes to obtain all visas and permits necessary to travel and lawfully perform the Agreement. The Organiser shall provide, at the Resident's request, the documents in its possession necessary for the Resident to obtain a visa or other relevant permits/documents.
7. The Resident must provide, at their own expense, health, accident and third-party liability insurance valid for the duration of the trip, as well as in the country of residence and for the duration of the residency.
8. If it is not possible to submit the original agreement, the Parties shall conclude it in the form of signed scans exchanged electronically. Immediately upon arrival at the place of residence, the Parties shall sign in original copies of the agreement.
9. As part of the performance of the Residency Programme Agreement, the Resident shall grant the Organiser the relevant licences and consents, inter alia, for the Organiser to use the Resident's work produced in connection with the Programme, as well as recordings of interviews and meetings using the Resident's image/voice.

#### **§ 5 Remuneration and payment of costs**

1. In the announcement of the call for a particular Programme, the Organiser may grant participating Residents remuneration for the performance of the obligations specified in the Agreement. The amount of remuneration and the manner of its payment shall be indicated in the vacancy notice.
2. The Organiser shall only pay the costs expressly provided for in the Agreement or the Regulations.
3. The Organiser shall cover the costs of the Resident's accommodation in the premises designated by the Organiser, including rent, administrative costs, electricity, gas, wireless internet, basic cleaning service (excluding, inter alia, laundry services).
4. The Organiser shall cover travel costs from the city of departure to Krakow in economy class.
5. In particular, the Resident shall not be entitled to a creative scholarship or any other form of financial support as part of their residency, including a per diem, so-called 'pocket money'. The Organiser shall not cover the costs of any Resident's insurance, food, local transport costs, materials and other costs of the stay not expressly mentioned in the Agreement or the Regulations.

#### **§ 6 Force majeure**

1. Neither Party shall be liable for any delay, inappropriate performance or non-performance of its obligations under this Programme only to the extent that the delay in performance of the obligation in question or any other failure to perform or undue performance of its obligations is the result of a force majeure event understood as an external event that could not have been foreseen with due diligence over which the Party claiming the force majeure event had no control and still has no control, and the effects of which it could not avoid, which prevents that Party from performing in whole or in part its obligations. Provided that the prerequisites referred to in the preceding sentence are met, force majeure events are, in particular, natural disaster events such

*C. Mills*

as floods, hurricanes, gales of extraordinary force, tornadoes, unusually intense and prolonged downpours, or extraordinary and external events which could not have been prevented (a war, martial law restrictions, an insurrection, a revolution, riots, an epidemic, etc.). In such a case, neither party may also charge any contractual penalties.

2. For the purposes of these provisions, force majeure shall not include, in particular, shortages of equipment, personnel, materials, labour disputes, strikes or the accumulation of such factors.
3. In the event of a force majeure event, the Party affected by the force majeure event shall immediately notify the other Party of the force majeure event and the reasons for the force majeure event, failing which it shall lose the right to invoke the force majeure provisions. The Party affected by force majeure shall use its best endeavours to provide the other Party with documentation that explains the nature and causes of the force majeure event within 30 (thirty) days of the date of notification. Unless otherwise agreed by the Parties after notification, each Party shall use its best endeavours to fulfil its obligations, to the extent practicable, and shall seek all reasonable alternative solutions despite the force majeure circumstances.

### § 7 Privacy Policy

1. The Programme participants' data are processed pursuant to the 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, abbreviated as GDPR.
2. The administrator of the personal data provided by Residents is the Krakow Festival Office with its registered office at ul. Wygrana 2, 30-311 Krakow, a municipal cultural institution entered in the register of cultural institutions kept by the City of Krakow under number 19(Organiser).
3. The Organiser can be contacted in writing at: The Krakow Festival Office with its registered office at ul. Wygrana 2, 30-311 Kraków, electronically to the e-mail address: [poczta@kbf.krakow.pl](mailto:poczta@kbf.krakow.pl) or by telephone: +48 12 333 25 00.
4. The Krakow Festival Office has appointed a Data Protection Officer, Mr. Łukasz Gajdecki, who can be contacted in all matters concerning the processing of personal data and the exercise of rights related to data processing, via e-mail address: [rodo@kbf.krakow.pl](mailto:rodo@kbf.krakow.pl) or in writing to the address of the Office with the annotation: Data Protection Officer.
5. Personal data will be processed by the Organiser:
  - (a) with regard to personal data of representatives, agents, persons for whom a party to the agreement on its own behalf has concluded the subject agreement, persons indicated by a party to the agreement for contacts and/or coordination of conclusion or performance of the subject agreement, as well as persons with the help of whom the party performs obligations specified by this agreement - **Article 6(1)(f) of the GDPR** - conclusion of the subject agreement and its proper performance together with its settlement constitutes a legitimate interest of the Office and the party with whom the Office has concluded this agreement;
  - (b) in relation to the processing of personal data after the performance and settlement of this agreement - **Article 6(1)(f) of the GDPR** - for the legitimate interests of the Office in the form of the protection or assertion of possible claims arising from the conclusion or performance of this agreement.
6. The provision of personal data in the application for the Programmes is voluntary but necessary

C. M. U.

for participation.

7. The data provided in the application for the Programmes may be transferred to:
  - (a) processors on behalf of the Krakow Festival Office - suppliers of IT services such as hosting and IT system providers, as well as partners of the Administrator involved in the organisation of accompanying events connected with the performance of the said agreement in which you will participate;
  - (b) other entities, which will act as administrators of the data, deciding on the method and purposes of the processing - only if the obligation to make the data available results from the provisions of the law.
8. The Office will process the participant's data for the period necessary to fulfil the purposes for which they were collected in accordance with the criteria set out in the law, including the safeguarding of possible claims for a minimum period of 6 years.
9. A participant providing personal data has the right to:
  - (a) access the content of their personal data, i.e. the right to be informed whether the Administrator processes personal data and to be informed of such processing;
  - (b) have their personal data rectified if they are incomplete, incorrect or out of date;
  - (c) request the erasure of personal data processed illegitimately and unlawfully (e.g. data are no longer necessary for the purposes for which they were collected);
  - (d) have the processing restricted, in which case, after considering the request, the Office will not be able to process the personal data provided unless it can demonstrate the existence of compelling legitimate grounds for the processing overriding the interests, rights and freedoms of the data subject or grounds for the establishment, assertion or defence of claims;
  - (e) object to the processing of personal data - where data is processed by the Office for legitimate interest purposes based on Article 6(1)(f) of the GDPR.
10. If they consider that the processing of personal data by the Office violates the relevant personal data protection regulations, Residents have the right to lodge a complaint with the President of the Office for Personal Data Protection (correspondence address: ul. Stawki 2, 00-193 Warszawa).

#### **§ 8 Final provisions**

1. In all matters not covered by these Regulations, the Organiser shall make the final decision.
2. By submitting an application, you are deemed to have read and accepted the rules of these Regulations.
3. Any questions regarding the Programmes should be sent to [marcelina.karcz@kbf.krakow.pl](mailto:marcelina.karcz@kbf.krakow.pl).
4. These Regulations are governed by Polish law, in particular the Civil Code and the Act on Copyright and Related Rights.
5. All disputes that may arise from these Regulations shall be referred by the Parties for resolution to courts having jurisdiction over the registered office of the Organiser.

C. Miel