



**Contract of Cooperation
for the Visegrad Literary Residency Program**

between

The Villa Decius Association
ul. 28 Lipca 17 A
PL-30-233 Krakow, Poland
hereinafter named the “**Coordinator**”

and

The Arts and Theatre Institute
Celetná 17
CZ-110 00 Prague 1, The Czech Republic
hereinafter named the “**Host Institution**”

The Visegrad Literary Residency Program is an initiative of the International Visegrad Fund serving to provide opportunities to host from and in all V4 member states and to support work of talented writers, literary translators, publicists and journalists, to create a platform for information exchange as well as to support development and promotion of the V4 contemporary literature in Central Europe and the spirit of Visegrad cooperation. The Program supports mobility of writers in the Visegrad countries and presentation of their work.

Article 1

The subject matter of the Contract of Cooperation between the aforementioned entities is defining their tasks, responsibilities and obligations in implementation of the **Visegrad Literary Residency Program**, which will be realized in Poland, Hungary, Czech Republic and Slovakia in the year 2019.

Article 2

Tasks and Responsibilities of the Host Institution

The Host Institution participates in the **Visegrad Literary Residency Program** (hereinafter also referred to as the “**Program**”) and sincerely supports literary residencies and development and promotion of the V4 contemporary literature and the spirit of Visegrad cooperation in Central Europe.

1. Within the framework of the Program **the Host Institution** is obliged to:
 - a. act as a national contact point and promote the Program in its country, which includes: call for applications, local literary meetings and dissemination of the results;
 - b. participate in the selection of the Literary Residents (and Candidates' Waiting List) by delegating its representative for the Selection Panel;
 - c. host **4 (four)** selected Literary Residents (one from Poland, one from the Czech Republic, one from Hungary and one from Slovakia) in a residency place for a period of 3 months from 1st September till 30th November 2019 and **4 (four)** selected Literary Residents (one from Poland, one from the Czech Republic, one from Hungary and one from Slovakia) in a residency place for a period of 6 weeks from 1st May till 12th June 2019;
 - d. ensure equal for each Literary Resident and adequate conditions of accommodation for residency, which are: a fully equipped single (or double) room with a bathroom, a single or shared kitchen, laundry facilities, cleaning room service (1x week), free internet, free parking;
 - e. if not possible to accommodate the Literary Residents "under one roof" (only if it is not possible to find adequate accommodation), the coordinator from the host institution (or a contracted person) shall „animate“ meetings of residents on regular basis (once a week/every other week)
 - f. take care of the Literary Residents and look after all problems they may encounter, including health and other unexpected misadventures;
 - g. prepare and implement a cultural and study visits program, which includes:
 - organizing min. 1 public meeting with all hosted Literary Residents, each presenting her/his works and the richness of contemporary literature of the V4 Region, securing audience organization, media patronage and coverage, putting and updating info on its webpage and running the meeting;
 - organizing individual meeting(s) of the Literary Residents with translators, literary critics etc. and/or their visits to universities;
 - h. monitor development of the Program and carry out its final evaluation;
 - i. collect the Program content related (e.g. photo, video, literary texts) and financial documentation (invoices, contracts etc);
 - j. submit the Final Report of 2019 Program, containing a content related and a financial part, together with the debit note concerning the whole lump sum used for the implementation of the Program to the Coordinator by the 15th December 2019, according to the provided Final Report form;
 - k. use the lump sum transferred by the Coordinator only for the purposes stipulated herein and return the unused part of the lump sum not later than 20th December 2019.
2. The Host Institution will communicate with the Coordinator on the implementation of the Program and keep the Coordinator informed and advised about all changes which require written consent of the Coordinator.
3. In case of unexpected developments of the Program, the Host Institution is obliged to:
 - a. immediately inform the Coordinator about the fact that a Literary Resident withdraws from the Program and return the unused part of the Financial Support within 5 days after the call of the Coordinator;
 - b. immediately inform the Coordinator about the fact that it is withdrawing from the Program and return the unused part of the Financial Support and present all documentation of the implemented activities and their eligible costs within 5 days after the call of the Coordinator.

4. The Host Institution allows representatives of the Coordinator to carry one monitoring visit per year.
5. The Host Institution is also obliged to:
 - a. acknowledge the financial support of the International Visegrad Fund by keeping the Fund's logo and web address in all promotion materials of the Program and on its website for the whole period of the cooperation;
 - b. provide information about the Program on its website together with a link to the International Visegrad Fund and the Villa Decius Association websites.
 - c. include the term "Visegrad" in the title of all activities implemented according to this Contract.

Article 3

Tasks and Responsibilities of the Coordinator

The **Coordinator** implements the Program in the V4 countries according to the Agreement on Cooperation at Providing Financial Support to the **Visegrad Literary Residency Program** signed with the International Visegrad Fund, and in cooperation with the **Host Institutions**.

1. Within the framework of the Program **the Coordinator** is obliged to:
 - a. promote the Program as well as the spirit of Visegrad cooperation in V4 countries;
 - b. establish a network of Host Institutions that will implement the Program in their respective countries and assist in its documentation and monitoring;
 - c. set up a Selection Panel responsible for selection of Literary Residents (and Candidates' Waiting List) and cover the costs of the selection meeting(s);
 - d. communicate with applicants, selected Literary Residents and Host Institutions;
 - e. coordinate and supervise the implementation of the Program, including organization of meeting(s) with representatives of Host Institutions;
 - f. cover part of the costs connected with the organization of meeting(s) with representatives of the Host Institutions;
 - g. monitor residency places to make sure that the selected Literary Residents are provided with good accommodation and adequate conditions for literary work for the whole duration of the residency (one monitoring visit per year)
 - h. make accessible the evaluation prepared by the Literary Residents to both the Host Institutions and the IVF.
2. The Coordinator will transfer a lump sum of total amount of **EUR 14 100** (in words fourteen thousand one hundred Euros) to the Host Institution to cover the costs of 8 (eight) Literary Residents in two installments by bank wire. The first installment of **EUR 11 280** (in words eleven thousand two hundred eighty Euros) will be transferred after the selected Literary Residents have been approved by the Council of Ambassadors and not later than on 1st May 2019. The second installment of **EUR 2 820** (in words two thousand eight hundred twenty Euros) will be transferred within 5 days after the acceptance of its Final Report of 2019 Program by the Coordinator.
3. The amount of EUR 14 100 (in words fourteen thousand one hundred Euros) is the maximum that the Host Institution will receive to run the Program. This amount will under no circumstances be increased. If the number of Literary Residents is lower than expected, the amount will be proportionally smaller and included in an amendment to this Contract executed as a written Annex based on the consent of both Parties.

Article 4

Unexpected Developments and Terminating the Contract

1. **The Coordinator** shall have the right to withdraw from this Contract for any reason or without stating the reason of withdrawal. In case the Coordinator withdraws from this Contract, this Contract shall be terminated immediately upon the delivery of the notice on withdrawal to the Host Institution and to the International Visegrad Fund.
2. In case of a withdrawal of the **Host Institution**, the Host Institution is obliged to return to the Coordinator the amount of the lump sum not used for covering eligible costs until the day of withdrawal from the Program within 15 days upon the delivery of the notice on withdrawal to the Coordinator.
3. Any amount to be returned due to a withdrawal of the Coordinator from this Contract shall be paid by the Host Institution to the Coordinator within 15 days upon the delivery of the notice on withdrawal to the Host Institution.

Final provisions

This Contract shall be governed by the Polish law. Relevant provisions of the Civil Code of the Republic of Poland and other related regulations of the Republic of Poland shall apply to the relations regulated in this Contract, resulting from it and related to it.

Any disputes resulting from this Contract which could not be settled by mutual agreement of the Parties shall be resolved by Polish courts.

This Contract is concluded for a definite time period till 21st December, 2019.

Any amendments to this Contract shall be executed only in the form of written annexes to this Contract based on the consent of both Parties.

Both Parties declare that they conclude this Contract of their free will, they have read its content and as evidence of their consent to its wording they voluntarily sign it as correct.

The Contract is drawn up in two identical counterparts in English. Each Party shall receive one counterpart of the Contract.

Stowarzyszenie Willa Decjusza
dr hab. [redacted] [redacted]
.....
(signature and stamp of the Coordinator)

VRAKOV
31 GRU. 2019
.....
(town/city, date)

[redacted]
.....
(signature and stamp of the Host Institution)
Institut umění - Arts and Theatre Institute
Celetná 17, 110 00 Praha 1
IČ: 00023205 DIČ: CZ00023205
T +420 224 809 111 | E Info@idu.cz | www.idu.cz

- 2 -01- 2019
.....
(town/city, date)