

January 10, 2023

**Fundacja Arton**  
**Solec 109/20**  
**00-382 Warsaw**  
**Poland**

Re: Grant Contract No. **22230094**  
Attn: **Marika Kuźmicz**

Ref. no.: 22230094/1

Dear Marika Kuźmicz,

Please find enclosed two signed contracts on the provision of financial resources from the International Visegrad Fund (later referred to as "Fund") to finance your project titled "*Hidden Visegrad Heritage: Artists' Studios On-Line*". We would kindly request that you have both contract copies signed at the indicated places (altogether three times) with blue ink by your statutory representative and **return one signed copy (marked with "FUND'S COPY") to the Fund. Together with the contract copy, kindly send us an original, signed confirmation from your bank in English language, proving that the bank account indicated in the contract belongs to your organization** (only if you have not submitted the confirmation with a previous project).

The first grant instalment will be transferred within 15 working days of the Fund's receipt of the signed contract.

We would like to request that you pay attention to fulfilling all contractual obligations during the project implementation, especially with regards to acknowledging the Fund's support and keeping the calendar of events in the on-line system up to date. We also require that you set up tools for following and measuring the indicators of success of your project from the very beginning of its implementation to be able to report them in the interim (if applicable) and especially in the final report. For further information on the implementation of the project please consult the Grant Guidelines available at the [www.visegradfund.org](http://www.visegradfund.org) website.

During implementation, please turn to the following Project Manager assigned to you (and please always refer to the project ID #22230094 when contacting us):

**Orsolya Rigó**  
E-mail: [rigo@visegradfund.org](mailto:rigo@visegradfund.org)

We wish you success in implementing your project.

Sincerely yours,





# Contract on the Provision of Financial Resources from the International Visegrad Fund's Strategic Grant No. 22230094

(hereinafter only the "Contract")

## 1. CONTRACTING PARTIES

### 1.1 International Visegrad Fund

Address:	Hviezdoslavovo nám. 9, 811 02 Bratislava, SK
ID No.:	36060356
Bank name:	Tatra banka, a.s.
Bank seat:	Hodžovo nám. 3, 811 06 Bratislava, SK
IBAN:	SK29 1100 0000 0029 3600 0250
SWIFT/BIC:	TATRSKBX

Represented by: **Petr Mareš**, Executive Director

hereinafter referred to as the "Fund"

and

### 1.2 Fundacja Arton

Name:	Arton Foundation
Address:	Miedziana 11, Warszawa, 00-835, PL
Correspondence address:	Solec 109/20, Warsaw, 00-382, PL
ID No.:	Fundacja Arton
Bank details:	IBAN: PL5711602202000000488920712; SWIFT/BIC: BIGBPLPW; bank name: Millennium Bank S.A.; bank seat: Poland
Registered VAT Payer:	yes

Represented by: **Marika Kuźmicz**

hereinafter referred to as the "Grantee"

1.3 The Fund and the Grantee jointly hereinafter only "Contracting Parties".

1.4 The Contracting Parties enter into this Contract on Provision of Financial Resources from the International Visegrad Fund under the conditions and with the subject matter stipulated below.

## 2. SUBJECT OF THE CONTRACT

2.1 The subject of this Contract is the definition of conditions for the payment of financial support from the Fund to support the activities of the Grantee within the project named "**Hidden Visegrad Heritage: Artists' Studios On-Line**", as on the base of Grantee's proposal in application submitted via the Fund's On-line System as defined below (the "Application") under serial No. **22230094** (the "Project"). To avoid any doubts, Contracting Parties declare and agree that after the Application is submitted via the On-line System, it cannot be changed by neither Contracting Party.

2.2 The Grantee specified the following project partners for the implementation of the Project:

**Partner No. 1.**

Name of the organization in its native language: Trance Balance Kft.	
Name of the organization in English: Trance Balance Kft.	
Address: Király utca 76. , Budapest, 1068, HU	HU
Statutory representative: Gábor Pados	
BIN: HU12943748	Registered VAT payer: yes

**Partner No. 2.**

Name of the organization in its native language: Technická univerzita v Košiciach (TUKE)	
Name of the organization in English: Technical university of Kosice (TUKE)	
Address: Watsonova 4, Košice , 04001 , SK	SK
Statutory representative: Dr. h. c. prof. h. c. prof. Ing. Stanislav Kmeť, DrSc. (rector)	
BIN: ID00397610	Registered VAT payer: yes

**Partner No. 3.**

Name of the organization in its native language: Moravská galerie v Brně	
Name of the organization in English: Moravian Gallery in Brno	
Address: Husova 18, Brno, 66226, CZ	CZ
Statutory representative: Mgr. Jan Press	
BIN: CZ00094871	Registered VAT payer: yes

All of the above-mentioned partners hereinafter jointly referred to only as the "Project Partners".

2.3 The subject of the Project shall be supported by the Fund with an amount of up to **€53,600.00** under conditions set forth further in this Contract (the "Grant").

2.4 The Grantee is obliged to implement the Project in compliance with the time frame and financial and other conditions stipulated in the Contract.

2.5 The Grantee is obliged to keep the Fund updated with regard to the Project via the grant management on-line system available at <http://my.visegradfund.org/> (the "On-line System"). The Grantee is also obliged to submit requests for budget changes and extensions of the implementation period of the Project through the On-line System. Internal changes of the Grantee and other requests must be communicated to the Fund in writing.

### 3. IMPLEMENTATION OF THE PROJECT

3.1 The Contracting Parties agree that the Project shall last from **01/03/2023** to **30/06/2025** (the "Implementation Period").

3.2 Particular stages of implementation of the Project are specified in Attachments No. 1 and 2 hereof ("List of outputs" and "Calendar of Events/Outputs"). The Grantee is obliged to maintain an up-to-date Calendar of Events. Any change in the dates, venues or types and names of events originally stipulated in the Calendar of Events must be updated and confirmed in the On-line System no later than 10 calendar days prior to the planned date.

## 4. GRANT PAYMENT

4.1 The Grant shall be paid to the Grantee under conditions set forth in Section 4.2 hereof in 2 instalments as follows:

- the 1st installment in the amount of **€28,650.00** within 15 working days after the delivery of the valid and effective Contract by the Grantee to the Fund (the "First Instalment"); Contracting Parties agreed that the Grantee is obliged to deliver to the Fund an interim report contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's website in the period under Article 6, section 6.2 of the Contract (the "Interim Report");
- the 2nd installment in the amount of **€14,230.00** within 15 working days after the Interim Report is approved by the Fund and at least 50% of the 1st installment is utilized; Contracting Parties agreed that the Grantee is obliged to deliver to the Fund a Final Report, Financial Statement and Audit Report contents and requisites of which are set forth in the Grants Guidelines published and available on the Fund's website in the period under Article 6, section 6.2 of the Contract (the "Final Report");
- the 3rd and final installment in the amount of **€10,720.00** within 15 working days after the Final Report, Financial Statement and Audit Report are approved by the Fund according to Article 6 hereof (the "Final Instalment"). Parties agreed that the Final Instalment must be pre-financed by the Grantee and, if duly approved under conditions set forth hereof, the Fund reimburses the due amount of the Final Instalment.

4.2 The Grantee shall be entitled to the 2nd Instalment and Final Instalment of the Grant solely upon the approval of the Fund provided (i) the relevant reports relating to the particular instalment were delivered by the Grantee to the Fund within the periods stated in Article 6 hereof and in the Calendar of Events/Outputs as specified in Attachment No. 2 hereto and (ii) such reports were approved by the Fund pursuant to Article 6 hereof.

4.3 The Fund reserves the right to deny the disbursement of the Grant or any part of it, in case the Grantee does not comply either with the Grant Guidelines mentioned in 4.4 and applicable at the time of the Application's submission or the provisions of the present Contract. In such case the Grantee shall not be entitled to any disbursement. The Fund also reserves the right to reduce the Grant or any part of it, in case the Grantee is entitled for tax (VAT) refund from local authorities.

4.4 The Grantee declares that prior to the signing of this Contract they made themselves familiar with the Grant Guidelines of the Fund which are applied by the Fund for the organization and treatment with the grants, including Grant provided to the Grantee under this Contract, and which are published on the website of the Fund ([www.visegradfund.org](http://www.visegradfund.org)). The Grantee shall be obliged to accept all such rules and principles of the Fund.

4.5 The Fund is entitled to change the Grant Guidelines and is in such case obliged to make the valid version thereof available at the Fund's website ([www.visegradfund.org](http://www.visegradfund.org)).

## 5. GRANT UTILIZATION

5.1 The Grant shall be used by the Grantee only to cover the direct expenses of the Project during the Implementation Period of the Project according to the budget plan which forms Attachment No. 1 hereof (the "Budget"). Up to 15% of the Grant may be used to cover Project overhead costs (operating costs directly linked to the Project).

5.2 The expenses required for the Project from the Grant cannot exceed the approved amount.

5.3 The Grant may be used only during the contracted Implementation Period. The part of the Grant not used during the Implementation Period shall be returned by the Grantee to the Fund upon request within 15 working days.

5.4 The Grantee shall use the Grant according to the Budget in an efficient and cost-effective way.

5.5 Any change in the qualified expenses as stated in the Budget exceeding the amount of €1,000.00 in individual budget category requires the prior approval of the statutory representative of the Fund. For such approval to be granted a request must be submitted in the On-line System with proper justification. Without the approval of the Fund the Grant may not be used to cover such changed expenses exceeding the amount qualified in the Budget.

5.6 The financial resources of the Grant other than overhead costs cannot be used for:

a) capital investments (tangible/intangible assets);
b) VAT refund for Grantees who request VAT compensation from local authorities;
c) the Grantee's own indirect costs (electricity/gas/water/telephone bills, etc.);
d) internal costs or invoices (rent of one's own premises, one's own accommodation and board); and
e) Grantee's own work—e.g. coordination of the Project, salaries, financial remuneration of employees (or any expenses related to employment based on the Labour Code, including daily allowances, part-time work, etc.).

## 6. REPORTING OBLIGATIONS AND RELATED CONTRACTUAL TERMS

6.1 The Grantee shall immediately inform the Fund in writing of any circumstance which may affect the realization of the Project or of any changes in contractual conditions. The statutory representative of the Fund shall decide upon such circumstances and changes.

6.2 The Grantee shall deliver to the Fund:

<i>Report:</i>	<i>Covering the period from-to:</i>	<i>Latest delivery of report:</i>
Interim Report	01/03/2023–30/09/2024	28/10/2024
(Interim) Financial Statement	01/03/2023–30/09/2024	28/10/2024
Final Report	01/03/2023–30/06/2025	28/07/2025
(Final) Financial Statement	01/10/2024–30/06/2025	28/07/2025
Audit Report	01/03/2023–30/06/2025	28/07/2025

6.3 The reports under this Article hereof shall be drawn up in the qualified forms and according to the requirements and instructions published on the website of the Fund, mainly in the Grants Guidelines. The Fund reserves the right to deny any Report failing to meet this requirement.

6.4 All the reports except the Audit report shall be prepared and separately signed by authorized representative of the Grantee. The Audit report shall be prepared by a certified auditor registered in a Chamber of Auditors of the country where the auditor resides.

6.5 The Financial Statements shall conform to the budget and shall mention expenditures related to the Project and shall comply with financial documents evidencing the utilization of the Grant. All financial documents (receipts, bills, contracts and invoices, etc.) related to a project must be kept for period of at least 10 years and copies thereof delivered to the Fund upon request.

6.6 The Fund has the right to verify any data provided by the Grantee to the Fund. The Grantee hereby grants the Fund authorization to provide any acts on behalf of the Grantee necessary for verification of any data provided by the Grantee to the Fund.

6.7 In case of any reservations of the Fund to provided reports or any documentation attached thereto the Grantee shall be obliged to revise such reports or documentation according to the requirements of the Fund within the period stated by the Fund.

6.8 The Fund reserves the right to determine the eligibility of each cost to be covered by the Fund.

6.9 The Grantee shall inform the Fund with no delay (max. within 10 calendar days from such a change) in writing of any internal changes of the Grantee, mainly but not limited to changes of the Grantee's official name, registered seat, statutory representatives, registration for VAT, etc.

## 7. OTHER CONTRACTUAL TERMS

7.1 All formal communication with the Fund must be conducted in English.

7.2 The Grantee is obliged to specify a bank account for the purposes of the grant disbursements realized by the Fund. All Project payments must be carried through the bank account owned by the Grantee.

7.3 The Grantee shall conduct bank transfer (non-cash) transactions only.

7.4 The Grantee is obliged to acknowledge the Fund's support of the Project (i) on all premises where events take place as part of the Project (in the form of a banner or flag), (ii) in all printed materials distributed as part of the Project, (iii) in all public statements and presentations and (iv) on all web pages connected with the Project. All acknowledgements must visibly carry the current version of the logo of the Fund and, if on-line, must be directly linked to [www.visegradfund.org](http://www.visegradfund.org). Acknowledgements in event venues must be present for the duration of the events; acknowledgements on-line must remain active for the whole Contractual Period of the Project, at minimum. The Grantee shall ensure that any of its Project Partners acknowledge the Fund's support for the Project to the same extent that the Grantee is obliged under this Contract. Further obligations of the Grantee regarding the acknowledgment of the Fund's support of the Project are specified in the Logo and Acknowledgement Manual (annex to the Grant Guidelines) of the Fund published on the Fund's website and the Grantee declares that prior to the signing of this Contract he made himself familiar with the Grant Guidelines and shall abide by this policy.

7.5 The Fund reserves the right to carry out monitoring visits of the Project and implementation thereof and carry out financial inspection of the Project and, if necessary, request additional documentation regarding the Project. The Grantee is obliged to allow visits from the staff of the Fund or from personnel authorized to do so by the Fund, allow a financial inspection and provide any materials related to the Project upon request.

7.6 The Fund (or person authorized by the Fund) is entitled to carry out an audit of the Grantee during the Implementation Period. The Grantee is obliged to bear such audit and provide the Fund with any accounting and other document related to the Grant and make and deliver the Fund copies therefrom.

7.7 The Fund undertakes to extend to the Grantee necessary co-operative support.

7.8 Both Contractual Parties may disclose information on the Project and enable access of the public to participate in the Project.

7.9 The Grantee takes note of the fact that the Fund accepts no responsibility for any contents of any output of the Project.

7.10 The Grantee declares that he shall be the bearer of all intellectual property rights and/or copyrights to any outputs of the Project or any part thereof (the "Outputs"). The Grantee hereby grants to the Fund under provisions of the Act No. 185/2015 Coll. Copyright Act (the "Copyright Act") a non-exclusive royalty free license, without territorial, time, material and technological limitations, to any Outputs of the Project or part thereof, so the Fund shall have mainly right to:

a) publicly disclose the Outputs and publish the Outputs in any way, e.g. on the Fund's website, in any Fund's materials, etc.;
b) alter and process the Outputs, mainly use the Outputs to create new work, according to needs of the Fund;
c) include the Outputs to a database under §131 of the Copyright Act;
d) merge the Outputs with any other outputs or work;
e) make copies of the Outputs;
f) publicly distribute the Outputs;
g) to deal with the Outputs in any other way that is attributable to the author under the provisions of the Copyright Act.

7.11 The Parties agreed to adhere to the principles of environmental sustainability by all means possible in relation to the Project (saving electricity, water and other resources, preferring local goods and services and printing only if necessary and on both sides of the paper, etc.).

## 8. CONTRACTUAL SANCTIONS

8.1 The Fund shall be entitled against the Grantee for a contractual penalty in the amount of 20% of the amount of the Grant (the "Contractual Penalty"), if:

- any data provided by the Grantee turns out to be false or not up-to-date, or
- the Grantee fails to deliver to the Fund any of the reports according to this Contract in time, or
- the Grantee fails to observe the Budget or the Grant or any part of it is used in conflict with the terms stipulated in this Contract, or
- the Grantee breaches any of its obligation arising from Article 7 hereof.

8.2 The Contractual Penalty shall be paid by the Grantee within 15 working days from the written notice of the Fund. The Contractual Penalty payment shall not affect the Fund's right to request a damage compensation for any damages caused to the Fund.

8.3 The Fund shall be entitled to withdraw from the Contract, in case:

a) any kind of false/incorrect data/information is provided by the Grantee, or
b) any of the contractual requirements are not met by the Grantee or breached by the Grantee and the Grantee shall not remedy such deficiency or breach within an additional reasonable period provided by the Fund in the written call for the remedy, or
c) deficiencies are determined that could in a significant way affect the result or approved schedule during the implementation of the Project, mainly, but not limited to, the Outputs of the Project do not meet the requirement under this Contract and its attachments, or
d) the good reputation of the Fund is damaged by the Grantee, or
e) the Fund learns about a misuse of any funds granted to the Grantee by the Fund or the funds provided by the Fund are used, intentionally or negligently, to any other purpose that specified in the Project.

8.4 The notice of withdrawal shall be delivered in writing in person or by registered mail to the address of the relevant Contracting Party stated in this Contract. The notice of withdrawal shall be considered received on the date of its delivery. If the delivery of the withdrawal notice is rejected by the relevant Contracting Party, the rejection date shall represent the date of delivery. In the case of postal deliveries, the withdrawal notice shall be considered received on the third day of its postal deposit, irrespective the addressee's knowledge of such deposit.

8.5 If the Contract is terminated upon the withdrawal of the Fund therefrom, the Grantee shall automatically be obliged to return to the Fund the amount of the paid Grant within 15 working days.

8.6 In case the Grantee fails to observe the Budget or the Grant or any part of it is used in conflict with the terms stipulated in this Contract, the Grantee shall be obliged to return the amount of the paid Grant to the Fund within 15 working days at the call of the Fund.

8.7 When the Fund determines deficiencies that could in a significant way affect the result or approved schedule during the implementation of the Project, the Fund reserves the right to suspend the payment of Grant or any part of it for a definite period.

8.8 If the Fund anytime (i.e., also after implementation of the Project) learns about a misuse of any funds granted to the Grantee by the Fund, and/or about unannounced changes within the Project and internal changes of the Grantee affecting the utilization of the provided Grant (mainly but not limited to changes of the Grantee's name, registered seat, statutory representatives, registration for VAT, etc.), the Grantee shall be obliged to return the full granted amount to the Fund within 15 working days at the call of the Fund.

## 9. FINAL PROVISIONS

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

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

9.3 This Contract shall enter into force on the day of its signing by both Parties. This Contract is concluded for a definite time period until 08/09/2025 (i.e., the implementation period + 50 working days), except the stipulations in Section 8.8 hereof which shall remain valid and effective for an indefinite time period.



9.4 Both Contracting 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.

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

Done in Bratislava, on 10/01/2023



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Signature of the Grantee's statutory representative

# **Attachment 1**

to the Contract on the Provision of Financial Resources from the International Visegrad Fund's Strategic Grant No. **22230094**

## **List of Outputs:**

Total approved sum: **€53,600.00**

## **1 Research in Polish, Slovak and Hungarian artists' archives (research in Czech Republic will be paid from the own funds) (Product)**

01/03/2023–01/03/2024

Arton Foundation will conduct research in the private archives of artists active in 60s. and 70s. like f.e. Hanna Orzechowska, who was the overlooked student of Władysław Strzemiński, Anna Buczkowska, who is the forgotten and underestimated women artists devoted to the textile art, Andrzej Różycki, who was a forerunner of video art in Poland and innovative photographer, Anna and Krystyn Jarnuszkiewicz, forgotten and underestimated sculptures, connected to the Academy of Fine Arts in Poland. All these archives need to be ordered, digitized, published on-line, because currently they are not accessible for the audience. The research is necessary to recognize the specific needs of the material, how should it be developed and also how it should be ordered. The research is starting point of our project. The researcher will also be in touch with the artists and their families and prepare the interviews. The research will be in the same way conducted by the partners, in Czech, Slovakia and Hungary. Each partner will hire researchers familiar with the topic of private archives of artists and art by overlooked artists and will conduct the research of the material f.e.:

### **Direct target groups:**

We have a few target groups: 1. Artists and their heirs, which archives will be researched 2. Professionals, whom the research will help to conduct their research and will bring some more results like exhibitions, books 3. Non-professionals, art lovers, people interested in contemporary art : 40000

Selection/outreach: We will keep all target groups updated about the research during the whole process by sharing the most interesting artworks or documents via SM (non paid and paid posts), newsletters, website of the project and websites of partners'

### **Dissemination/promotion**

We will reach the receivers mostly by the SM campaign including the most interesting news about the research, researched artists. We will also make short films about researched archives (2-5 minutes length) to share them via SM, websites etc. The research will be conducted in 4 countries, however Czech partner will pay for this task from the own funds (1000 euro).

### **Role of the applicant and project partners**

Each partner and the applicant will be equally involved into the process of research. It is the crucial issue for us, to treat the project as a platform for the artists from the Visegrad region, artists of older generation, to be more visible but also to show / find relations between them. This is why the research will be conducted in each partner country. A team from a particular country will conduct research on archives from that country and afterward we will share the knowledge each other and will be able to present results of our research into the database [www.forgottenheritage.eu](http://www.forgottenheritage.eu)

## **2 Digitization process and uploading results to database (Product)**

01/07/2023–30/09/2024

Digitization process is the important part of the project, one of the main results of it. The digitization will be conducted in four partner countries, after the research. Researchers in each partner country will select the material from the private archives of Polish (1000 items), Czech (500 items), Slovak (300 items) and Hungarian (500 items) artists. Together we expect to provide to the database 1800 items, which will include outstanding, but overlooked and until not accessible works. Scans will be uploaded to the common database, which already exists [www.forgottenheritage.eu](http://www.forgottenheritage.eu), that will help the partner institutions build interest in the topic of avant-garde art of the 60s. and 70s of the Visegrad region. For the database [www.forgottenheritage.eu](http://www.forgottenheritage.eu) we need to provide not only scans of Visegrad artists' artworks but also clear, understandable and substantive descriptions of them, containing dates, techniques, size, but also short narrative descriptions, helping users not familiar with the topic to understand the subject of the artwork. All descriptions of digitized objects of artworks and other items from private artists of archives will be translated from domestic languages to English. We expect approximately 1000 of descriptions, each of them approximately 1800-2000 characters, 2 000 000 character in total. All descriptions will be presented online into the database, in English and domestic languages, so Polish, Slovakian, Czech and Hungarian. By this, valuable artworks will be available for the audience in Visegrad group but also beyond, for the English speaking persons. The core of our project is the development, digitization and popularization of the valuable but overlooked, forgotten and un-accessible art of artists of the older generation from the Visegrad region. To achieve this aim, the key tool is the database [www.forgottenheritage.eu](http://www.forgottenheritage.eu), already existing, created and administrated by Arton Foundation, the applicant. Via the database we will spread all results of our work and the project. For doing this we need to upload images (scans, 1800 items) and the descriptions in domestic languages and Eng. into the database. Uploaded material will be accessible for the professional and non-professional audience in the Visegrad region and abroad.

### **Direct target groups:**

We have a few target groups: 1. Artists and their heirs, which archives will be researched 2. Professionals, whom the research will help to conduct their research and will bring some more results like exhibitions, books 3. Non-professionals, art lovers, people interested in contemporary art. 40 000 : 80000

Selection/outreach: We will keep all target groups updated about the research during the whole process by sharing the most interesting artworks or documents via SM (non-paid and paid posts), newsletters, website of the project and websites of partners'. We will devote the chapter of our promotion campaign to this activity and will present selected, most important and the most interesting scans via paid social media posts and newsletters. Beyond the project we will also organize panels and meetings, when we will inform about the database and provide instructions how it can be used.

### **Dissemination/promotion**

We will conduct the direct information campaign dedicated to the artists, campaign dedicated to artists affected by research and digitization. We will inform them and their families how the process of digitization will be done. We will also inform about the digitization process wider audience by newsletters, SM, updating info on website, domestic and international press and advertisements there.

### **Role of the applicant and project partners**

The roles of applicant and partners will be equal during the process of digitization of the archives. Each partner will indicate the archives that will be developed. 3 partners will digitize 500 items each and 300 by the partner from Slovakia. Afterwards, all partners will provide the content (1800 scans) to the database. During the process of digitization all partners will be in intense contact, we will exchange knowledge about digitization process and about the digitized material. After the digitization process we will start to work on the descriptions of items (writers/ researchers from the countries of origin). Translations will be provided by each partner (descriptions in domestic languages and Eng). Each partner will upload the material coming from the archive of their country.

### 3 Fee for the conference participants (Event–Public), Warsaw, PL

01/10/2024–31/10/2024

In October of 2024 we are planning to organize the the conference, as an online event, organized by the applicant (this is why we indicate as a place of organization this event Warsaw). The conference will be devoted to artists' private resources – discovering them, researching, inventorying, popularising and including in the main stream of art circulation. During the conference, we want to pay special attention to artists who in recent decades have been excluded and discriminated against due to their gender, background, religion and for other reasons. We will announce international Call for Papers for the future participants of of the conference and select the most interesting proposals. The papers will be after the conference published in the e-book, result of the conference, treated as a textbook of good practices for the other persons developing / working with private archives.

#### Direct target groups:

We expect that target group will be consist mainly from the professionals from the cultural sector from the Visegrad region and beyond. We expect app. 50 persons from each partner country and 14 speakers. The conference will be led in English, so available also for the audience beyond the Visegrad.: 214

Selection/outreach: We will dedicate this part of promotion to the audience from the cultural sector. Promoting conference will be an important part of the final stage of our PR-campaign. 1. we will organize PR-campaign informing about the Call for Papers directed to the potential active participants of the conference - future speakers - we will inform about CFP via SM, newsletters, mailing, networking, websites, as well as via academic websites like arthist.net and others 2. Second part of the campaign via SM, webistes, newsletters and press advertisements will be directed to the broader audience - mostly professionals

#### Dissemination/promotion

The conference, next to the exhibition in Brno, the publication and the presentation of the updated database is the crucial moment of our project, this is why we will dedicated to it especially intense part of our campaign. We will inform about it via domestic press advertisements in 4 partner countries, via SM, websites and newsletters as well as by networking

#### Role of the applicant and project partners

The main organizer of the conference will be Arton Foundation from Warsaw, but all partners will be involved into the process of the selection participants of the conference after the Call for Papers. All partners will make decisions together and will plan panels of the conference together. Partners' representatives will be also participate into this conference. All partners will be involved into the promotion and dissemination of this event, which will be one of the crucial moments during the project duration.

### 4 Workshops in Slovakia (Product)

01/04/2024–31/10/2024

Workshops will be an important part of the project, they will be organized in all partner countries for the represents of the younger generation of the future workers of the art & culture sector in the Visegrad region. We plan 10 workshops meetings in each partner country, each series of workshops will be open for app. 10 participants = 40 persons in all countries. In Kosice we are planing 10 meetings conduct by 5 trainers, each trainer x 2 meetings April-October 2024

#### Direct target groups:

We have three types of the target groups: 1. young generation of future workers in the art filed in Slovakia 2. Slovakian artists of the older generation 3. broad audience in Visegrad region and beyond : 40010

Selection/outreach: 1. We will organize the direct information campaign and recruitment dedicated to the future participants (10 persons) 2. They will be selected by the researchers during the project duration; 3. They will find out about the workshops during our broad campaign by SM, newsletters, website to inform the audience in 4 countries (10 000 in each country = 40 000)

#### Dissemination/promotion

There will be a few stages of promotion of this part of the project. 1. Before we will start workshops, dedicated to the future workshops' participants, that will be connected to the process of recruitment - we will inform about it via SM, newsletters to the schools, website 2. Broad campaign via SM, newsletters, website dedicated to the broader audience, people interested in the contemporary art

#### Role of the applicant and project partners

Workshops in Slovakia will be organized and conduct by the Moravian Gallery in Brno. Applicant and other partners will organize and conduct workshops in their countries.

### 5 Workshops in Poland (Product)

01/04/2024–31/10/2024

Workshops will be an important part of the project, they will be organized in all partner countries for the represents of the younger generation of the future workers of the art & culture sector in the Visegrad region. We plan 10 workshops meetings in each partner country, each series of workshops will be open for app. 10 participants = 40 persons in all countries. In Warsaw we plan 10 meetings conduct by 5 trainers, each trainer x 2 meetings April-October 2024

#### Direct target groups:

We have three types of the target groups: 1. young generation of future workers in the art filed in Poland 2. Polish artists of the older generation 3. broad audience in Visegrad region and beyond : 400010

Selection/outreach: 1. We will organize the direct information campaign and recruitment dedicated to the future participants 2. They will be selected by the researchers during the project duration 3. They will find out about the workshops during our broad campaign by SM, newsletters, website

#### Dissemination/promotion

There will be a few stages of promotion of this part of the project. 1. Before we will start workshops, dedicated to the future workshops' participants, that will be connected to the process of recruitment - we will inform about it via SM, newsletters to the schools, website 2. Broad campaign via SM, newsletters, website dedicated to the broader audience, people interested in the contemporary art

#### Role of the applicant and project partners

Workshops in Poland will be organized and conduct by the applicant, Arton Foundation. Partners will organize and conduct workshops in their countries.

## 6 Workshops in Hungary (Product)

01/04/2024–31/10/2024

Workshops will be an important part of the project, they will be organized in all partner countries for the represents of the younger generation of the future workers of the art & culture sector in the Visegrad region. We plan 10 workshops meetings in each partner country, each series of workshops will be open for app. 10 participants = 40 persons in all countries. In Budapest we are planing 10 meetings conduct by 5 trainers, each trainer x 2 meetings April-October 2024

### Direct target groups:

We have three types of the target groups: 1. young generation of future workers in the art filed in Hungary 2. Hungarian artists of the older generation 3. broad audience in Visegrad region and beyond : 40010

Selection/outreach: 1. We will organize the direct information campaign and recruitment dedicated to the future participants (10 persons) 2. They will be selected by the researchers during the project duration; 3. They will find out about the workshops during our broad campaign by SM, newsletters, website to inform the audience in 4 countries (10 000 in each country = 40 000)

### Dissemination/promotion

There will be a few stages of promotion of this part of the project. 1. Before we will start workshops, dedicated to the future workshops' participants, that will be connected to the process of recruitment - we will inform about it via SM, newsletters to the schools, website 2. Broad campaign via SM, newsletters, website dedicated to the broader audience, people interested in the contemporary art

### Role of the applicant and project partners

Workshops in Hungary will be organized and conduct by the . Applicant and other partners will organize and conduct workshops in their countries.

## 7 Workshops in Czech Republic (Product)

01/04/2023–31/12/2024

Workshops will be an important part of the project, they will be organized in all partner countries for the represents of the younger generation of the future workers of the art & culture sector in the Visegrad region. We plan 10 workshops meetings in each partner country, each series of workshops will be open for app. 10 participants = 40 persons in all countries. In Brno we are planing 10 meetings conduct by 5 trainers. each trainer x 2 meetings April-October 2024. Cost of the travel of Marika Kuźmicz and PÁvlna Morganova to Moravian Gallery in Brno. Both researchers will participate in one of the workshops planned by Czech partner - Gallery in Brno as a part of the off-program to the exhibition "We are the world". They will share with the participants their knowledge about organizing archives in the private, non government and public institutions and about the specific character of the archives by neo-avantgarde artists from Poland and Czech Republic.

### Direct target groups:

We have three types of the target groups: 1. young generation of future workers in the art filed in Czech 2. Czech artists of the older generation 3. broad audience in Visegrad region and beyond : 40010

Selection/outreach: 1. We will organize the direct information campaign and recruitment dedicated to the future participants (10 persons) 2. They will be selected by the researchers during the project duration; 3. They will find out about the workshops during our broad campaign by SM, newsletters, website to inform the audience in 4 countries (10 000 in each country = 40 000) + 10 of workshops participants

### Dissemination/promotion

There will be a few stages of promotion of this part of the project. 1. Before we will start workshops, dedicated to the future workshops' participants, that will be connected to the process of recruitment - we will inform about it via SM, newsletters to the schools, website 2. Broad campaign via SM, newsletters, website dedicated to the broader audience, people interested in the contemporary art

### Role of the applicant and project partners

Workshops in Poland will be organized and conduct by the Moravian Gallery in Brno. Applicant and other partners will organize and conduct workshops in their countries.

## 8 E-book (publication) (Product)

01/11/2024–28/02/2025

After the conference we are planning to publish e-book containing all papers from the conference, including key-note speakers articles. We are going to publish and provide on-line book, as a book-text of good practices for the professionals working with the private artists of archives as well as for the artists owning archives themselves. It will help to the professionals like art historians, archivists, curators, artists and artists families and heirs of artists owning the private archives. The e-book will be accessible on the www of the project and as well as on the websites of partners and applicant. It will be available for downloading free of charge by anyone. It will help us develop, build and share the knowledge about the tasks, difficulties and possibilities of working with private archives of artists from the Visegrad region. The e-book will have attractive visual form, friendly for users. It will have app. 200 pages and app. 44 of images. The publication will be published in Eng., to make it more accessible for the audience not only in Visegrad region but also beyond. To provide our readers the best quality of it and taking into account that contributors won't be native speakers, we will hire professional native speaker editor for making the editing and proofreading. the book will consist of 200 pages, vll be a PDF in Eng. and will contains 14 articles with app. 44 images.

### Direct target groups:

The target group will consist mainly of professionals in the art sector, primarily art historians, museum professionals, archivists, curators, researchers, lecturers, art school students and artists their heirs, as well as will consist of people not professionally connected with the art sector.: 2000

Selection/outreach: We expect app. 2000 of direct involved audience and will reach them by the PR-campaign as well as also via networking, direct informing them about the coming book during the conference. We will we will count the target group by the number of PDF downloads from the website of the project and websites of partners. 4 countries x 500 readers = 2000 persons

### Dissemination/promotion

We will publish PDF on the website of the project and websites of partners. We will conduct direct campaign, by sending newsletters to the arr cultural institutions in Visegrad region and beyond, informing about the possibility of having the publication by downloading it. We will promote it also via SM of all partners and by the networking activities in the partner countries and abroad.

### Role of the applicant and project partners

The designer and proofreader will be hired be the Arton Foundation and the applicant will be responsible for the efficient implementation process of the designing of it. All partners will get access to the propose options of the layout and we will make the final decisions together. The book will have app. 200 of pages, 14 partcles and app. 44 images.

## 9 Advertisements, dissemination, and documentation materials (Product)

01/03/2023–30/05/2025

The project will have well-thought and broad PR-campaign that will take place in all 4 countries - it will be the campaign conduct in Visegrad region and beyond. Important element of the campaign will be graphic design of social media post, on-line graphic elements in English and domestic countries. Graphic designer will be hired by the applicant and will be in touch with all partners, to take into account preferences and needs of them. Graphic designer will be responsible for making: - graphic design of the website; - graphic info informing about the conference (banner for FB, instagram and website) - graphics informing about stages of research in 4 countries (banner for FB, instagram and website) - graphics informing about workshops in 4 countries (banner for FB, instagram and website) - graphics informing about the exhibition in Brno (banner for FB, instagram and website) - leaflets informing about exhibition in Brno (leaflet as PDF in Eng and domestic Visegrad languages) - advertisement banners for all partners for domestic and international press to publish online on the websites of our media partners (accordingly the guidelines of the specific media, we plan to publish at least 2 banners in 2 different media of each partner country, so 8 banners) - PDF leaflet with the program of the conference, which will be uploaded on the website and available for the downloading for participants and the audience of the event. We prioritize on-line promotional tools over printed posters, banners, flyers, following Visegrad grants guideline. All material will contain info required by the Visegrad Fund. The properly made documentation of events and activities is a key issue in the process of dissemination and promotion of the project so the applicant and partners are going to provide good-quality and attractive documentation of all activities, both private and public events (like research process that can be very interesting for the audience, and of course exhibition in Brno, workshops in Brno, Budapest, Kosice and Warsaw). Documentation will be used as an important tool of the promotion and dissemination of the project. Documentation will be conduct during almost the whole project's duration. Thanks to the documentation we will be able to produce social media posts, newsletters, info for the website of the project and websites of the partners so it will be a way to make valuable artworks from Visegrad region more well known, as well as we will build and gather the audience aware of the problem of private archives of artists of the Visegrad region, that need to be take care, protected and preserved. Applicant and partners will hire experienced and professional documentalist. We will also make short films (app. 2-5 mins. x 3 films from each country about the research process into the archives and will use them during the PR-campaign for the websites and SM in different moments to make the PR campaign more interesting and more understandable for the non-professional audience). The advertisements will be published in the domestic media of Visegrad countries like Szum Magazyn and e-artnow and will inform about the crucial stages of the project like the conference, the exhibition, the workshop recruitment and about the updated database at least one time. We plan 2 on-line advertisements (banners) in each partner country = 8 advertisements banners published during c. 14 days online or sent as a part of media newsletter. Via this campaign we are going to reach not less than 192 000 of people in four countries and beyond Visegrad region. Via the media campaign we will inform not about the project itself but also about the artists and their works, that will be the subject of our research. So this part of the project will help us to spread the knowledge about the valuable but overlooked or forgotten art from the Visegrad region. We also plan to publish c. 80 sponsored posts (20 sponsored posts in each country for a week each of them) informing the audience in Visegrad group and abroad about the project itself, including the process of researching the archives, about the process of recruitment for workshops, conference, exhibition. Via the social media campaign we're going to present also the artists that are the subject of our project as well as about their selected works, which means that this part of the PR-campaign will help us spread the knowlede about overlooked valuable art of Visegrad region inside the region and abroad. We are going to reach app. 160 000 of people via this part of the campaign during the whole project, 20 posts x 4 countries x 2000 of receivers = 160 000 of people.

### Direct target groups:

Broad audience of the project, both: professionals like art historians, researchers, archivists as well as non-professionals, persons interested in art and visual culture as well as non professional audience in Visegrad region and beyond: persons who gladly visit museum and galleries: 40000

Selection/outreach: We will use the material (photos / video) for building the PR-campaign and spread it by all PR-channels like SM, newsletters, websites, mailing, advertisements, during the whole project duration 4 countries x 100 000 = 400 000 of people

### Dissemination/promotion

We will promote our project from the beginning of the project, by the PR-campaign build via described visual material. They will be spread by newsletters, websites, social media, advertisements in the domestic and international press . All materials will contain the required information about support from the Visegrad Fund. Photos / videos will be created by documentalists in 4 partner countries.

### Role of the applicant and project partners

All partners will be involved equally in this part of the project. Each partner will conduct the press titles, where their advertisement will be published - in PL it will be f.e. Szum Magazyn and BLOK. Each partner will conduct the moment of publishing the advertisements. Same situation is planned about sponsored posts: each partner will be responsible for editing the social media posts and about presenting the content on-line. All partners will be equally involved into the process of developing visual identity of the project, but the applicant will be responsible for the coordination of it. The applicant and the partners will conduct the process of documentation of their parts of projects, but partners from Hungary and Czech will cover the cost from the own sources.

## 10 Costs of the exhibition (Event-Public), Brno, CZ

01/03/2025–30/06/2025

The exhibition called 'We are the world' will present works in the field of mail-art from the archives of Visegrad artists. Its aim is to introduce a basic concept of the mail-art movement and the subsequent network of contacts, developed during the 1970s. Emphasis will be put also on documentation of the exhibitions and events, which was enabled thanks to the mail-art distribution of the artworks. Although the mail-art was a global movement, curators of the exhibition Ondřej Chrobák and Jana Písaříková will focus on its specific context in the countries of Central and Western Europe and Latin America. It was in the totalitarian regimes where the mail-art was the only means of distributing and exhibiting the works of the so-called non-official artists. For most of them, the mail-art was the only way to realize their own vision of free communication and artistic expression.

### Direct target groups:

Mostly audience from Czech Republic but also people visiting Brno, broad audience, people interested in art and visual culture as well as history of Visegrad region, artists, students, tourists, researchers. Calculation: 4 months x 1000 of persons monthly = 4000 persons : 4000

Selection/outreach: There will be dedicated part of our PR-campaign to the exhibition in Brno - we will share the info of the www of the project as well as via websites of all partners, provide SM campaign in 4 countries, Czech partner will prepare and buy the on-line advertisement (like one on-line banner x 2 weeks), we also send newsletters by all 4 partners.

### Dissemination/promotion

We plan a broad campaign for the Visegrad audience and beyond, by: - preparing press note about the exhibition in domestic languages and Eng - sharing the press note via newsletters and website of the project and www of all partners - SM-campaign - 4 sponsored posts monthly sent by Moravian Gallery during the exhibition and 2 sent by partners - advertisement banner for 2 weeks by Czech Partner

### Role of the applicant and project partners

The Czech partner will be responsible for the process of preparing and coordination of the exhibition in Moravian Gallery, but as an element of making the exhibition we plan at least two of the on-line meetings with all partners, during which Czech partner will present to everybody the specific idea of the exhibition and we will exchange our knowledge about artists also from Poland, Hungary and Slovakia who can be included into the exhibition. All partners will be involved in the process of promoting the exhibition.

## 11 Project website (Product)

01/03/2023–30/06/2025

As a part of the whole project we are going to develop and present the website of the project "Hidden Heritage..." where all info about partners, schedule, results of the project will be provided to the audience. The website will be created during three months since the project will start and it will be updated regularly, until the end of the project's duration. The website of the project will be connected with the already existing database Forgotten Heritage and it will be an option of switch between them. The project website will contain the description of the project, the details of the partners and have a unique address (URL). The website will be available in English language in addition to any national languages. Our website will contain acknowledgement of the fund's support with the fund's logo and the requirement statement. Our website will be updated during the whole project duration. The website will contain all information requirement by the Visegrad Fund and it will provide to the audience all info about the stages of the project / crucial moments / most important results. The website will be available in Polish and English and it will be connected to the websites of all 4 partners and the database [www.forgottenheritage.eu](http://www.forgottenheritage.eu), which will help us to reach much broader audience since the early beginning of the project. We will not start from the level 0, trying to gather the audience, but will have c. 40 000 of user thanks to make it connected to the already existing websites. The person responsible for the updating the site will be in touch with the coordinators of the partners, collecting all needed info from them and making the necessary editorial work.

### Direct target groups:

Broad audience of the project, both: professionals like art historians, researchers, archivists as well as non-professionals, persons interested in art and visual culture as well as non professional audience in Visegrad region and beyond: persons who gladly visit museum and galleries.: 40000

Selection/outreach: We expect to reach by this toll app. 10 000 persons in each partner country by the broad PR-campaign via SM, newsletters, mailing and advertisements (we will publish the WWW address in the all graphic PR material as well as an address of the [www.forgottenheritage.eu](http://www.forgottenheritage.eu) database) = 40 000 people in total

### Dissemination/promotion

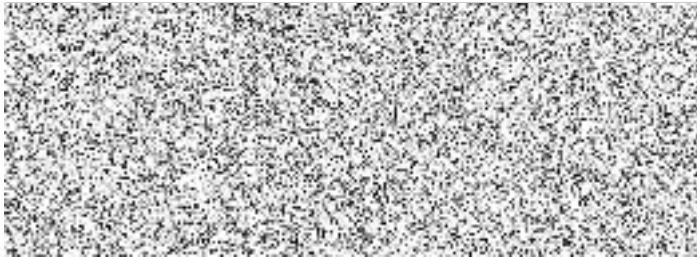
We will promote our website from the beginning of the project. There will be newsletter dedicated to the new www, which will be sent by the leader as well as by the partners. The www will be connected to the websites of the partners and the database [forgottenheritage.eu](http://www.forgottenheritage.eu), so it will have much broader audience. Updated info will be spread via www reaching c. 200 000 of people.

### Role of the applicant and project partners

The applicant will hire an IT-provider who has worked on similar projects, with institutions from arts and culture. The role of the applicant will be providing the content for the website from Polish part and coordinate and check all activities. All partners will provide needed info for the website, send content prepared according to the joint editorial guidelines every month via mail to the coordinator from Artion Foundation, and the coordinator will share the content (after checking and correction, if necessary) to the person responsible for updating the www. Updating the www is planned as a role of the applicant; partners will be involved by providing current info from their countries. Partners will be involved in the dissemination of this output via their social media and newsletters.

## Budget

<b>Accommodation and board</b>	<b>320.00</b>
<b>Copyright, licenses, fees</b>	<b>10,400.00</b>
<b>Expert fees/Fees for authors or artists</b>	<b>22,850.00</b>
<b>Printing/publishing costs</b>	<b>5,450.00</b>
<b>Promotional costs</b>	<b>3,800.00</b>
<b>Rent and related technical services</b>	<b>500.00</b>
<b>Translation and interpreting costs</b>	<b>6,300.00</b>
<b>Transportation and postage</b>	<b>180.00</b>
<b>Project overhead costs</b>	<b>3,800.00</b>
<b>Total</b>	<b>53,600.00</b>



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Signature of the Grantee's statutory representative



## Attachment 2

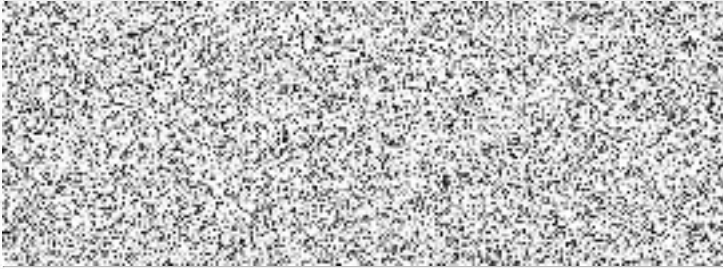
to the Contract on the Provision of Financial Resources from the International Visegrad Fund's Strategic Grant No. 22230094

### Calendar of Events:

Implementation period: from 01/03/2023 to 30/06/2025

	Event	City	Country	From	Until
1	Fee for the conference participants	Warsaw	PL	01/10/2024	31/10/2024
2	Costs of the exhibition	Brno	CZ	01/03/2025	30/06/2025

Financial Statement, Final Report and Audit Report deadline: 28/07/2025



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Signature of the Grantee's statutory representative

