# Appendix 1 to Contract Award Notice

#### Rules of the POLIN MUSEUM FILM CALL for the concept and production of a short film

1. General PROVISIONS

## POLIN Museum of the History of Polish Jews, which is located at 6 Anielewicza Street, 00-157 Warsaw, entered in the Institutions of Culture Registry administered by the Minister of Culture and National Heritage, no. RIK 89/2014 and in the National Museums Registry no. PRM/127/2017, which holds the tax number 525-234-77-28 and the National Business Registry Number 140313762, will be the competition Organizer [hereinafter referred to as: “Contracting Party”, “Organizer” or “Museum”].

## Address for correspondence: POLIN Museum of the History of Polish Jews, 6 Anielewicza Street, 00-157 Warsaw, Poland.

## The Contracting Party’s website: [www.polin.pl/en](http://www.polin.pl/en)

## All correspondence regarding the competition should be sent electronically to the address: [filmcall@polin.pl](mailto:filmcall@polin.pl)

1. Person appointed to provide information related to the competition: Katarzyna Tomczak-Wysocka

## Applications should be submitted via online application form only and no later than 31 August 2019 at 11:59PM.

## The Contracting Party retains the right to postpone the deadline for submitting applications.

## The Participants can turn to the Contracting Party with questions regarding the competition until 23 August 2019 at 11:59PM. The Contracting Party will respond no later than 2 days prior to the deadline for submitting applications by posting the answers on their website [www.polin.pl](http://www.polin.pl)/en.

## The competition is organized consistent with the article 4d of the law from 29 January 2004 – Public Procurement Law (consolidated text – J. of L. from 2018, pt. 1986) [hereinafter referred to as: “PPL Law”].

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## SUBJECT OF THE COMPETITION (SUBJECT OF THE PROCUREMENT)

# The competition’s goal is to produce 14 short films, approximately 2-3 minutes long (minimum time is not set, maximum time not to exceed 5 minutes) with the aim of including them in POLIN Museum’s core exhibition in the ninth gallery, entitled “Polish Jews in the World” (working title). About the core exhibition: [www.polin.pl/en](http://www.polin.pl/en)

# The competition prize consists of funds to produce one film. The competition Organizer will grant a maximum of 14 prizes of no more than 56,000 PLN (about 15,000 USD) each. The value of each prize shall depend on the application, which should include a preliminary budget not exceeding the sum of 56,000 PLN. The preliminary budget shall include the total cost and line item breakdown for the film production. Detailed conditions for drawing up a preliminary budget are set forth in article III, point 2.II.d of the Rules of the Film Competition.

1. The film should be dedicated to the heritage of Polish Jews presented from the point of view of emigrants and their descendants residing in one of the following seven regions:

# Australia and New Zealand

# Europe

# Israel

# Latin America

# North America

# South Africa

# Poland (the story of those who have returned to Poland and their motivations for doing so)

1. The films may tell the story of an individual, family, organization, community, event, or object of special meaning.
2. The film may draw on archival photographs, footage, and documents, home movies, animation, interviews, and other kinds of materials and techniques. The film may be documentary, experimental, or take some other form.
3. Filmmakers who are part of the communities whose story they are telling are encouraged to appl.

## TERMS OF THE COMPETITION

### The competition is open to natural persons, corporate entities or organizational entities with no status of a legal person as well as to the above entities acting together, as long as they meet the conditions set out in the Rules of the Film Competition.

1. The complete application should include all of the elements listed below:

**I.** Basic information (part 1 of the online application form)

**II.** Film concept consisting of 4 parts (part 2 of the online application form)

1. Logline (max. 250 characters with spaces)
2. Synopsis (max. 1,200 characters with spaces)
3. Treatment (max. 7,000 characters with spaces)
4. Preliminary budget for the film. The budget should contain combined introductory cost of the project (including documentation, copyrights and licences, travel, administrative costs, taxes and other public obligations, etc.), estimated cost of production (including remuneration of the film crew and authors, stage design, cost of equipment, film plan support etc.), and estimated cost of post-production (including editing, sound engineering, etc.).

Budget should contain the total cost of production of the film. The competition jury will assess the budget in relation to the estimated costs of preparation and production of the film. The final budget for the film will be submitted by the winner no later than 5 days prior to signing the Agreement with the Museum, with the stipulation that the difference between the final budget and the preliminary budget cannot exceed 10%, nor can it exceed the sum of 56,000PLN.

**III.** A link to one film of any length that was shared with the public on the Internet, in cinemas, at film festivals, on tv or through any other channel that makes it available to wide audiences (part 3 of the online application form).

By “realized films” the Organizer understands films in which applicant or applicants played one of the following roles: director, cinematographer, scriptwriter, editor, producer.

**IV.** Answers to specific questions in part 4 of the online application form.

### Applicants may submit more than one proposal, but can win only one prize for one film.

1. Competition stages:

* Application deadline: 31 August 2019
* Jury deliberations: 1 September – 14 October 2019
* Shortlist of 14 winners (from now on referred to as “Winners” – no later than 15 October 2019
* Signing agreements with the Winners, payment of 10% of the prize – no later than 15 December 2019

1. Projected stages of work on the films, including planned finances:

* Stage 1 – the Winners send a shooting treatment of the film based on the application, as well as the proposed film visuals (no later than 15 March 2020). The Museum proposes amendations, which the Winners must introduce within 7 working days. The Museum is must review the amendations within 7 working days or if not, to accept the film script and visuals, and to pay the second installment of the fee, namely 75% of the prize granted to the Winner.
* Stage 2 – Winners submit rough cuts no later than 15 September 2020. The Museum proposes amendations that the Laureate must introduce within 7 working days. The Museum must review the amendations within 7 working days or if not, to accept the film no later than 15 October 2020.
* Stage 3—Winners send the fine cuts no later than 15 December 2020. The museum accepts the work and pays 15% of the prize, i.e. the last installment of the competition prize.

1. The Museum may extend the time available to the Winner to introduce amendments required by the Museum after the Laureate has sent an official request by electronic mail to the address: filmcall@polin.pl
2. All contact between the Organizer and the Participants in the competition is by electronic mail, as stated in the Act of 18 July 2002 on the supply of services electronically (J. of L. from 2017, item 1219).

### The application and all required attachments are submitted via electronic mail or else they will be declared null and void, as stated in the Act of 18 July 2002 on the supply of services electronically (J. of L. from 2017, item 1219).

### In order to submit declarations, motions, notifications or any other information electronically, the applicants are to use only the address provided in Article I point 3 of the Rules of Film Competition.

### The Organizer will communicate with the applicant exclusively using the email address provided in the application for declarations, motions, notifications or any other information sent electronically regarding the competition.

2. TERMS OF ENTERING THE COMPETITION

### Only entities who satisfy the following conditions for entering the competition may apply:

1. Applicants demonstrate their practical experience, i.e. prove that they have realized

at least one film of any length that was shared with the public on the Internet, in cinemas, at film festivals, on tv or through any other channel that makes it available to wide audiences.

By “realized films,” the Organizer understands films in which the main applicant played one of the following roles: director, cinematographer, scriptwriter, editor, or producer.

1. Applicants will submit a complete application no later than 31 August 2019, 11.59PM. Applications submitted after this time will not be accepted.

## COMPETITION DOCUMENTS

1. The applicant is required to submit the application using the online application form on the Organizer’s website. Applications submitted in any other way will not be accepted.
2. Applicants must submit the application, taking into account the specific points listed in Article III of the Rules of Film Competition, together with a declaration in the online application form, having familiarized themselves and accepted the following documents:
3. Contract Award Notice
4. Rules of the Film Competition
5. Provisions of the Agreement Essential for the Parties

### The completed applications and familiarity and acceptance of the documents listed above will be the basis for determining compliance with the competition requirements. Applications that fail to meet one of the requirements will be rejected.

### Applicants cover all costs of preparing and submitting the application and all required documents.

### All documents submitted with the application should be in English or Polish. English language is preferred.

### Prior to the deadline for submitting the applications, applicants may alter or withdraw the application. Information regarding the alterations or withdrawal of the application must be provided on the application form and as specified in the Rules of the Film Competition.

1. EVALUATING THE APPLICATIONS AND SELECTING WINNERS OF THE COMPETITION
2. The Organizer shall first reject all applications that do not meet the competition requirements.
3. The Organizer will evaluate the applications according to the Rules of the Film Competition and evaluation criteria described below.
4. The evaluation criteria are as follows:

|  |  |  |
| --- | --- | --- |
| **Number** | **Name** | **Value** |
| Criterion no. 1 | Content of the film consistent with the competition subject matter as specified in Part II of the Rules of the Film Competition | 30 % |
| Criterion no. 2 | High artistic level of the project | 30 % |
| Criterion no. 3 | Project feasibility, particularly within the budget proposed by the Applicants | 20 % |
| Criterion no. 4 | Project’s extra assets | 10% |
| Criterion no. 5 | Overall cost of film production, and accuracy and adequacy of the budget for the film production and artistic premises. | 10 % |

4. Total points granted to a project in separate criteria add up.

5. Shortlist of up to 14 projects based on highest total points

6. The jury will consist of:

1. Chair: Barbara Kirshenblatt-Gimblett
2. Deputy chair: Joanna Fikus
3. Secretary: Katarzyna Tomczak-Wysocka
4. Eric Bednarski
5. Jakub Duszyński
6. Rebecca Guber
7. Natalia Paszkowska
8. Aviva Weintraub
9. Maria Zmarz-Koczanowicz
10. The Contracting Party shall grant prizes to up to 14 laureates based on highest total points.
11. The Contract signed with the competition Organizer obligates the winner to realize a film according to the script presented and within the budget proposed in the competition application. Each winner shall sign a contract with the Contracting Party in compliance with the Relevant Provisions for the Parties entering into Contract, at a time and place indicated by the competition Organizer.
12. The competition Organizer shall inform the winners of the jury verdict by posting the results of the competition at: [www.polin.pl/en](http://www.polin.pl/en)
13. If a winner refuses to sign a contract, the Contracting Party is free to select the applicant with the next highest total and to sign a Contract with that applicant.
14. The competition Organizer retains the right to change the composition of the jury at any time.
15. A member of the Jury will recuse herself or himself in the event of conflict of interest or lack of impartiality.
16. DECLARATIONS AND ADDITIONAL OBLIGATIONS OF COMPETITION APPLICANTS
17. The Contractor represents that at the time the competition application is submitted, the Contractor holds complete proprietary copyright to all documents included in the application, and that personal and proprietary rights shall not be limited in any way by any third party, and their transfer to the Contracting Party shall in no way infringe upon the rights of third parties.
18. In the event of infringement upon the rights of third parties, the Contractor will be held responsible for any prospective infringement on industrial property right, copyright, and personal right, and will be obliged to satisfy any claims made by such third party, thus releasing the competition Organizer from any responsibility for making use of the competition application, especially by ensuring legal representation in court or in arbitration proceedings, and will cover the cost of such representation.
19. PERSONAL DATA PROTECTION
20. The Museum hereby declares that personal data of the Contractor, including the first name, surname, place of residence, email address and telephone number will be processed by the Organizer, acting as the personal data controller, in accordance with the provisions of the Act on Personal Data Protection of 10 May 2018 [hereinafter referred to as: the Act] and the regulations of the European Parliament and the Council from 27 April 2016 pertaining to [...] Article 5 of Regulation (EU) No 182/2011 of the European Parliament and of the Council of 16 February 2011 laying down the rules on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and the avoidance of the directive 95/46/WE (“GDPR”), as well as of other generally applicable laws to fulfill the obligations under the Contract, including to pay the Contractor. The personal data referred to above shall be processed by the Museum for the term of the Contract and for the period of any claims under the Contract.
21. The personal data of the Contractor are processed on the basis of Article 6 (1)(b) of the GDPR.
22. Personal data is provided on a voluntary basis, but it is necessary in order to conclude and perform the Contract. The Contractor has the right to access their personal data and to amend, rectify and erase this data, as well as to restrict and object to its processing. In addition, the Contractor has the right to lodge a complaint with the supervisory authority responsible for data processing.
23. The Data Protection Officer can be contacted by phone at +48 22 4710341 or e-mail: [iod@polin.pl](mailto:iod@polin.pl).
24. The following may receive the personal data of the Contractor in connection with and in order to perform the Contract:
25. Suppliers of IT systems and IT services
26. Entities that provide the Museum with accounting services, service quality studies, claim recovery services as well as legal and analytical services
27. Postal operators and couriers
28. Operators of electronic payment systems and banks, for payment execution
29. Bodies authorized by law to receive the Contractor’s personal data.
30. FINAL PROVISIONS
31. The competition Organizer retains the right at any time prior to the deadline to modify the Rules of the Film Competition, as long as these modifications do not broad the scope of the competition or shorten the deadline. Information on any modifications shall be provided iimmediately on the Organizer’s website: [www.polin.pl/en](http://www.polin.pl/en)
32. Any modifications to the Rules of the Film Competition made by the competition Organizer are binding for the Applicants.

### Prior to the deadline for submitting applications, applicants may alter or withdraw the application. Information on the changes or on the withdrawal of the application must be provided on the application form and as specified in the Rules of the Film Competition.

1. The Contracting Party may disseminate an application with the permission of the applicant, following the announcement of the winners.
2. The Contractor hereby declares that they are aware of that the provisions of this Contract, and in particular its subject and the amount of remuneration due, constitute public information within the meaning of Article 1 (1) of the Act on Access to Public Information of 6 September 2001 (consolidated text, J. of L*.* 2016, item 1764), which is subject to disclosure pursuant to the provisions of the aforementioned Act.