

## **Rules of the Feminist Emergency Service grants**

### **Part I. Conditions for applying for the support of the Feminist Emergency Service**

You can use the support of the Feminist Emergency if you are:

- 1) an informal group/ collective consisting of at least 3 persons,
- 2) a non-governmental organization (e.g. association, foundation),

which fulfils a total of four conditions:

- 1) self-identifies as a feminist group / organization
- 2) promotes the rights of women and/or queer, non-binary, intersex and transgender persons;
- 3) is run by women and/or queer, non-binary, intersex, or transgender persons;
- 4) acts for persons living in Poland.

### **Part II. What initiatives does the Feminist Emergency Service support?**

Feminist Emergency Service supports urgent feminist initiatives. In our understanding, an action is urgent if:

- 1) it results from a new, unexpected situation (it may be both a threat / crisis, and an unexpected chance to act),
- 2) requires acting quickly, in a short time, to bring about some feminist change (e.g. concerning the situation of a particular collective/organization, a social group that is experiencing oppression, the entire society).

### **Part III. How Feminist Emergency Services works – basic information**

1. The Feminist Emergency Service operates continuously. We do not set specific dates for applying, you can apply on an ongoing basis when needed.
2. After exhausting the money allocated for a given year (approx. 60 thousand PLN) Feminist Emergency Service does not accept any more requests. FemFund may however increase the resource pool for a given period.
3. You can receive support of up to PLN 3,000 from the Feminist Emergency Service.
4. The actions for which you will receive a grant should be carried out within 3 months of receiving the money.
5. The processing time of the application is up to 7 working days, and the time of transferring money to the account – up to 14 working days from applying.

### **Part IV. How to apply**

1. To receive a Feminist Emergency Grant, please submit an application, in which you will briefly describe your idea. You can fill in the application in Polish (via online form) or in English and Ukrainian (via e-mail: [granty@femfund.pl](mailto:granty@femfund.pl))
2. We take care of the data that you provide to us through the form and that goes to our database. However, if you want to send the content of the application in an encrypted e-mail, you can

download the application in a text file and send it using our PGP key to [granty@femfund.pl](mailto:granty@femfund.pl). If you have questions about the security of the transfer and storage of your data, please contact us.

3. Every year, your group/organization may submit as many applications as it wishes. You may receive a Feminist Emergency Grant no more than twice a year.
4. In the application, we encourage you to provide referrals – these are the persons with whom you have worked so far, and who we can contact in case of having any questions about your group. This field is not mandatory. We encourage you to complete it in order to share with you – the persons and groups operating in the feminist movement – the responsibility for decisions regarding the Fund's money.

## **Part V. Considering the applications**

1. Applications are considered by members of the Feminist Fund Team. Without consulting you, we will not pass on information about your group to anyone other than the Team and the Consultative Board, which we can turn to if we have any concerns about the group.
2. The time to consider the application and decide on the grant is up to 7 business days, and the time of transferring money to the account – up to 14 working days from applying.
3. After submitting the application, within max. 3 working days you will receive information whether your application has been received, meets the formal criteria, and will be considered further.
4. If your application passes the initial verification, we will invite you to a short online conversation with representatives of the FemFund Team. The purpose of the interview is to better understand the activity, so that a grant decision can be made.
5. Based on the information you provided in the application and during the conversation, we will make the final decision on the grant award. You will receive information about it in no more than 14 working days from applying.
6. We strive to keep the application process as short as possible, but we will not always be able to make a decision before your planned action. If you want to start the activity immediately – we cannot guarantee that the Fund will support it financially, but – if you receive a grant – you will be able to retroactively cover the expenses from the Feminist Emergency Fund.

## **Part VI. Reporting**

1. You can conduct the action within 3 months of the decision to award the grant.
2. After the grant is awarded, we will sign a short and simple donation or grant agreement with you and transfer the money to your account.
3. After the implementation of the action, you will be asked to prepare a summary of the activities carried out together with a brief information on expenditures.
4. We publish a minimum of information about the groups that receive the support of the Feminist Emergency Service: group name, grant amount, a photo and a short description of the action. Of course, if you want, we will be happy to inform about your activities more widely.

## **Information about the processing of personal data**

The administrator of your personal data provided in the application is the Feminist Fund (ul. Wspólna 61/102, 00-687 Warsaw), represented by members of the management board, e-mail contact: kontakt@femfund.pl. We process your data in order to implement the following activities of the Fund: grant contest (collection and analysis of applications, selection of applications that will receive funding, evaluation), organization of networking, support, and educational events, as well as for contact, reporting, and archiving purposes. The legal basis for your personal data processing is article 6 paragraph 1 letter f. GDPR (general data protection regulation), i.e. the legitimate interest of the controller.

Providing the above-mentioned data is voluntary, but necessary to participate in the grant event or contest.

Personal data contained in the application will be processed for 5 years from the end of the year in which the event or grant competition took place.

You have the right to:

- requests from the Personal Data Administrator to access your personal data, receive a copy of your data, rectify it, delete, or limit the processing of personal data,
- object to further processing, if you do not want us to process your data for archiving and contact purposes on the basis of a legitimate interest,
- if it is found that the data is processed in violation of the law – bring a complaint to the supervisory body – the President of the Office for Personal Data Protection.

Personal data are not subject to automated decision-making, including profiling.

Your data will not be transferred outside the European Economic Area. The data will also not be transferred to international organizations.

Please read the Privacy Policy, which is available at <https://femfund.pl/polityka-prywatnosci/>.