

Józsefváros Neighbourhood Fest initiative 2024.

Organise a community-building Neighbourhood Fest in Józsefváros!

The Municipality of Józsefváros values the diversity of the district's communities and aims to promote neighbourhood relations and strengthen cooperation between different social groups from different backgrounds. Therefore, the *Józsefváros Közösségeiért Nonprofit Ltd.*, together with the *Office of Community Participation*, would like to **implement community programmes in cooperation with others within the framework of the Neighbourhood Fest initiative.**

The initiator of the cooperation is the *Józsefváros Közösségeiért Nonprofit Ltd.*, and the cooperation is coordinated by the *Municipality of Józsefváros' Office of Community Participation*. The chosen programmes will be implemented with the *Józsefváros Közösségeiért Nonprofit Ltd.* with the professional assistance of the *Office of Community Participation*.

The Neighbourhood Day initiative aims to strengthen and support the **communities of the district:** strengthening small communities, residential communities, neighbourhoods by encouraging the organisation of community events.

For this reason, the partnership will deliver **community building, community development and community organising** programmes.

What kind of ideas are we looking for?

- For people living, working or studying in Józsefváros;
- free of charge for participants;
- Reaches and involves the community, with an interactive programme based on active participation.

Terms and conditions for application and cooperation

Deadline for submission: 11 February 2024, 23:59

Application process

- via the Internet by filling in an online application form available at jozsefvaros.hu/go/neighbourhoodfest2024application or
- in person, by filling in and submitting the form attached as Annex 1 to this document at the *Municipality of Józsefváros' Office of Community Participation* (Baross u. 63-67) during office hours.

When can the planned programme be implemented? Between 1 April 2024 and 15 October 2024.

How much money is available to implement the programmes? The budget for the implementation of the programme plans is HUF 4 million. The maximum gross amount available per programme is HUF 200 000. The amount offered may vary from the amount requested.

What form will the cooperation take? The *Józsefváros Közösségeiért Nonprofit Ltd.* will conclude a commissioning contract with the creators of the chosen programme plans. The implementation will be assisted and supported by the staff of the *Office of Community Participation* in the manner set out in the contract.

When will the selected programme implementers receive the money? The commission fee will be paid after the implementation of the programme, and the acceptance of the professional and financial report and documentation by the *Józsefváros Közösségeiért Nonprofit Ltd.*

What conditions must applicants meet?

In case the following requirements are NOT met, we will not be able to implement the programme in cooperation with the applicant!

- Applicants must complete the application form in full.
- The programme should be implemented by an organisation, community or person living, studying or working in Józsefváros.
- The programme would be implemented in Józsefváros.
- The programme is primarily for people living, studying or working in Józsefváros.
- The primary aim of the programme is community building, community organising or community development, i.e. the programme has a community-building effect and contributes to strengthening communities in Józsefváros.
- There is no commercial activity as part of the programme and is free of charge for participants.

Preference will be given in the assessment for the:

- Programmes that directly address the community.
- Programmes for disadvantaged people.
- Programmes that reach out to new communities.
- Niche, new initiatives, programmes that have not been implemented before.
- Programmes implemented in partnership with other organisations or groups or, in the case of individuals, with the involvement of co-organisers.
- Programmes that are easy to implement.

Who can apply?

- **Individuals over 18 years of age** with a Hungarian social security number,
- **Informal communities**, of which one member, as a private individual, undertakes to sign a contract with the *Józsefváros Közösségeiért Nonprofit Ltd*;
- **NGOs** who are account holders;
- **non-profit business associations** who are accountable;
- **condominiums, housing cooperatives, housing associations** that are solvent, or one of whose members, as a private individual, undertakes to contract with the *Józsefváros Közösségeiért Nonprofit Ltd* to represent the community.

The selection and cooperation process

I. SELECTION OF THE PROGRAMME IDEAS

The submitted programme plans will be checked by the staff of the *Municipality of Józsefváros District VIII of Budapest's Office of Community Participation*, the professional partner of the *Józsefváros Közösségeiért Nonprofit Ltd*. The applicants who meet the formal and substantive requirements will be contacted and those rejected for formal or substantive reasons will be notified. If the budget available does not allow the implementation of all suitable cooperation programmes, applicants will be contacted by the *Office of Community Participation* in accordance with the ranking of the evaluation criteria. Applicants on the waiting list will be consulted on the implementation of the programme plan if, for whatever reason, cooperation with applicants with a higher score is not possible. **The evaluation criterias are set out in Annex 2.**

II. DECISION ON COOPERATION

The staff of the *Office of Community Participation* will invite applicants who meet the formal and substantive requirements for an interview. At this meeting, the exact framework of the possible cooperation is discussed, and the budget and the programme plan are clarified and, if necessary, jointly amended. They decide together on the details of the programmes to be implemented and the framework for cooperation.

III. IMPLEMENTATION

Józsefváros Közösségiért Nonprofit Ltd. will conclude a contract with the applicant who submitted the selected programme plan. The commission fee will be paid by the *Józsefváros Közösségiért Nonprofit Ltd.* after the implementation of the programme, and the acceptance of the professional and financial report and documentation.

The organiser of the selected programme idea must undertake to:

- organise and deliver the programme submitted under the Neighbourhood Fest initiative, finalised with the *Office of Community Participation* staff;
- obtain the necessary permits from the authorities for its implementation;
- Participate in the opening and closing information events organised by the *Office of Community Participation* (4 hours in total).
- Participate in individual consultations (2 hours in total) initiated by the *Office of Community Participation* ;
- Prepare a technical and financial report during the implementation of the programme;
- Document the implementation of the programme as specified in the contract (e.g. photo, video, attendance sheet, etc.);
- Promote the programme as specified in the contract (e.g. social media posts, newsletter, posters, leaflets, etc.);
- Remove of offline material (e.g. posters, banners, leaflets) promoting the programme before the submission of the technical report.

The coordination of the cooperation and the finalisation of the programme plans are supported by the staff of the *Office of Community Participation* , who provide professional mentoring to the implementers of the selected programme ideas in the preparation (publicity, communication, administrative matters), implementation and follow-up.

Additional information: *Office of Community Participation*, Vera Merker Community Organiser

E-mail: merker.vera@jozsefvaros.hu

Phone: +36 1/459-2139

Annex 1: Application form

Application Form, Józsefváros Neighbourhood Fest Initiative 2024

The **Municipality of Józsefváros** considers the diversity of the district's communities to be an important asset and aims to promote neighbourhood relations and strengthen cooperation between social groups from different backgrounds. Therefore, the *Józsefváros Közösségeiért Nonprofit Ltd.*, in cooperation with the *Office of Community Participation*, would like to **implement community programmes in the framework of the Neighbourhood Day initiative.**

The initiator of the cooperation is the *Józsefváros Közösségeiért Nonprofit Ltd.*, and the cooperation is coordinated by the *Municipality of Józsefváros' Office of Community Participation*. The chosen programmes will be implemented with the *Józsefváros Közösségeiért Nonprofit Ltd.* with the professional assistance of the *Office of Community Participation*.

For this reason, the partnership will deliver **community building, community development and community organising** programmes.

What kind of ideas are we looking for?

- For people living, working or studying in Józsefváros;
- free of charge for participants;
- Reaches and involves the community, with an interactive programme based on active participation.

Deadline for submission: 11 February 2024, 23:59

Before filling in the application form, read the exact details of the Neighbourhood Fest 2024 initiative: jozsefvaros.hu/go/neighbourhoodfest2024

- 1. I declare that I have read the exact details of the Neighbourhood Fest 2024 initiative.**
 - a. Yes.
- 2. Name of the applicant**
- 3. Website/Facebook page of the applicant organisation**
- 4. Nature of the applicant**
 - a. Individual person
 - b. NGO
 - c. informal community, group
 - d. non-profit business association
 - e. condominium
 - f. housing cooperative
 - g. housing association
- 5. Name of contact person**
- 6. Telephone number of contact person**
- 7. Contact person's email address**
- 8. Please introduce the applicant in a few sentences, specifically mentioning your community building activities.**
- 9. Possible location for the implementation of the programme** *squares, parks, streets, community squares, courtyards of houses or even apartments of Józsefváros. E.g.: courtyards and common areas of the apartment building at 3 Pitypang utca*
- 10. The possible date for the implementation of the programme** *between 1 April 2024 and 15 October 2024. For example: 26 June 2024, 14-19 hours*

11. **Who is the programme for?** *We are only looking for programme ideas that address communities that are connected to Józsefváros or that live, study or work here, if this is not the case we will not be able to implement the programme in cooperation.*
 - a. People living, working or studying in a house, street, square or park in Józsefváros.
 - b. People living, working or studying in a specific district or part of a district in Józsefváros.
 - c. All people living, working or studying in Józsefváros.
12. **Please provide details of the planned programme.** *Applications should be submitted with a programme plan that is free of charge for participants and based on the active involvement of those present. In the selection process, preference will be given to programmes that benefit people with a disadvantaged background or that specifically promote the integration of disadvantaged and non-disadvantaged people.*
13. **Please describe the community development, community building or community organising impact of the proposed programme.**
14. **Would you like to cooperate with others during the implementation of the programme?** *Preference will be given to applicants who identify other co-organisers or collaborating partner organisations in their application.*
 - a. Yes, I have co-organisers (individuals)
 - b. Yes, the programme will be implemented in partnership with another organisation
 - c. No.
15. **If you have co-organising partners or would work with other organisations, please name the co-organising partners.** *It is only sufficient to submit one application for one programme idea, even if it is implemented in cooperation with several partners.*
16. **How much would you spend on the programme?** *The maximum amount that can be requested for the implementation of the programme plan is HUF 200,000 gross. Please note that this amount may differ from the actual and final net amount. The amount offered may differ from the amount requested. The developers of the programme plans that we would like to implement in cooperation will set a contract with the Józsefváros Közösségeiért Nonprofit Ltd.*
 - a. 50.000 Ft
 - b. 100.000 Ft
 - c. 150.000 Ft
 - d. 200.000 Ft
17. **On what would you spend the requested amount?** *E.g.: printing costs, use of public space, catering, equipment rental. The commission fee will be paid by Józsefváros Közösségeiért Nonprofit Ltd. after the implementation of the programme, after the acceptance of the professional and financial report and documentation.*
18. **How would you promote the programme?** *Promoting the programme and mobilising participants is key to the success of a Neighbourhood Fest. Convince us that they will participate in the event.*
19. **How would you address future participants?** *You can mark more than one.*
 - a. flyers,
 - b. posters,
 - c. Facebook
 - d. Instagram
 - e. own website
 - f. mailing list,
 - g. telephone enquiries
 - h. personal contact, knocking on doors
 - i. other:

Privacy Notice

On the data processing related to the application for the “Neighborhood Fest” initiative by the Municipality of Józsefváros of the Eighth District of Budapest

The Municipality of Józsefváros of the Eighth District of Budapest (hereinafter referred to as: Municipality) and the Józsefváros Közösségeiért Nonprofit Ltd. (hereinafter referred to as: JKN Ltd.) annually organises the “Neighbourhood Fest of Józsefváros” initiative (hereinafter referred to as "Neighbourhood Fest").

The information notice on the processing of data related to the application for the Neighbourhood Fest (hereinafter referred to as the "Data Processing Notice") is based on the Directive of the European Parliament and of the Council of 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data (hereinafter referred to as the General Data Protection Regulation), the data processing rules, the rights of the contact person (hereinafter referred to as the data subject) submitting a programme plan to Neighbourhood Youth and the data subject's legal remedies.

1. Name and contact details of the data controller

Budapest Municipality of the Eighth District of Józsefváros (hereinafter referred to as: Municipality, Controller)

Headquarters: 1082 Budapest, Baross utca 63-67.

Postal address: 1431 Budapest, Pf. 160.

Phone: + 36 1 459 2100

E-mail address: ugyfelszolgalat@jozsefvaros.hu

And

Józsefváros Közösségeiért Nonprofit Ltd. (hereinafter referred to as: JKN Ltd.)

Address: 1085 Budapest, Horánszky utca 13.

E-mail address: info@jkn.hu

hereinafter collectively referred to as the "Joint Controllers".

2. Contact details of the Data Protection Officer

E-mail address: adatvedelem@jozsefvaros.hu

Phone: +36 (1) 459-2132

3. Purpose of the data processing and scope of the data processed

The purpose of the processing is to inform the data subjects of the outcome of the decision, to provide them with the possibility to communicate with the decision, to prepare the contract and to perform the contract.

Purpose of the processing and scope of the data processed	
Name of the data subject	Identification and contacting of the data subject for the purposes of contact, contract preparation and performance of the contract in the case of natural person submitters
The telephone number and e-mail address of the data subject, the quality of their contact with the organisation submitting the programme plan	The purpose of the processing is to provide the possibility of contact to enable the data subject to provide feedback on the programme plan.

4. Legal basis for data processing

The legal basis for the processing of the data is the explicit voluntary consent of the data subject in the course of the decision making process, as referred to in Article 6(1)(a) of the General Data Protection Regulation.

Following the feedback on the intention to conclude a grant contract, the Joint Controllers shall use the data of the data subjects for the preparation of the conclusion of the grant contract and the performance of the grant contract, as referred to in Article 6(1)(b) of the GDPR.

In the case of data subjects acting as a contact person of a non-natural person, the legal basis for processing is the explicit voluntary consent of the data subject, also after the feedback of the intention to conclude a grant contract, as referred to in Article 6(1)(a) of the GDPR.

5. The source of the personal data processed and the scope of the data not provided by the data subject to the Joint Controllers

The source of the personal data processed is the data subject. The Joint Controllers do not process personal data that it does not collect from the data subject.

6. Recipients and categories of recipients of personal data

The recipient of the personal data are the Joint Controllers. The Joint Controllers do not transfer the data to third parties.

7. Duration of data processing

The Joint Controllers process the personal data of natural person data subjects until the notification following the conclusion of the grant contracts or, in the case of grant contracts, for 10 years following the performance of the grant contract in accordance with the P141 category of documents of the BM Decree 78/2012 (XII. 28.) on the publication of the uniform filing plan of municipal offices. The data subject may withdraw their consent to data processing at any time during the period up to the deletion by sending an e-mail to reszvetel@jozsefvaros.hu. The Joint Controllers shall delete the data subject's data within 10 working days of receipt of the e-mail. In case of replacement of the contact details necessary for the conclusion and performance of the grant contract (by providing a different name or contact details), this does not constitute a withdrawal of the programme plan, failing which the programme plan proposal will be deemed to be withdrawn. The right to withdraw consent at any time shall not affect the lawfulness of the processing carried out on the basis of the consent prior to its withdrawal.

8. Distribution of rights to data processing, access to data between Joint Controllers

The Office Community Participation of the Municipality (hereinafter referred to as: KRI) collects, organizes and evaluates the data submitted and sends it to JKN Ltd. with a proposal for a decision after the deadline for applications. If clarification is required, KRI will contact the person concerned. After the decision has been taken, KRI will inform the parties concerned of the outcome. JKN Ltd. prepares the contract, the conclusion of the contract, the monitoring of the contractual performance and the related consultations with the parties concerned in cooperation with KRI. Only the Municipality is entitled to exercise the rights of the data subjects, to take all decisions related to a possible incident, and data subjects may address requests for the exercise of their rights to any of the Joint Controllers.

9. Data transfers to third countries - automated decision-making and profiling

No personal data is transferred to third countries and no automated decision-making or profiling takes place during the data processing.

10. Rights of the data subject in relation to data processing

10.1. Deadline

The Controller shall comply with the data subject's request to exercise his or her rights within a maximum of one month from the date of receipt of the request. The date of receipt of the request shall not count towards the time limit.

The Controller may, where necessary, taking into account the complexity of the request and the number of requests, extend this time limit by a further two months. The Controller shall inform the data subject of the extension of the time limit, stating the reasons for the delay, within one month of receipt of the request.

10.2. Data subjects' rights in relation to data processing

10.2.1. Right of access

The data subject shall have the right to request the 2. to obtain from the Joint Controllers, through the contact details provided in point 2, information as to whether or not his or her personal data are being processed and, if such processing is taking place, the right to know which personal data are being processed by the Joint Controllers; on what legal basis; for

what purpose; for how long; to whom, when, under what law, to which personal data have been disclosed or transferred by the Joint Controllers; from what source your personal data originate; what rights you have in relation to the processing; whether your data are being profiled or transferred by the Joint Controllers 3.country.

The Joint Controllers shall provide a copy of the personal data subject to processing free of charge on request by the data subject for the first time, and may charge a reasonable fee based on administrative costs thereafter. In order to ensure data security and to protect the rights of the data subject, Joint Controllers shall verify the identity of the data subject and of the person who wishes to exercise his or her right of access, and to this end, the provision of information, access to or copying of the data shall be subject to the identification of the data subject.

10.2.2 The right to rectification

The data subject may request the Controller to rectify any of their personal data through the contact details provided in point 1. If the data subject can credibly demonstrate the accuracy of the corrected data, the Controller shall comply with the request within a maximum of one month and shall notify the data subject thereof using the contact details provided by the data subject.

10.2.3. Right to restriction of processing

The data subject may request, through the contact details provided in point 1, that the processing of his or her personal data be restricted by the Joint Controllers (by clearly indicating the restriction of processing and ensuring that it is kept separate from other data)

- if they contest the accuracy of their personal data (in which case the Joint Controllers will limit the processing for the time necessary to verify the accuracy of the personal data);
- the processing is unlawful and the data subject opposes the erasure of the data and instead requests the restriction of their use;
- the controller no longer needs the personal data for the purposes of the processing but the data subject requires them for the establishment, exercise or defence of legal claims.

10.2.4 Right to erasure

In relation to processing carried out on the legal basis of Article 6(1)(a) of the General Data Protection Regulation, as described in the Data Protection Notice, the data subject may exercise the right to erasure, except for processing required by law. Following the conclusion of a grant contract, the contractor's personal data may be deleted after the retention period.

11. Right to legal redress

If the data subject considers that the Controller has violated the applicable data protection requirements in the processing of his/her personal data, he/she may lodge a complaint with the National Authority for Data Protection and Freedom of Information (address: 1055 Budapest, Falk

Miksa utca 9-11., postal address: 1363 Budapest, Pf. 9., E-mail: ugyfelszolgalat@naih.hu, website: www.naih.hu), or he/she has the right to apply to the courts, which will decide on the matter out of turn, in order to protect his/her data. In this case, the data subject is free to choose whether to bring an action before the competent court in the place of residence (permanent address) or the place of stay (temporary address) or the place where the Controller is established. The court of one's place of residence or domicile can be found at <http://birosag.hu/ugyfelkapcsolati-portal/birosag-kereso>. The Metropolitan Court of Budapest has jurisdiction over the lawsuit according to the seat of the Controller.

In the event of inconsistency or discrepancy between the English version and the Hungarian version of this notice, the Hungarian language version shall prevail.

Effective: 2024.01.09.

Updated:

If you have further questions about the Neighbourhood Fest initiative, please contact Vera Merker, Community Organiser at the Office of Community Participation.

E-mail: merker.vera@jozsefvaros.hu
Phone: +36 1/459-2139

Annex 2: Evaluation criteria

Józsefváros Neighbourhood Fest initiative criteria

The judging criteria have been drawn up by the Office Community Participation .

I. FORMAL CRITERIA

If the following criteria are NOT met, we will not be able to implement the programme in cooperation.

- A. The application form must be completed in full.
- B. The programme would be implemented by an organisation, community or person living, studying or working in Józsefváros.
- C. The programme would be implemented in Józsefváros.
- D. The programme is primarily aimed at people living, studying or working in Józsefváros.
- E. The primary aim of the programme is community building, community organising or community development, i.e. the programme has a community-building effect and contributes to strengthening the communities in Józsefváros.
- F. There is no commercial activity as part of the programme, which is free of charge for participants.

II. CONTENT ASPECTS

1. Who is the programme for?

- a. For people living, working or studying in a house, street, square or park in Józsefváros - 5 points
- b. People living, working or studying in a specific neighbourhood or part of a district in Yerevan - 3 points
- c. All people living, working or studying in a specific area of Józsefváros - 1 point
- d. Only people living outside Józsefváros - In this case, the programme cannot be implemented under the Neighbourhood Fest initiative.

2. Will the programme benefit disadvantaged people?

- a. the programme benefits people who are disadvantaged or does it specifically aim at the integration of disadvantaged and non-disadvantaged people - 5 points
- b. The programme benefits people with a significant disadvantage - 3 points
- c. The programme also benefits people with a low level of disadvantage - 1 point
- d. No - 0 points

3. What kind of community building does the programme contribute to?

- a. The programme aims to build a new community - 5 points
- b. The aim of the programme is to develop or organise an existing community and attract new members - 3 points
- c. The primary aim of the programme is not community building - in this case the programme cannot be implemented under the Neighbourhood Day initiative.

4. Is it a community, engaging, interactive programme that relies on the active participation of those present?

- a. Yes - 5 points
- b. Partly - 2 points
- c. No - 0 points

5. Is the activity a niche, new initiative?

- a. Yes - 5 points

- b. Partially - 2 points
- c. No - 0 points

6. Is the programme plan thorough, coherent and professionally thought out?

- a. Yes - 5 points
- b. Partially, clarification needed - 2 points
- c. No - 0 points

7. Is the programme implemented in partnership with several communities or organisations or with the involvement of co-organisers?

- a. Yes - 5 points
- b. No - 0 points

8. Is the programme easy to implement?

- a. Yes- 5 points
- b. Medium - 2 points
- c. No- 0 points

Total score available: 40 points

Budapest, 2024.01.08.