**RULES AND REGULATIONS**

**PROVIDING SUPPORT TO REDUCE THE NEGATIVE IMPACT OF THE COVID-19 PANDEMIC ON THE FAMILIES AND HOUSEHOLDS OF PERSONS GIVEN INTERNATIONAL PROTECTION STATUS IN POLAND**

**These Regulations describe in detail information for providing support by both organizations implementing activities related to the negative effects of the COVID-19 pandemic, as part of projects financed by UNHCR:**

* **“Emergency cash assistance to improve the livelihood situation of refugees in Poland affected by COVID-19” - project implemented by the Foundation for Somalia**
* **“Support in overcoming the crisis caused by the epidemic for forced migrants” - project implemented by the Polish Hospitality Foundation**

*Date: 26 August 2020*

**I. Scope of the Rules and Regulations**

These Rules and Regulations ("R&R") specify:

1. General information on projects implemented under the program aimed at reducing the negative impact of the covid-19 pandemic, financed by UNHCR and implemented by the Foundation for Somalia and the Polish Hospitality Foundation.
2. Criteria to obtain support under the project "Support in overcoming the crisis caused by the epidemic for forced migrants" - implemented by the Polish Hospitality Foundation, hereafter referred to as the "**Integration Support Project**" and to obtain support under the project "Emergency cash assistance to improve the livelihood situation of refugees in Poland affected by COVID-19" - implemented by the Foundation for Somalia, hereafter referred to as" **Housing Support Project** ".
3. Procedure for selecting Beneficiaries of a Housing Support Project - after submitting an application.
4. Procedure for selecting Beneficiaries for Integration Support Project.
5. The scope of support of the Housing Support Project.
6. The scope of support of Integration Support Project
7. Beneficiary's rights and obligations.
8. Project appeals and complaints.
9. Contact details.

**II. General Information**

1. The program includes two projects:
2. “Emergency cash assistance to improve the livelihood situation of refugees in Poland affected by COVID-19” - project implemented by Fundacja dla Somalia (FdS)
3. “Support in overcoming the crisis caused by the epidemic for forced migrants” - a project implemented by the Polish Hospitality Foundation
4. The aim of the Integration Support Project is to, together with the concerned family or individuals, develop a social support plan aimed at providing measures for the families / persons to get out of the current crisis. The program will include Polish language classes, assitance in finding a job, social support, psychological assistance, if needed, and other elements adapted to the situation of the family or individuals.
5. The purpose of the Housing Support Project is to distribute emergency one-off financial support for expenses for foreigners with confirmed refugee, subsidiary protection and humanitarian stay statuses, experiencing a difficult life situation in connection with the COVID-19 pandemic to cover accommodation expenses.
6. The project period is from August 17, 2020 to November 30, 2020.
7. Projects are funded by UNHCR.
8. The Selection Committee (CBI Committee) selecting beneficiaries to receive support consists of representatives of the Foundation for Somalia, UNHCR Poland and the Polish Hospitality Foundation. An employee of the Foundation for Somalia acts as the Secretary of the Commission.
9. The Polish Hospitality Foundation may conduct another round of recruitment for its project after the closure of activities related to housing support.

**III. Eligibility Criteria for Beneficiaries of both projects**

The applicant should meet the following criteria and describe the level of meeting these criteria in the application for support:

1. is a Third-Country Citizen[[1]](#footnote-1) with the refugee, subsidiary protection or humanitarian stay status.
2. experiencing a difficult financial situation in connection with the COVID-19 epidemic,
3. due to the difficult situation, did not use housing benefits and other forms of support under social assistance systems,
4. has a difficult situation in the family other than the economic situation, for example: has someone in the family with health problems, including the elderly, is a single parent, is unemployed, has people in the family with mental problems or disabilities, has many dependents (minimum 5 ) in the household, etc.
5. In the case of Housing Support there are 2 additional criteria:
	* Has a family and lives with them in the Mazowian Voivodship,
	* Has not used other forms of financial support from other organizations for housing purposes,

In exceptional circumstances, for persons who are in the procedure for obtaining international protection status or stateless persons status, it is possible to apply, but support may be granted after a detailed case analysis by UNHCR. Exceptions are cases of gender based violence (GBV) or sexual orientation, as defined in the program.

**IV. Beneficiaries Selection Procedure – submitting joint applications**

1. Project documentation is available in Polish, English and Russian and it is possible to apply in any of these three languages.
2. The complete application for support includes:
3. Application form for receiving support within the program – one application form will be valid for projects of both organizations[[2]](#footnote-2)

(the document should be filled in one of three languages: Polish, Russian or English)

1. Annex 1 - Declaration of the owner of the rented apartment on consent to process personal data (GDPR) - original or scan if the owner lives outside the beneficiary's place of residence.

(the document should be filled in one of three languages: Polish, Russian or English - in a language understood by the Owner of the rented apartment - each language version includes Polish version)

1. Annex 2 - Consent for sharing personal information and personal data for members of the Commission and partner organizations, according to the UNHCR template

(the document is available only in English and will be signed in the presence of the Foundation employee, after having been translated and read for the Applicant)

1. Program Rules and Regulations - signed confirmation of reading and accepting the R&R

(document available in three languages, will be signed in the presence of the Foundation employee)

1. Foundation for Somalia will provide information and support in filling the application documents. Due to the epidemiological situation, it is recommended to contact us by phone earlier and arrange a meeting at a specific time.
2. The application should be submitted in person at the Foundation for Somalia office during office hours, e.g. 11:00 - 18:00 in the period from **31 August until** **11 September, 2020**. On the day of application, the applicant will receive confirmation of submission and their name will be entered into the **List of submitted applications**.
3. Applications are submitted in person to a sealed box for applications, which will be opened in a committee after the deadline for submitting applications is passed.

**V. Procedure for selecting Beneficiaries of a Housing Support Project - after submitting an application**

1. After the deadline on 11th of September 2020 at 6 pm, the committee composed of the employees of the Foundation for Somalia (including the Project Coordinator) together with the Secretary of the CBI Committee, will open the sealed box and will formally check all submitted applications to make sure they are in compliance with the regulations and all the necessary information and documents are available; which will enable the CBI Committee to make a decision. If necessary, the Applicant will be requested to submit additional documents or explanations, which will be additionally documented by **Protocol of additional meeting**.
2. Secondary verification and subsequent steps related to the confirmation of the family situation may include contact with other social and support organizations and institutions, in particular with the Social Services Office branch relevant for the applicant address of residence.
3. An applicant who does not respond to the request for explanation and or additional documents will be removed from the list of applications and will not participate in further proceedings.
4. All correctly and fully filled applications will be submitted to the Selection Committee (CBI Committee) for deliberation, on the basis of which each application will be considered in terms of the selection criteria and the situation of the family. On the basis of the Committee's deliberations, a **List of Support Beneficiaries** will be prepared for those beneficiaries who will be accepted to receive the support. A waiting list for eligible beneficiaries will also be developed if the selected Beneficiaries do not meet the conditions for receiving support or continuing the program for 2 months, if applicable.
5. Information about the selection results will be provided to all Applicants by e-mail within 3 working days from the date of the Committee meeting.

**VI. Procedure for selecting Beneficiaries of an Integration Support Project**

* 1. All beneficiaries who qualify for financial assistance will be offered the possibility to participate in the social assistance program. The details and scope of assistance will be developed individually with each family or individual.

**VII. Scope of support for Housing Support Project**

1. The scope of support includes financial support for rent for September 2020, and in exceptional circumstances for September and October 2020.
2. If the decision is positive, the Beneficiary submits a personally signed Annex 3 - Application for payment of housing support, which will be the basis for transferring the support to the indicated account of Beneficiary.
3. If the rent and fees for September 2020 are paid in advance, the Beneficiary shall submit Annex 3 with a request for a refund of the fee already paid and attach confirmation of payment for the rent for September 2020, reflecting actual situation.
4. The Foundation for Somalia will process a transfer in the amount of PLN 1,200 to the account indicated by the Beneficiary in the application form, within 5 working days from the date of receipt of the filled and signed Annex 3.
5. If the Commission decides that the Beneficiary is entitled to payment for two months, the beneficiary will receive a transfer in the following month conditional to submission of the confirmation of payment of the rent expenses for the previous month.

**VIII. Scope of support for Integration Support Project**

1. Preparation of an individual family support program. Depending on the needs of a given family or person, the program will include such elements as:

• learning the Polish language,

• help in finding a job,

• social support,

• psychological assistance, if needed.

**IX. Rights and Obligations of Beneficiary**

1. The Beneficiary has the right to access their data and correct them.
2. The beneficiary may withdraw consent to the processing of personal data at any time.
3. The Beneficiary has the right to not give consent to audio and video recording in his presence.
4. The Beneficiary is obliged to:
5. provide true and up-to-date information, consistent with the facts.
6. provide a confirmation of the transfer for rent to the apartment owner's account in the event of receiving support for a period of two months.

**VII. Project Appeals and Complaints**

* 1. The aim of this project is to support the most vulnerable families during the COVID-19 pandemic. The CBI Commission, composed of representatives of various organizations, including UNHCR, will take decision based on the description of the family situation provided in the application and annexes. An additional meeting will enable the supplementation of information and documents so that it is possible to compare the applications and the situation of families. The decision will be based on the most possible objective comparison of the situation of families and selection of those most in need.
	2. Due to the above mentioned fact, it is not possible to appeal against the decision of the CBI Committee. Appeals may be an exception in the event of a gross violation of the R&R, policies and procedures.
	3. It is possible to file a complaint against the administrative proceedings under the project.
	4. Complaints may be submitted in writing directly to UNHCR Polska to the following address: Przedstawicielstwo UNHCR w Polsce, ul. Przemysłowa 30, 00-450 Warszawa.

**VIII. Additional information**

**FOUNDATION FOR SOMALIA:**

* Website: [www.fds.org.pl](http://www.fds.org.pl)
* Phone number of Foundation for Somalia: (22) 658 04 87
* Information about the Foundation: elmi@fds.org.pl
* Information about the project: nina@fds.org.pl
* Support in filling the application form: asystent.z@fds.org.pl and elmira@fds.org.pl; and (22) 658 04 87

**POLSH HOSPITALITY FOUNDATION:**

* website: [www.polskagoscinnosc.org](http://www.polskagoscinnosc.org)
* Information about the Foundation: kontakt@polskagoscinnosc.org
* Information about the project: kkaminski.pw@gmail.com

I declare that I am familiar with the Regulations and that I have obtained all the necessary information about the program and the method of providing support.

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Signature of the Applicant

1. Third-country national - a person who is not a citizen of the European Union. [↑](#footnote-ref-1)
2. Attachments:

1) Scan / copy taken at the time of applying, of the residence permit of the head of the family - the applicant

2) A copy of the flat rental agreement specifying the fees for the flat.

3) Other documents justifying the support and documenting the family situation. [↑](#footnote-ref-2)