

**ORDER NO. ON.0050.897.2020.RM OF THE  
PRESIDENT OF THE CITY OF BIELSKO-  
BIAŁA**

of 31 January 2020

**on the Bielsko-Biała Citizens' Budget for 2021**

Pursuant to Article 5a and Article 30 (1) of the Act of 8 March 1990 on Municipal Self-Government (i.e. Journal of Laws of 2019, item 506 as amended) and § 2 of Resolution No. IX/165/2019 of the City Council in Bielsko-Biała of 10 June 2019 on the Civic Budget of Bielsko-Biała (Journal of Laws of Bielsko-Biała Voivodeship Office of 2019, item 4449),

**I hereby declare**

**§ 1.** Procedures set out in Resolution No IX/165/2019 of 10 June 2019 of the City Council of Bielsko-Biała on the Bielsko-Biała Civic Budget (hereinafter referred to as the "Resolution") shall be carried out in accordance with the schedule attached as Appendix 1 to this Order.

**§ 2. 1.** For the implementation of the Bielsko-Biała Civic Budget 2021 projects (hereinafter referred to as "BOB 2021") an envelope of PLN 6,600,000 (in words: six million six hundred thousand zlotys) gross will be secured in the draft budget of the City of Bielsko-Biała for 2021. The pool will be distributed according to the following rules:

- 1) PLN 5,100,000 (in words: five million one hundred thousand zlotys) for housing estate projects,
- 2) PLN 1,500,000 (in words: one million five hundred thousand zlotys) for city-wide projects,
- 3) The pool of funds referred to in item 1) shall be distributed in equal parts, each PLN 170,000 (in words: one hundred and seventy thousand zlotys) for each housing estate.
2. Housing estate projects submitted and implemented in 30 auxiliary units of the City.
3. The cost of the implementation of a city-wide project may not exceed PLN 750,000 (in words: seven hundred and fifty thousand zlotys) gross.
4. The cost of the implementation of a housing estate project may not exceed PLN 170,000 (in words: one hundred seventy thousand zloty) gross.

**§ 3. 1.** Projects under BOBB 2021 should be submitted in accordance with the schedule in Appendix 1 and the form in Appendix 2 to this Order. The project form must be signed by the Applicant (Author) of the project.

2. The written consent of the minor's parent/legal guardian is required for the project form submitted by the minor. A specimen of the consent is set out in Appendix 2a to this Order.

3. Forms submitted after the deadline resulting from the timetable will not be considered.

4. The project form in electronic version together with the list of support for the city-wide project and the model of consent of the legal guardian of the minor will be available for downloading and printing on the website at [www.obywatelskibb.pl](http://www.obywatelskibb.pl) as well as in the Public Information Bulletin (BIP).

5. A paper version of the project form together with a list of support for the city-wide project and a specimen of parental/legal guardian's consent of the minor will be available at the Municipal Council Office in Bielsko-Biała City Hall - Plac Ratuszowy 1.

6. The Office of the City Council keeps a register of projects submitted by the residents of Bielsko-Biała assigning identification numbers in sequence according to the date of receipt of the project form. If necessary, the time of receipt can be recorded on the project form. The identification numbers are assigned separately for housing estate and city-wide projects. The number assigned determines the order in which the project is ranked in particular stages of the process.

§ 4. 1. If no project is submitted in a given housing estate or if the submitted housing estate projects do not exhaust the pool referred to in § 2 Section 1 Item 3 or if, as a result of the completed opinion on the housing estate projects, any unused funds remain, then any such unused funds may be allocated to the implementation of the winning projects.

2. Where no city-wide projects are submitted or where there are unused funds left as a result of a vote on city-wide projects any such unused funds may be used to implement the winning projects.

§ 5. 1. In the case of performing a public task on real estate other than municipal real estate (housing cooperative, housing community, religious association, State Treasury, foundation or association) it is required to submit a written declaration by the owner of the real estate (owner, perpetual usufructuary, usufructuary, lessee or administrator), the content of which is attached as Appendix 3 to this Order.

2. In case of performing a public task on real estate being under the control of a municipal organisational unit (including cultural institution, educational institution) or a company with a majority shareholding of the City it is required to submit a written declaration of the owner of the real estate, the content of which is attached as Appendix 4 to this Order.

3. The project form in electronic version together with the list of support for the city-wide project and the specimen of consent of the legal guardian of the minor will be available for downloading and printing on the BOBB website as well as in the Public Information Bulletin (BIP).

§ 6. 1. The projects are subject to formal and content-related appraisal by the relevant departments of the Municipal Office or municipal organisational units, hereinafter referred to collectively as the "Opinioners" and by the Team for Verification of Projects submitted to the Bielsko-Biała Civic Budget appointed by a separate order of the President of the City.

2. Project forms, after formal assessment, are sent by the Office of the City Council to the appropriate address for the location of the project of the housing estate council, to the e-mail address or correspondence address indicated by the housing estate council in order to issue an opinion on the project in the manner and within the time limits provided for in the Resolution.

3. In order to issue an opinion on the project the Opinion Maker uses a Project Analysis Circulation Card, a specimen of which is Appendix 5 to this Order.

4. By issuing an opinion it is understood that the Person issuing an opinion means, in particular: a thorough verification of the estimated project implementation cost and considering the project to be feasible or impossible to implement together with a justification and possible recommendations of an alternative solution for the project as well as indicating whether the task is the task of a gmina or a powiat.

5. Recommendation of an alternative solution for the project may consist, in particular, in indicating another location of the project to the Applicant (the Author) by the Person Selecting the Project, other ways of achieving the project's assumptions or limiting the scope of the project in such a way that it is included in the pool of funds provided for a given type of project. Recommendation of an alternative solution may not significantly change the assumptions of the design.

6. The assessor, who formulated objections to the project, informs the Applicant (the Author) about these objections and recommends possible alternative solutions for the project.

7. The Applicant (Author) who agreed to alternative solutions for the project may not change them during the opinion on his project by the Team referred to in paragraph 1.

8. The appraisal officer requests the Applicant (Author) of the project in the manner indicated in the project form (e-mail address, telephone) to complete or explain, in each case when there are doubts resulting from specific provisions of the project, which affect the process of its appraisal and the findings made with the Applicant (Author) are attached to the Project Analysis Circulation Card.

9. Filled in and signed Project Analysis Circulation Cards together with other arrangements or agreements are forwarded by the Opinioners to the Office of the City Council. The results of formal and substantive appraisal of projects submitted to BOBB 2021 and opinions provided by the housing estate councils are forwarded to the Team referred to in paragraph 1.

10. The results of the opinion on the projects by the Team referred to in paragraph 1 shall be included in the Information in the manner specified in Appendix 6 to this Order.

**§ 7.** 1. An appeal against a negative opinion about the project shall be submitted by the Applicant (the Author) in writing to the Mayor of the City to the following correspondence address: Municipal Office in Bielsko-Biała, pl. Ratuszowy 1, 43-300 Bielsko-Biała with an annotation "Bielsko-Biała Civic Budget 2021 - appeal" or in an electronic version to the e-mail address kontakt@obywatelskibb.pl, remembering to send it from the e-mail account given in the project as the appropriate contact address.

2. The appeal in writing must be signed by the Applicant (the Author). Appeals are considered in accordance with the date of receipt within the period specified in the Resolution.

3. When considering the appeal the Mayor of the City shall take into account the schedule and the course of consultations to date.

4. The President of the City Council shall inform the Chairman of the City Council of the answer given to the Applicant (the Author) on the manner of resolving the appeal.

**§ 8.** 1. The list of projects to be voted on, taking into account the results of the appeal procedure, shall be made public on the BOBB 2021 website and in the BIP.

2. The applicant (Author) may withdraw its project. The applicant withdraws the project through:

a) delivering in person, not later than on 14 September 2020, a letter of withdrawal to the Office of the Municipal Council (RM) during the working hours of the Municipal Office or

b) to be sent by 14 September 2020 at the latest (date of receipt) a letter of withdrawal of the project by e-mail to the following address: kontakt@obywatelskibb.pl, remembering to send it from the e-mail account given in the project as the appropriate address for contact or

c) to be sent by 14 September 2020 at the latest (date of receipt) of the letter of withdrawal via the Electronic Mailbox of the Municipal Authority (SEKAP).

**§ 9.** 1. The voting of the residents of Bielsko-Biała for the positively assessed projects will take place on the date specified in the schedule attached as Appendix 1 to this Order.

2. Voting of the residents of Bielsko-Biała for positively verified projects is carried out in paper form (on a ballot paper) and in electronic form (via an interactive voting form).

3. A resident may cast his/her vote in a paper form (on a ballot paper) at "Voting Points" located in the city of Bielsko-Biała, which will be indicated by the President of the City by a separate Ordinance.

4. The authorized person operating the "polling station" issues one ballot paper to the resident.

5. If the voter is a minor, the voting card shall be accompanied by the consent of the parent/legal guardian specified in Annex 2a. In the interactive voting form the consent of the parent/legal guardian must be marked with the name of the parent/legal guardian.

6. The Mayor of the City, by way of an Ordinance, shall determine the specimen of the ballot and indicate the essential elements of the interactive voting form.

7. A resident may cast his/her vote via an interactive voting form available on the BOBB website at www.obywatelskibb.pl on the days specified in the schedule attached as Appendix 1 to this Order.

**§ 10.** The Office of the Municipal Council (RM) is responsible for the preparation of the voting results, which can be assisted by the Department of Civil Affairs and Entrepreneurship (SOP) when verifying votes. The results of the vote will be made public in the manner provided for in the Resolution.

**§ 11.** 1. Positively approved projects which have not been selected in a vote may be submitted by the President of the City to the relevant departments of the City Hall or municipal organizational units for possible use.

2. Unused funds arising from estimates in the procedure for determining the results of voting may be transferred to the winning projects.

3. In justified cases in order to maintain the principles of rationality, purposefulness and economy in the disposal of public funds larger funds may be allocated to the implementation of the winning projects with the amount of the increase not exceeding 10% of the value of the winning project to date.

4. The implementation of selected tasks takes place within one financial year but in justified cases it is possible to extend project implementation (in particular investment or renovation projects) up to a maximum of two years under the rules set out in the applicable laws.

5. A department of the Municipal Office or a municipal organizational unit carrying out the winning task:

1) cooperates with the Applicant (the Author) of the winning project and the relevant housing estate council,

2) designates a "project supervisor" from among the employees and makes available his contact details including the company phone number and e-mail address,

3) informs the non-governmental organisations competent for the subject of the winning project in cases where it is possible to cooperate in the implementation of the project or to have the project implemented in whole or in part by those organisations,

4) informs the Applicant (the Author) about significant stages of project implementation,

5) considers comments or applications submitted by the Applicant (Author) at the stage of preparation and implementation of the winning project,

6) notifies the Applicant (the Author) of the date of the receipt of the completed project,

7) where necessary, in particular to ensure the accessibility and safety of the residents benefiting from the implemented project, draws up appropriate regulations.

**§ 12.** The implementation process of BOBB 2021 is monitored and evaluated annually.

**§ 13.** The City Secretary is responsible for the implementation of this Order.

**§ 14.** The Order shall enter into force on the date of signature.

### BIELSKO-BIAŁA CITIZENS' BUDGET SCHEDULE 2021

No.	Action	Realizer	Deadline
<b>Stage I: Education and information campaign</b>			
1.	Education and information campaign (website, leaflets, posters)	RM, PRS, PiS	<b>from 1 March 2020</b>
<b>Stage II: Submission of projects by residents</b>			
1.	Submission by residents of project forms to BOBB for 2021	RM, ON, SOP	<b>from 23 March 2020 to 24 April 2020</b>
<b>Stage III: Evaluation and evaluation of projects</b>			
1.	Formal assessment of the projects submitted to the BOBB for 2021	RM, ON, SO	<b>by 30 April 2020</b>
2.	Opinions of citizens' projects on the basis of their location by the relevant Housing Estate Councils	RM, Estate Council	<b>by 10 June 2020</b>
3.	Substantive appraisal of the projects, including as regards legal compliance and technical feasibility, transmission to the RM of the results of the substantive appraisal and written positions	Departments of the Municipal Office, municipal units	<b>by 19 June 2020</b>
4.	Final opinion on the projects submitted to the BOBB for 2021. Publication of Information with the results of the opinion and recommendations of the Team.	The verification team for projects submitted to the BOBB	<b>by 17 August 2020</b>
5.	Publication of the list of projects to be voted on, taking into account	President of the City, City Secretary, RM	<b>by 15 September 2020</b>

	the results of the appeal procedure		
<b>Stage IV: Voting of residents on projects</b>			
1.	Voting of residents for positively verified projects	RM, ON, INF, SOP	<b>from 21 September 2020 to 5 October 2020</b>
2.	Making the results of the vote public	RM, PRS	<b>by 12 October 2020</b>
<b>Stage V: List of selected projects to be implemented in 2021</b>			
1.	Announcement of the list of selected projects to be implemented in 2021 by the President of the City	RM	<b>20 October 2020</b>
2.	Entering the winning tasks in the draft City Budget for 2021, specifying the Departments or municipal organisational units for the implementation of selected projects	City Treasurer	<b>by 26 October 2020</b>

**PROJECT APPLICATION FORM FOR THE 2021 BIELSKO-BIAŁA CITIZENS'  
BUDGET**

<b>First and last name of the Applicant (Author)</b>									
<b>Applicant's (Author's) residence address</b>	Street: .....								
	House No.: .....				No. of apartment: .....				
<b>Date of birth of the Applicant (Author)</b>			-			-			
	Day			Month			Year		
<b>Contact details of the Applicant (the Author) for the Municipal Office</b>	<b>No tel.:</b>								
	<b>E-mail:</b>								
<b>1. Concise title/name of the project</b> (will be placed on the website <a href="http://www.obywatelskibb.pl">www.obywatelskibb.pl</a> )									
<b>2. Project type</b> (please put an 'X' in the appropriate box below)									
<input type="checkbox"/> Housing Estate					<input type="checkbox"/> City-wide				
<b>3. The name of the District</b> to which the project relates (if "Housing Estate" is selected). <b>The list of streets</b> included in the housing estate is available at <a href="http://www.obywatelskibb.pl">www.obywatelskibb.pl</a>									
<b>4. Location of the project site</b> (indicate the proposed site of project implementation, if possible give the exact address, plot no., district or describe the area in a way that will enable its unambiguous identification; for ancillary purposes it is advisable to attach a map or situational drawing of a given area)									
<b>5. What is the ownership status of the area</b> where the project is to be located (if you have any doubts about the ownership status, please contact the relevant Department of the Municipal Office in Bielsko-Biała (Real Estate Department - NR). The list of the departments of the City Hall can be found on <a href="http://www.bielsko-biala.pl">www.bielsko-biala.pl</a> )									

6. **Detailed description of the project / what is the aim of the project** (please describe what the project concerns, what exactly is to be realized within the project (material scope). This description will be posted on the website at [www.obywatelskibb.pl](http://www.obywatelskibb.pl) at the stage of promotional activities and for voting purposes.

7. **Estimated cost of the project** (please take into account all possible components of the project and their estimated costs, including the possible cost of developing project documentation. The estimated amount cannot exceed the financial resources for the realization of a given type of task.

**Giving the estimated cost is obligatory)**

<i>Components of the task (please give in points or immediately enter the estimated cost in the field "Total estimated")</i>	<i>Cost</i>
1.	
2.	
3.	
...	
...	
<b>Total estimated:</b>	

8. **Other remarks** (if necessary, please provide other information not listed above, e.g. indicate entities cooperating in the implementation of the task, in case of projects concerning minors e.g. school pupils or preschool children - indicate solutions concerning e.g. provision of care, consent of legal guardians, transport, etc.).

9. **Mandatory annexes** to the submitted project (are they attached):

- a) **List of support for the city-wide project with signatures of at least 30 residents of Bielsko-Biala.** Each additional page of the list of support should have the same form.

YES

NOT APPLICABLE



b) **Declaration in accordance with the template included in the Order, submitted only if the project requires institutional cooperation of other entities, including taking over the responsibility for the maintenance of the public task in case of its execution and making the property available free of charge under certain conditions.**

YES  NOT APPLICABLE

c) **In the case of a project submitted by a minor - the consent of the parent/legal guardian.**

YES  NOT APPLICABLE

10. **Additional annexes\*** (optional):

1. Additional documentation to help with project verification.
2. Situation sketches or pictures.
3. Map with the location of the task.
4. Other, relevant to the notified project - list which: .....

.....  
.....  
.....

\*delete as appropriate

11. **Statements** (all required):

- In accordance with Article 6(1)(a) of 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 and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ L 281, 23.11.2016, p. 1), No. 119, p.1), hereinafter referred to as "**RODO**", I agree to the processing of my personal data by the Mayor of Bielsko-Biała to the extent necessary to verify the correctness of the submitted data and to carry out the procedure of the Bielsko-Biała Citizens' Budget.
- I declare that I am a resident of Bielsko-Biała and that all data given in the form and attachments are in accordance with the current legal and factual status.
- I declare that I agree to the use of the attached project descriptions and possible photographs, presentations, sketches and their free publication on the official Civic Budget website for the promotion of my project and the entire Civic Budget procedure.

**Date and legible signature of the Applicant (Author):**

.....(Date)..... (Signature).....

The form must be **submitted by 24 April 2020**. (date of receipt is decisive):

1. By post to the address of the Municipal Office in Bielsko-Biała, 1 Ratuszowy Square, 43-300 Bielsko-Biała with an annotation on the envelope "Bielsko-Biała Citizens' Budget".
2. In the Municipal Council Office, pl. Ratuszowy 1, rooms 48, 54 or in the Business Service Office of the Municipal Office in Bielsko-Biała, pl. Ratuszowy 6.
3. By e-mail to: [projekty@obywatelskibb.pl](mailto:projekty@obywatelskibb.pl) provided that the project form, the list of support for the city-wide project, the consent of the legal guardian of the minor (if required), the statement (if required) and additional attachments will constitute a scan of the original documents.

**Please note:** if any doubt is raised as to the documents submitted, the verifying officer is entitled at any stage of the procedure to request explanations and to submit original documents.

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

In connection with the processing of your personal data in the Municipal Office in Bielsko-Biała we inform you pursuant to Article 13(1) and (2) of 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 and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L of 04.05.2016, No. 119, p.1), hereinafter referred to as "**RODO**":

1. The administrator of your personal data is the Mayor of Bielsko-Biała, with the seat 43-300 Bielsko-Biała, pl. Ratuszowy 1.
2. You can contact the Data Protection Supervisor as follows in matters relating to data protection:  
1) at the e-mail address: [iod@um.bielsko.pl](mailto:iod@um.bielsko.pl), 2) in writing to the Administrator's registered office address, 3) by telephone: (33) 497 17 21.
3. Legal basis and purposes of processing personal data. The processing of your data is carried out in connection with the implementation of the Civic Budget procedure of Bielsko-Biała.
4. Your personal data may be transferred to the departments of the Municipal Office and municipal organizational units in order to perform public tasks or to other entities, if the law imposes such an obligation on the Mayor.
5. Your personal data will be stored only for the period necessary to fulfil the purpose for which they were collected, i.e. to select the tasks to be performed and thereafter for the period and to the extent required by generally applicable law. Once the purpose for which your data has been collected has been fulfilled it may be stored only for archival purposes for a period to be determined primarily on the basis of the Prime Minister's Ordinance of 18 January 2011 on the Office's instructions, uniform factual file lists and instructions on the organisation and scope of operation of company archives, unless specific provisions provide otherwise.
6. Under the rules of the RODO you have the right to: access to your personal data, correct your personal data, delete your personal data, limit the processing of your personal data, object to the processing of your personal data, revoke your consent to further processing of your personal data, file a complaint with the President of the Office for Personal Data Protection.
7. Your personal data will not be processed automatically and will not be profiled.

**LIST OF SUPPORT FOR THE CITY-WIDE PROJECT**  
(**minimum 30 residents** of Bielsko-Biała excluding the Applicant (Author) of the project)

(enter the title of the city-wide project)

The person supporting the project is required to read the information on the processing of personal data on the last page of the list of supporters before signing.

(signatures min. 30 residents)

No.	First and last name	Address of residence	Date	Signature - I support the project and have read the information about the processing of personal data
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				
6 <sup>th</sup>				
7 <sup>th</sup>				
8 <sup>th</sup>				
9 <sup>th</sup>				

No.	First and last name	Address of residence	Date	Signature - I support the project and have read the information about the processing of personal data
10 <sup>th</sup>				
11 <sup>th</sup>				
12 <sup>th</sup>				
13 <sup>th</sup>				
14 <sup>th</sup>				
15 <sup>th</sup>				
16 <sup>th</sup>				
17 <sup>th</sup>				
18 <sup>th</sup>				
19 <sup>th</sup>				
20 <sup>th</sup>				
21 <sup>st</sup>				
22 <sup>nd</sup>				

No.	First and last name	Address of residence	Date	Signature - I support the project and have read the information about the processing of personal data
23 <sup>rd</sup>				
24 <sup>th</sup>				
25 <sup>th</sup>				
26 <sup>th</sup>				
27 <sup>th</sup>				
28 <sup>th</sup>				
29 <sup>th</sup>				
30 <sup>th</sup>				

in case of multiple signatures, attach another list of support

## **BIELSKO-BIAŁA CITIZENS' BUDGET FOR 2021**

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

In connection with the processing of your personal data in the Municipal Office in Bielsko-Biała we inform you pursuant to Article 13(1) and (2) of 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 and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L of 04.05.2016, No. 119, p.1), hereinafter referred to as "**RODO**":

1. The administrator of your personal data is the Mayor of Bielsko-Biała, with the seat 43-300 Bielsko-Biała, Town Hall Square 1.
2. You can contact the Data Protection Supervisor as follows in matters relating to data protection:
  - a. at the e-mail address: [iod@um.bielsko.pl](mailto:iod@um.bielsko.pl),
  - b. in writing to the address of the Administrator's seat,
  - c. by phone: 33 497 17 21.
3. Legal basis and purposes of processing personal data. The processing of your data is carried out in connection with the implementation of the Civic Budget procedure of Bielsko-Biała.
4. Your personal data may be transferred to the departments of the Municipal Office and municipal organizational units in order to perform public tasks or to other entities, if the law imposes such an obligation on the Mayor.
5. Your personal data will be stored only for the period necessary to fulfil the purpose for which they were collected, i.e. to select the tasks to be performed and thereafter for the period and to the extent required by generally applicable law. Once the purpose for which your data has been collected has been fulfilled it may be stored only for archival purposes for a period to be determined primarily on the basis of the Prime Minister's Ordinance of 18 January 2011 on the Office's instructions, uniform factual file lists and instructions on the organisation and scope of operation of company archives, unless specific provisions provide otherwise.
6. Under the rules of the RODO you have the right to: access to your personal data, correct your personal data, delete your personal data, limit the processing of your personal data, object to the processing of your personal data, revoke your consent to further processing of your personal data, file a complaint with the President of the Office for Personal Data Protection.
7. Your personal data will not be processed automatically and will not be profiled.

**CONSENT OF THE PARENT/LEGAL GUARDIAN FOR PARTICIPATION IN THE BIELSKO-BIAŁA  
CITIZENS' BUDGET PROCEDURE FOR 2021**

I, the undersigned\*

.....  
(name of parent/legal guardian)

domiciled\*

.....  
declare that I am the legal guardian:

.....  
(name of minor)

domiciled\*

.....  
and that I agree to<sup>1</sup>:

- her/his\* participation in the Bielsko-Biala Civic Budget process for 2021 (including in particular submission of projects and voting),  
 processing of his/her\* personal data (consent for processing of personal data concerns persons under 16 years of age) for the purpose of the above mentioned process.

**Information on the processing of personal data**

In connection with the processing of your personal data in the Municipal Office in Bielsko-Biała we inform you pursuant to Article 13(1) and (2) of 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 and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation) (OJ EU L of 04.05.2016, No. 119, p.1), hereinafter referred to as "**RODO**":

1. The administrator of your personal data is the Mayor of Bielsko-Biała, with the seat 43-300 Bielsko-Biała, pl. Ratuszowy 1.
2. You can contact the Data Protection Supervisor as follows in matters relating to data protection: 1) at the e-mail address: iod@um.bielsko.pl, 2) in writing to the address of the Administrator's seat, 3) by telephone: (33) 497 17 21.
3. Legal basis and purposes of processing personal data. The processing of your data is carried out in connection with the implementation of the Civic Budget procedure of Bielsko-Biała.
4. Your personal data may be transferred to the departments of the Municipal Office and municipal organizational units in order to perform public tasks or to other entities, if the law imposes such an obligation on the Mayor.
5. Your personal data will be stored only for the period necessary to fulfil the purpose for which they were collected, i.e. to select the tasks to be performed, and thereafter for the period and to the extent required by generally applicable law. Once the purpose for which your data has been collected has been fulfilled it may be stored only for archival purposes for a period to be determined primarily on the basis of the Prime Minister's Ordinance of 18 January 2011 on the Office's instructions, uniform factual file lists and instructions on the organisation and scope of operation of company archives, unless specific provisions provide otherwise.
6. Under the rules of the RODO you have the right to: access to your personal data, correct your personal data, delete your personal data, limit the processing of your personal data, object to the processing of your personal data, revoke your consent to further processing of your personal data, file a complaint with the President of the Office for Personal Data Protection.
7. Your personal data will not be processed automatically and will not be profiled.

Bielsko-Biała, on .....

.....  
(signature of parent/legal guardian)

\* delete as appropriate

<sup>1</sup>) an "X" should be placed in the appropriate grid(s)

**DECLARATION**  
**(housing cooperative, housing community, religious association, State Treasury,  
foundation, association)**

**Acting on behalf:**

.....  
.....  
*(name of the entity making the declaration, other than Bielsko-Biala Commune, which owns the real estate on which the Bielsko-Biala  
Civic Budget 2021 project is to be implemented)*

based .....

**I hereby declare that:**

1) I agree to perform a public task on the property under the name:

.....  
.....  
.....

2) **I agree to carry out the task submitted as part of the Civic Budget on the real estate** of which  
we are the owner / usufructuary / perpetual usufructuary / administrator /  
.....\* marked as a plot of land ..... covered  
by the land and mortgage register

Kw No..... kept by the Court District in Bielsko-Biała,  
district (cadastral community)..... ;

3) As an entity owning the real estate I declare that if the submitted project is qualified for  
implementation I undertake to conclude an appropriate agreement with the City of Bielsko-Biała to  
take over the responsibility for the current maintenance of the completed task and moreover to make  
the real estate available free of charge under the conditions specified by the City of Bielsko-Biała as  
well as to ensure the safety of the residents using the completed project under the conditions specified  
in the Regulations drawn up by us.

Bielsko-Biała, on ....., .....

(legible signature and/or stamp)

\* *delete as appropriate*





**DECLARATION  
THE CITY'S ORGANIZATIONAL UNIT / COMPANY WITH A MAJORITY STAKE  
IN THE CITY**

**Acting on behalf:**

.....  
.....  
(name of the city's organisational unit / company with majority shareholding)

based .....

**I hereby declare that:**

1) I agree to perform the public task under the name:

.....  
.....  
.....

2) **I hereby express my consent to the execution of the task as part of the Civic Budget on the real estate** of which we are the owner / usufructuary / perpetual usufructuary / administrator / .....\* marked as a plot of land ..... covered by the land and mortgage register Kw No..... kept by the Court District in Bielsko-Biala, district (cadastral community).....;

3) as a municipal organizational unit / company with a majority shareholding of the city\* I declare that if the submitted project is qualified for implementation **I undertake** to ensure its general accessibility as well as to ensure the safety of the residents using the implemented project under the conditions specified in the Rules and Regulations drawn up by us.

Bielsko-Biala, on .....  
.....  
(legible signature and/or stamp)

\* *delete* *as* *appropriate*

**CIRCULATION CARD FOR THE ANALYSIS OF THE PROJECT SUBMITTED TO THE  
CITIZENS' BUDGET FOR 2021**

**Part A. Project metric.**

1. Project ID		
2. Project title		
3. Project location		
4. First and last name of the Applicant (Author)		
5. Applicant's (Author's) contact details	Tel.:	
	E-mail:	

**Name of the substantive department(s) of the Municipal Office or municipal organisational unit(s)**, whose competence includes the project submitted to the Civic Budget for 2021 and analysing this project \*.

*(\* If the project requires cooperation, information or arrangements with another department/municipal unit - clearly indicate the leading department/municipal unit. If it is necessary to do so, the leading department or the municipal organisational unit shall obtain information on its own from another department of the Municipal Office or the local authority, which should be made in writing and attached to the Project Analysis Circulation Card. The information obtained in this way is necessary for proper substantive assessment of the submitted project).*

.....

.....

**Part B. Formal assessment of the application:**

1. The project was submitted on the project form provided for this purpose in accordance with the specimen adopted in the Order of the President of the City.

- YES
- NO

2. The project application form was received by the deadline for submitting project proposals in accordance with the schedule adopted in the Order of the President of the City.

YES

NO

3. All obligatory attachments have been attached to the project form (including the list of support for the city-wide project containing at least 30 signatures of the residents and a statement of an entity other than the Municipality owning the property - if required) and these attachments are complete.

YES

NO (justification required)

.....  
.....

4. The project form has all mandatory fields filled in and is legible.

YES

NO (justification required)

.....  
.....

5. The applicant meets formal requirements (residence).

YES

NO (justification required)

.....  
.....

6. The total estimated cost of the implementation of the proposed project entered in the project form is included in the amount allocated to the general urban or housing estate projects respectively.

YES

NO (justification required)

.....  
.....

**7. CONCLUSION:**

The applied project has received a positive formal appraisal and will be forwarded to the relevant department of the Municipal Office or the municipal organizational unit (m.j.o.) for substantive appraisal.

- YES
- NO (justification required)

.....  
 .....  
 .....

<b>Transferred to</b> (name of the department of the City Hall or the Ministry of Finance):	
On the day:	
<i>Signature of the Department/office employee</i>	<i>Signature of the Head or Director of Division/ Office</i>
.....	.....

Part C. **Substantive assessment of the project:** (to be developed by the relevant department or municipal organisational unit)

*\*The answer YES or NO results in the next question and further substantive assessment. The answer does NOT result in a negative substantive assessment and the lack of recommendation of the faculty or the Ministry of the Interior to put the project to the vote of the residents. This fact should be indicated and described in the summary of this substantive assessment. If it is necessary, the department providing opinions or the municipal organisational unit obtains information from another department or the central administration on its own, which should be prepared in writing and attached to the Project Analysis Circulation Card. The information obtained in this way is necessary for proper substantive assessment of the submitted project. If any doubts are raised during the substantive appraisal, the relevant department/company contact the Applicant (the Author) on its own in order to clarify them or clarify the provisions of the submitted project - pursuant to the rules set out in § 6 of the Ordinance and § 5 of Resolution No. IX/165/2019 of the Bielsko-Biala City Council of June 10, 2019 on the Civic Budget of Bielsko-Biala (Dz.Urz. Woj. Śl. of 2019, item 4449).*

1. The task included in the form belongs to the municipality's own tasks (Article 7 of the Act on Municipal Self-Government of 8 March 1990 (t. one. Journal of Laws of 2019, item 506 as amended) and Article 4 of the Act on Powiat Self-Government of 5 June 1998. (i.e. single Journal of Laws of 2019, item 511 as amended)

- YES
- NO (justification required)

.....  
.....  
2. The task is in line with the municipality's strategies, industry programs, EU, WPF projects, etc.

- YES
- NO (justification required)

.....  
.....  
3. The task is in accordance with local law including the local zoning plan and does not violate the rights of third parties.

- YES
- NO (justification required)

.....  
.....  
 NOT APPLICABLE

4. The ownership status of the land indicated by the Applicant (the Author) in the project form is \*:

- a) indicated correctly and enables the task to be carried out,
- b) indicated incorrectly but enables the task to be carried out,
- c) indicated incorrectly and prevents the task from being carried out
- d) NOT APPLICABLE

*\* answers: a), b), d) - a positive assessment*

5. Technical, spatial and social conditions known to the faculty or the central institution allow, to the best of their knowledge, the implementation of the proposed task.

- YES
- NO (justification required)

.....  
.....  
6. No proceedings are pending against the property or building covered by the requested task.

- YES (not running)
- NO (What's going on?)

.....  
 NOT APPLICABLE

7. The property or building covered by the proposed project is not intended for any other purpose.

YES (not)

NO (is - justification required)  
.....  
.....

8. The material scope of the project is not covered by any other task planned to be carried out by the Municipality in the current year, next year or in the following years.

YES (not)

NO (is - justification required)  
.....  
.....

9. The cost of the task requested, as verified by the department or the competent authority, is \*:

a) equal to the cost indicated in the project application form,

b) lower than the cost indicated in the project application form,

c) higher than the cost indicated in the form but within the amount allocated to the tasks for the unit,

d) higher than the cost indicated in the form, exceeding the amount allocated to the tasks for the unit.

*\* a), b), c) - a positive assessment, to be verified by the department or the m.j.o.  
estimated cost of the task*  
.....

*d) – negative assessment (justification required)*  
.....  
.....

10. The implementation of the task meets the requirements of economy and rationality of spending public funds (including future estimated operating costs).

YES

NO (justification required)  
.....  
.....

11. The proposed task can be carried out within one financial year. If NO is marked, indicate the expected duration of the task.

YES

NO (justification required)

.....  
.....

12. From the content of the project or the attached documentation it can be concluded that it will meet the criterion of general accessibility, i.e. it will enable the residents to benefit from the implementation effect:

YES

NO (justification required)

.....  
.....

13. The proposed project after implementation will not generate costs disproportionately high in relation to the value of the task.

YES

NO (justification required)

.....  
.....

14. The task included in the project form requires additional consultations and arrangements with another department of the City Hall or the local authority (the department / the leading department contacts the other unit for additional information)

YES (indicate with which faculty/intelligence unit, to what extent, **connect the arrangements and agreements made** to the circulation card)

.....  
.....  
.....

NO

## CONCLUSION

**15. Opinion of a substantive department of the Municipal Office or a municipal organizational unit**

POSITIVE OPINION

POSITIVE OPINION WITH RISKS (justification required)

NEGATIVE OPINION (justification required)

.....  
.....  
.....  
.....  
.....

16. Please indicate (for the purposes of the Treasurer of the City) whether the task in question **is the task of the municipality or the task of the county** and provide the budget classification of the task (section, chapter, paragraph).

- COUNTY TASK
- MUNICIPALITY TASK
- Budgetary classification of the task (section, chapter, paragraph)*

.....  
.....

Opinion formers

.....  
(employee)

Approval of the opinion

.....  
(Chief, Director, Manager)

Any additional comments/proposals made by the person drawing up the opinion or approving the substantive opinion. Circumstances relevant to the feasibility of the proposed task:

.....  
.....  
.....  
.....

**Part D. Final opinion of the Project Verification Team submitted to BOBB 2021 for the project named "BOB 2021". ID.....**

- YES (positive opinion - the project is put to the vote of the residents)
- NO (adverse opinion - the project did not receive a recommendation - justification required)

.....  
.....  
.....



**INFORMATION FROM THE VERIFICATION TEAM OF PROJECTS  
SUBMITTED TO THE 2021 CITIZENS' BUDGET**

<b>NO.</b>	<b>1<sup>st</sup></b>	<b>2<sup>nd</sup></b>	<b>3<sup>rd</sup></b>	<b>...</b>	<b>...</b>
<b>APPLICANT</b>					
<b>TASK TITLE (SHORT TEXT)</b>					
<b>LOCATION</b>					
<b>ESTIMATED COST *</b>					
<b>VERIFYING TEAM OPINION EGO (adverse opinion requires justification)</b>					

\* the costs presented are estimated and illustrative, the cost may change depending on the final scope of the task