

Rules for applicants for a donation from the public collection Helping Pilsen

The City Council of Pilsen, by Resolution No. 191 of 7 March 2022, approved the public collection Helping Pilsen for an indefinite period in the territory of the Czech Republic to help people located in the territory of the City of Pilsen who had to leave their homes due to the war in Ukraine and people who found themselves in a difficult living situation caused by housing emergency.

1. Goal of the public collection Helping Pilsen

The collection proceeds are used exclusively to cover the costs associated with securing long-term housing - payment of rent and related utilities and energy, security deposit, purchase of essential equipment for the apartment and other needs related to integration into society.

2. Definition of terms

Household

People who share an apartment and jointly pay for their needs. One person is also considered a household.

Rent and related services

The price of the rent and services must correspond to the usual price at the place and time.

Legal title

For the purposes of the collection, this is a lease agreement, a sublease agreement and, in exceptional cases, an accommodation agreement.

Apartment

In accordance with the Decree of the Ministry of Regional Development No. 268/2009 Coll., § 3, letters d), h), i), on technical requirements for buildings, as amended, it is:

1. a set of rooms, or a single habitable room, which by their structural and technical arrangement and equipment meet the requirements for permanent housing and are intended for this purpose of use;
2. an accommodation unit is a single room or a set of rooms which – by their structural and technical arrangement and equipment – meet the requirements for temporary accommodation and are intended for this purpose;
3. A habitable room is a part of a dwelling (in particular a living room, bedroom, dining room) which meets the requirements prescribed by this Decree, is intended for permanent habitation and has a minimum floor area of 8 m²; if the dwelling consists of a single habitable room, it must have a floor area of at least 16 m².

Long-term housing

Legal title to use the apartment for more than six months.

Security deposit

It is not in the nature of rent or services related to the use of the apartment. It is usually paid before the effective date of the lease agreement. The amount usually equals three times the rent. It is a cost which can be fully refunded to the person on termination of the tenancy. Therefore,

a security deposit can only be granted for an apartment with a lease or sublease agreement and only once per household.

Essential equipment for the apartment

E.g., beds, dining table and chairs, wardrobe, fridge, washing machine.

Needs related to integration into society

Fulfilment of needs related to education, employment and health.

Difficult living situation caused by housing emergency

We consider households in housing emergency to be those who have no housing, are under immediate threat of eviction and immediate eviction, live in inadequate premises, with relatives or acquaintances, who have no other option and cannot resolve the situation independently.

School attendance

Compulsory school attendance, continuous training for a future profession up to the age of 26. Attendance at any pre-school establishment – nursery school, kindergarten or similar establishment – is also considered school attendance.

Particularly serious reasons

These include a sudden deterioration in the health of the applicant or a close person (e.g., illness, hospitalisation), business reasons (e.g., unscheduled business trip), and a scheduled appointment with another government agency, local government, or court that the applicant was unaware of at the time of scheduling the appointment or deadline.

The territory of the city of Pilsen

For the purposes of the collection, the city of Pilsen is understood to be within the range of city districts 1 to 10.

Ties to the city of Pilsen

Place of actual residence, economic ties (e.g., employment), social ties (e.g., family, education) and health reasons.

Purpose of the collection

1. securing long-term housing - payment of rent and related services and utilities, security deposit,
2. purchase of essential equipment for the apartment,
3. other needs related to integration into society.

3. Circle of applicants

Both natural and legal persons can apply for the donation.

The application for the donation can be submitted by adult natural persons who:

- A. have demonstrable ties to the city of Pilsen - residence in the city, long-term use of social services, regular and long-term visits to medical care, school attendance in the case of dependent children, employment or the promise of employment, family ties or other valid reason to live in the city;
- B. want to settle in Pilsen for the long term because they have lost their home due to the war in Ukraine, and it can be assumed that their return home will be very difficult. For

- example, they can prove their intention by a work contract, a promise of employment or the possibility to live in Pilsen or the reason can be family reunification;
- C. have found themselves in a difficult living situation caused by housing emergency;
 - D. they own a property that they have provided or will provide for the housing of the above individuals and need financial support to enable them to create the conditions for accommodation. The individual shall provide evidence of the costs of furnishing or adapting the space intended to accommodate war refugees (costs incurred after 24.02.2022) and commit in the donation agreement to a demonstrable long-term intention to accommodate persons in housing emergency for a minimum period of 12 months.

In the case of citizens of Ukraine fleeing the armed conflict from Ukraine, it is necessary that these persons have been granted a visa for the purpose of toleration or are holders of temporary protection on the territory of the City of Pilsen.

The application may be submitted by a legal entity with an establishment in the territory of the City of Pilsen. The legal entity must prove how it has supported, supports or will support natural persons from the circle of applicants and will have to prove the fulfilment of the purpose of the donation even after the donation has been accepted, for a minimum period of 12 months.

4. Donation amount

The decision to conclude a donation contract for the provision of a donation up to CZK 20,000 is made by ODBSZ MMP. The decision to grant a donation of CZK 20,001 or more in one year is made by the City Council of Pilsen. The maximum amount of the donation is CZK 100 000. Donations are paid out in CZK.

5. Application for a donation

The application for a donation from the collection can only be submitted on the prescribed form in Czech or Ukrainian. If the applicant is unable to complete the form because it is in a language they do not speak, they have the right to ask ODBSZ MMP to complete the form in the presence of an interpreter in a language they understand.

The form is available on the website www.pomahajiciplzen.eu in the languages mentioned above.

The completed and signed application, together with all attachments, must be delivered to the **ODBSZ MMP, Jagellonská 8, Pilsen or to the mailroom of the Municipality of Pilsen, Škroupova 5, Pilsen**, or by data box (ID 6iybfxn).

Completion and submission of the application does not entitle the applicant to a donation. There is no legal entitlement to the donation.

The donation may be made in a lower amount than the requested amount stated in the donation request.

The request will be processed as soon as possible, depending on the amount of the requested donation and the dates of the meetings of the city authorities of Pilsen and following the decision of the ODBSZ MMP.

6. Attachments

Mandatory attachments

1. **A statutory declaration of the applicant's income and household expenses** - part of the application.
2. **In the case of foreigners, copies of the residence permits of all persons indicated in the application.**

Optional attachments

These are annexes that can support and verify the accuracy of the information provided in the application. These may be provided by the applicant or requested by the ODBSZ MMP if they are relevant to the application and the purpose of the aid.

These are mainly:

1. **Proof of account opening.** In order to make a cashless payment, you must have an account with a Czech bank.
2. **Evidence of allowances received from other sources, if any.** These include allowances from various foundations and emergency aid paid out by the Labour Office of the Czech Republic.
3. **Legal title to the use of the dwelling, or** proof that the donation will lead to legal title to the use of the dwelling. This can also be provided after the donation has been approved.
4. **Proof of health condition.** This can be documented by, e.g., a decision granting disability, a care allowance, a medical report or a statement from a specialty doctor.
5. **A confirmation by the school of the needs** connected to the purpose of the collection, e.g., if the person is applying for school supplies or other school-related expenses.
6. **For legal and natural persons providing accommodation or services for war refugees, it is necessary to provide evidence of:**
 - a. basic information about the applicant (name and surname or business name, address, birth registration number or company registration number),
 - b. the legal form of the applicant (natural person, legal person, civil association, a public benefit corporation, joint-stock company, limited liability company, contributory organisation, etc.),
 - c. a certified copy of the entity's existence proof (company registration number, commercial register statement, proof of registration with the Ministry of the Interior, etc.),
 - d. agreement to the terms and conditions of the donation, a statutory declaration.

Depending on the applicant's situation, the applicant may also be asked to provide other attachments that may impact the donation decision. Attachments may also be submitted in the form of a statutory declaration.

The applicant for the donation may not be a legal entity or a natural person conducting business:

- whose property has been declared bankrupt or against which bankruptcy or settlement proceedings have been initiated, or the petition for bankruptcy has been dismissed for lack of assets of the bankrupt, or is in liquidation,
- who has tax arrears recorded in their tax records,
- who has been finally convicted of a criminal offence the substance of which is related

- to the applicant's business or of an economic offence or an offence against property,
- who has been disciplined in the last three years under the special regulations governing the exercise of professional activities, if such activities are related to the subject of the donation,
- who is in arrears on public health insurance premiums and penalties or social security premiums and penalties and on contributions to state employment policy,
- who is in arrears to the City of Pilsen.

Other attachments

These are attachments that can verify the income amount stated in the application. These may be provided by the applicant or requested by the ODBSZ MMP if they are relevant to the application and the purpose of the aid:

- proof of employment relationship;
- the decision to grant a pension;
- an overview of paid out non-insured social benefits and foster care benefits;
- a decision to grant unemployment benefits or retraining;
- a court decision on the modification of custody and maintenance and the dissolution of the marriage, or a court-approved agreement between the spouses or parents;
- proof of payment/non-payment of maintenance, receipt of alternative care;
- a summary of sickness insurance benefits paid;
- last tax return for self-employed people;
- decisions granting emergency relief, personal injury, humanitarian and solidarity benefits to people hosting the refugees.

Method of payment of the donation and the period of exhaustion of the donation

A donation can be made to:

1. to the applicant's account;
2. to a child's account if the applicant is the legal guardian of the child;
3. to the account of the accommodation provider or the owner of the apartment, if it is a donation for a security deposit, or to the account of the real estate agency that arranges the rental of the apartment;
4. on behalf of the legal person that sells the movable item that is the subject of the donation;

The recipient is obliged to prove that the donation has been used in full by means of a tax receipt or other document within three months of signing the donation agreement.

7. Assessing an application for a donation

ODBSZ MMP will assess the application for completeness. If the application is not completed correctly or the necessary documents are not attached, the ODBSZ will prompt the applicant to complete it. The ODBSZ MMP may also request submitting any supporting documents if those are considered necessary for assessing the application. These supporting documents are listed indicatively in point 6.

The applicant is obliged to cooperate with the ODBSZ MMP in the event that the ODBSZ MMP requests a personal meeting with the applicant or a social investigation at the applicant's place of residence.

If the application is not completed to the satisfaction of the ODBSZ MMP within the time limit set by the ODBSZ MMP, or if the applicant refuses a personal meeting or a social investigation, the application may not be submitted for consideration due to incompleteness.

If the applicant cannot complete the application, allow a social investigation or attend a personal meeting for particularly serious reasons, their application may be processed despite its incompleteness. If the applicant has been prevented from completing the application for particularly serious reasons, the time limit for providing the required documents may be extended as long as necessary. The ODBSZ MMP shall set this time limit in agreement with the applicant.

The applicant is obliged to notify the ODBSZ MMP of any changes in the application's content without delay, no later than the date of signing the donation agreement, via email at bydleni@plzen.eu, or in person at the ODBSZ MMP in the form of an official record. It is at the discretion and judgment of the ODBSZ MMP whether these changes affect the purpose of the application which has been approved. If the purpose is maintained, the gift agreement may be signed.

Incorrectness or incompleteness of information contained in the application shall entitle ODBSZ MMP not to pay the already approved donation or to demand the return of the already paid donation within six months from the first day of the calendar month following the month of signing the donation agreement in which the donation was made.

The evaluation group assesses the submitted donation requests and issues an opinion on whether they recommend the ODBSZ MMP conclude the donation agreement. The evaluation group shall meet as necessary, but at least once every 14 days if at least one application has been received.

If the donation application is approved, the applicant will be asked to appear to sign the donation agreement.

If the applicant fails to appear for the conclusion of the donation agreement for particularly serious reasons, the time limit for signing the donation agreement will be extended to the time strictly necessary. The applicant must notify the compelling reasons in writing (by post or by e-mail to bydleni@plzen.eu) before the scheduled appointment for signing the gift agreement.

In the event that the applicant refuses to sign the contract or accept the gift, a record will be made of this fact.

If the applicant is requesting a donation for the security deposit and first rent, the donation may be approved on the condition that the donation is released upon submission of the apartment reservation agreement, lease agreement - the approved security deposit donation will be sent to the account of the landlord, the real estate agency, in accordance with the submitted agreement. If the applicant fails to secure housing within six months of signing the gift agreement, the applicant will lose the right to the gift.

Documents submitted with the application for a donation shall not be returned to the applicant. Applications and other documents relating to the application shall be shredded.

The applicant may reapply for the same purpose after a period of one year from the date of the previous application. If there has been a substantial change of circumstances pursuant to Act No 89/2012 Coll., Sections 1764 and 1765 of the Civil Code, the applicant may submit an application before the expiry of the one-year period. In this case, the applicant must prove that the change in circumstances was not caused by them and could not reasonably have been foreseen or influenced by them. Furthermore, the applicant must prove that they became aware of the situation or that the situation arose after the conclusion of the gift agreement.

8. Application evaluation criteria

- The urgency of the applicant's living condition
- Purpose of the donation in connection with the purpose of the collection
- An apparent effort by the applicant to resolve the situation on their own
- Financial situation of the applicant
- Residence in the city of Pilsen or other relationship to the city
- Persons who will benefit from the donation
- Current housing situation
- Health of the applicant or household member
- Effectiveness of the aid by the donation

9. Final provisions

ODBZS is entitled to control the use of the donation. In the event that the provider finds that the donation has been misused for a purpose other than that set out in these rules, the ODBSZ shall have the right to reclaim the donation in part or in full.

The donation cannot be used to pay debts. In particular, for debts for rent and utilities, including fixtures and fittings in council flats. Nor can a donation be made to pay the first rent if it is a new lease on a council flat. A donation cannot be made for the balance of the utility bills associated with the use of a flat.

The donation cannot be used to pay salaries, insurance premiums, fines, penalties, damages, court fees, contractual penalties, interest or late fees, administrative fees, taxes and levies, loan repayments, donations, foreclosure and insolvency payments and other debts.

The purpose of processing personal data in the application is to keep records of applicants for donations from the public collection Helping Pilsen. The personal data will be processed only by ODBSZ MMP as the controller. ODBSZ MMP does not have any contractual partners to whom the personal data could be disclosed. The personal data will be shredded after 10 years.

If the balance in the collection account is not sufficient to satisfy all the requests for donations received, the evaluation team will decide based on the urgency of the applicant's life situation.

These rules are valid as of 25 April 2022