



MOJE MIASTO, JA DECYDUJĘ

BYWAJE

# LUBLIN. YOUR CITY, YOU DECIDE

A handbook for residents



[lublin.eu/partycypacja](http://lublin.eu/partycypacja)





# Participation

includes gathering opinions and listening to different needs, it is a way towards making conscious decisions and dealing with their consequences. We took up this challenge in Lublin and we're making a joint effort to constantly improve this process. I see city management as a constant pursuit of consensus and ongoing negotiations to create solutions that serve the greatest possible number of inhabitants.

**Krzysztof Żuk, PhD**  
Mayor of the City of Lublin



# YOUR VOICE

If you live in Lublin, you know perfectly well what improvements are necessary in your neighbourhood. Tell us about it. You can propose a topic that should be discussed. You can put forth an idea that the City will implement.

You can also vote.



# THE CIVIC BUDGET

Your City, you decide

**Do you want to improve your surroundings? Check to see what projects have been submitted to the civic budget and vote for the one you think is best. You don't find any of them convincing? Submit your own idea in the next edition of the civic budget!**

## What is the civic budget?

The civic budget, also known as a participatory budget, is a part of the City's budget that residents decide about, selecting the best submitted projects by voting. The civic budget was first introduced in the early 1990s by the Brazilian city Porto Alegre as a part of the fight of urban movements against military dictatorship. Over time, this system became increasingly popular in other Brazilian cities, and subsequently its popularity spread to various countries in South America, Europe, Asia, Africa and North America. In Poland, the first civic budget was introduced in Sopot, and soon afterwards this system was adopted in Lublin as well.

## The voting system

For several years now it has been possible to vote for projects submitted to the civic budget by Lublin residents who see a need for change in their neighbourhood. Take a look at the website [www.lublin.eu/budzetobywatelski](http://www.lublin.eu/budzetobywatelski). Perhaps someone else also thinks that your street needs repaving? Perhaps they also feel that your district needs more cultural events? Or maybe, like you, they would like to renovate an animal shelter or take care of homeless dogs and cats?

## Who can vote?

Any resident of Lublin can vote.

## What requirements must I fulfil?

You vote only in your own name. If you're under 18, you need permission from your legal guardians.

## When do I vote?

In autumn each year, you have over two weeks' time to vote.

## How do I vote?

Check the website [obywatelski.lublin.eu](http://obywatelski.lublin.eu) to see what projects have been submitted. Choose the best one, enter your data and vote. Done! You can also vote in person at one of the designated locations (Resident Service Offices, branches of the Municipal Public Library, and temporary voting locations). You need to bring your personal identity card. You fill out the ballot at the voting location and give it to an employee.







# THE GREEN BUDGET

Your City, you decide

**If you have an idea that will help make our City more beautiful, improve its air quality, its walking routes or protect vegetation, submit it to the green budget.**

## What is the green budget?

The green budget is a part of the City's budget that enables residents to submit their own proposals regarding municipal greenery. One difference from the civic budget is that the projects are evaluated and selected by experts, rather than through a vote. The best ideas are implemented by the City of Lublin under the supervision of the Office of the Municipal Greenery Architect. 2 million PLN are spent on these projects each year. Lublin was the first city in Poland to introduce a green budget.

Examples of projects you can submit to the green budget include protecting trees against diseases, planting plants along a street, revitalisation of a square, creating a flowerbed, installing municipal furniture or building a parklet (benches and plants placed on a small fragment of the pavement or on several parking places). You can also submit project documentation, etc.

## Who can submit an idea?

Green budget ideas may be submitted by all residents of Lublin, as well as by institutions, non-governmental organisations, district councils, co-operatives and housing communities.

## What requirements must I fulfil?

The evaluation committee takes the following criteria into account: the part played by greenery in the project (in other words, to what extent the project actually increases the amount of vegetation in the area it concerns), the context of the surroundings (i.e. how well the project corresponds to the function of the given location, the purpose of that location, or even its history, and how well it meets residents' needs), innovativeness and functionality. The project must also be accessible to all groups of Lublin residents, including persons with physical disabilities, elderly persons, those with young children, etc.

## When should I submit my idea?

Applications to the green budget should be submitted in autumn.

## How should I write the project?

When preparing the project, use the municipal price list ([www.lublin.eu/budzetobywatelski](http://www.lublin.eu/budzetobywatelski)). You can submit either a general description or a finished project of municipal greenery. Remember that your idea must be implementable within one year.

## How do I submit the project?

To submit a project, you only need to register on the website [www.zielonybudzet.lublin.eu](http://www.zielonybudzet.lublin.eu), fill out the form and submit it online.

## What happens to the project?

Your original idea will be evaluated by experts. If it is selected, the City will implement it under the supervision of the Office of the Municipal Greenery Architect, in cooperation with you as the author.

## Help

If you need assistance, call or write to the Social Participation Office (phone: 81 466 25 63, [zielony@lublin.eu](mailto:zielony@lublin.eu)). You can ask employees of the Office of the Municipal Greenery Architect for help regarding the project's content (phone: 81 466 26 82, [maz@lublin.eu](mailto:maz@lublin.eu)).



5

**The project is implemented  
by the City of Lublin**

# SOCIAL CONSULTATIONS

Your City, you decide

**If you want to discuss something with other residents of your housing estate, district or city, submit that topic to social consultations. And if you know that social consultations are being carried out, come and express your opinion.**

## **What are social consultations?**

Social consultations take place when the City asks its residents for their opinion on some topic. The topics may deal with various issues, such as activation of senior citizens, protection against noise, ways of fighting smog, or road investment strategies. Anyone can voice an opinion.

Consultations may be carried out in various ways. They can take the form of open meetings with residents, workshops, making documentation available to the public for inspection, a vote, a citizens' assembly, etc.

Comments and opinions voiced during consultations are analysed, and are subsequently published in the form of a report along with a summary of the consultations. The consultation results are not binding, but they are taken into account during the final round of decision-making on any issue.

## **EXPRESSING YOUR OPINION**

**You can express your opinion about the topic that is the subject of social consultations.**

### **Who can participate in social consultations?**

Any resident of Lublin.

### **What requirements must I fulfil?**

Come to the meeting where the topic that interests you will be discussed. You can also send your idea, comment or opinion by mail, e-mail or via the online form ([konsultacje@lublin.eu](mailto:konsultacje@lublin.eu)). Consultations are valid regardless of the number of participants.

### **When do social consultations take place?**

Social consultations may be announced at any time. Look for information on the web page [lublin.eu/mieszkanicy/partycypacja/konsultacje-spoleczne/konsultacje-trwajace](http://lublin.eu/mieszkanicy/partycypacja/konsultacje-spoleczne/konsultacje-trwajace).

You have at least 14 days to express your opinion.

# SUBMITTING A TOPIC

## Who can submit a topic for consultations?

Any resident of the City can submit a topic that, in their opinion, needs to be subjected to social consultations.

## What requirements must I fulfil?

Your application must be supported by at least 350 residents of the City. Alternatively, you can also gain the support of the District Council, of 10 non-governmental organisations or of 3 councillors of the Lublin City Council.

## When will the social consultations I applied for take place?

After you gather the necessary signatures and submit an application, the President of the City of Lublin has 30 days to decide whether to announce consultations regarding this issue. If the decision is positive, the President also announces the dates when the consultations will take place.

## How do I submit a topic for social consultations?

Present your concept of the consultations in the application. Describe the topic and the reasons why it should be discussed. Propose the time and form of consultations. Enclose the list of persons who support your application (first and last names, addresses and signatures of at least 350 Lublin residents), as well as the contact details of the designated contact person.

## What happens to the application?

Your application may be accepted, accepted in part or rejected for various reasons. If the decision is positive, an announcement about the start of consultations will be published on the web page [lublin.eu/mieszkanicy/partycypacja/konsultacje-spoleczne/konsultacje-trwajace](http://lublin.eu/mieszkanicy/partycypacja/konsultacje-spoleczne/konsultacje-trwajace).

## Help

If anything is unclear, you can ask employees of the Social Participation Office for assistance (phone: 81 466 25 63, [partycypacja@lublin.eu](mailto:partycypacja@lublin.eu), [konsultacje@lublin.eu](mailto:konsultacje@lublin.eu)).

In case of a positive decision, the start of social consultations is announced online:  
[lublin.eu/konsultacje-spoleczne/konsultacje-trwajace/](http://lublin.eu/konsultacje-spoleczne/konsultacje-trwajace/)



1

You have an idea



2

Submit an application to the City of Lublin



3

The decision is made



4



8

The report and statement are published by the Social Participation Office



7

A report and statement are prepared



6

The end of consultations



5

Gathering opinions



**You can also aim to have your idea for improving the neighbourhood included in planning documents created by the City of Lublin.**

### **What is spatial planning?**

You need a plan to build a house. The city also needs a plan to develop without hindrance, while simultaneously taking care of everything that requires protection, such as monuments or greenery. Many experts work on creating such a plan, but the opinion of residents is invaluable as well, since they know first-hand what changes are necessary to improve life in the city.

The City needs two kinds of planning documents. Both are created in a similar manner. The basic planning document is the **study of conditions and directions of spatial development**. It is a general document that takes into account plans for the development of the region, voivodeship and country, as well as local plans. It specifies, among other things, the designation of land plots (for development or undeveloped), the type of buildings (residential, industrial, etc.), the use of undeveloped land (arable land, recreational areas, etc.). This document is the basis for drawing up local spatial development plans, on the basis of which building permits and other permits are issued.

The local spatial development plan is more detailed. All repairs, construction and reconstruction work, both public and private, must be compatible with it. The local plan precisely defines what buildings may be built or reconstructed in a given part of the city. It indicates building lines, the purpose and height of buildings, the course of the planned streets, possibilities for broadening existing roads, etc. The city has many local plans.

### **Who can submit an idea?**

Any resident of Lublin.

### **When should I submit my idea?**

The City may announce the beginning of work on planning documents at any time. You can put forth your ideas to be evaluated by experts at two stages of the work: after the announcement that work has begun on a study or plan (application) or when the project is ready and laid out for inspection, if you have noticed something that raises your anxiety (comments).

# SPATIAL PLANNING

Your City, you decide

### **How do I submit an application?**

After announcing that work has begun on a plan or study, the City accepts residents' applications regarding the development of a specific area. These applications will be taken into account during work on the project. If you live in or visit the area the document will pertain to, you may be invited to participate e.g. in a street survey, an opinion poll or workshop organised in order to collect the opinions of persons interested in the changes. You can also submit your application in person or online at the time and venue specified in the announcement. Don't forget to check whether the land plot that interests you is included in the local spatial development plan or study of conditions and directions for spatial development ([www.geoportal.lublin.eu](http://www.geoportal.lublin.eu)).

### **How do I submit a comment?**

Once the project has been developed, along with the prognosis of its environmental impact, it is made available for inspection for at least 21 days in the Planning Department of the Lublin City Office and on the website of the Public Information Bulletin of the Lublin City Office in the section on spatial planning (<https://bip.lublin.eu>). If you disagree with some part of it, for up to 14 days after the end of that period you can submit comments in writing (Lublin City Office, planowanie@lublin.eu, ePUAP: /UMLublin/SkrytkaESP. Comments have to contain your first and last name or the name of your organisational unit, your address, as well as the designation of the land plot in question). You can also come to a meeting organised as part of public consultations (public discussion, meetings with district councils).

The comments, along with the changes they entail, must be reviewed within 21 days after the deadline for their submission. If they are accepted, changes are made to the project, which is then again made available for public viewing. The plan or study is adopted via a City Council resolution, and after inspection by the voivode, it is published in the Voivodeship Official Journal.



**1**  
The City Council  
decides that work should  
begin on a study or plan

**2**  
The President informs  
that work has begun

**3**  
Residents can  
submit applications



**6**  
The project, along with a prognosis  
of its impact on the environment,  
is made available to the public.  
Social consultations begin

**5**  
The project is discussed  
and consulted

**4**  
Experts create a project of the study  
or plan, taking into account the  
applications submitted by residents



**7**  
Residents submit  
their comments. Public  
discussion takes place

**8**  
Comments are  
considered.  
Changes are made

**9**  
Adopting the study  
or plan

**10**  
The plan is published  
in the Voivodeship Official  
Journal after approval by  
the voivode





# YOUR ACTION

If you live in Lublin and you want to do something individually, with others or for others, contact us and we will help.

# LOCAL INITIATIVE

Your City, you decide

If you want to do something in the neighbourhood together with your neighbours, but you find it impossible to implement the entire project without outside support, you can submit an application as part of the local initiative.

## What is the local initiative?

The local initiative is a type of support offered by the City of Lublin to residents who have an idea for making improvements in their neighbourhood and want to implement specific parts of that idea by themselves, e.g. organise additional activities for children in kindergarten, renovate the pavement or build street lighting. As part of the local initiative, you submit an application in which you specify how you will contribute to the project's implementation and what you need from the City, e.g. that you and your acquaintances will pay for street lighting along a given street if the City agrees to install this lighting.

## Who can submit an application?

Any resident of Lublin.

## What requirements must I fulfil?

Check the website of the City Office to see if your idea concerns one of the issues that can be addressed, and gather volunteers. The prospective participants must declare in writing what their contribution will be. Contribution to the project may take the form of volunteer work (unpaid work on the project, e.g. running workshops for children), material contribution (e.g. donations of building materials, books, etc.) or financial contribution (who will donate money and how much).

## How do I write an application?

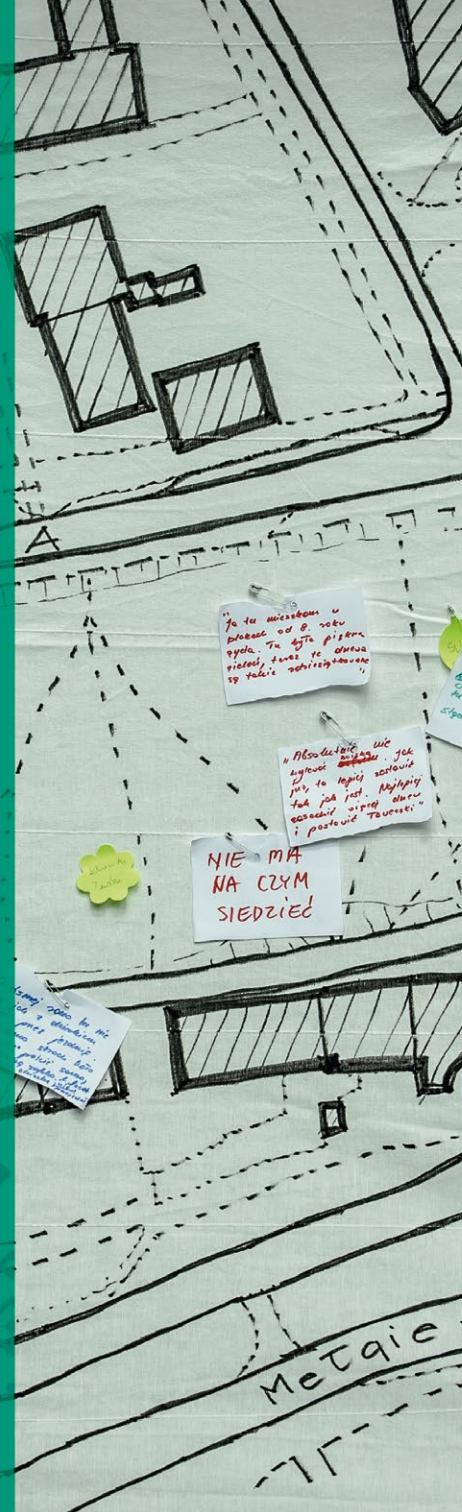
An application template is available on the website of the Lublin City Office: [www.lublin.eu/inicjatywa](http://www.lublin.eu/inicjatywa). Describe your idea and estimate the costs of its implementation. Remember that the costs must take into account your own contribution and the contribution of everyone else who will work on the project with you (material contribution, financial donations, volunteer work), as well as the necessary contribution of the City of Lublin. After filling out the application form, sign it and submit it to the Resident Service Office (Biuro Obsługi Mieszkańców).

## What happens to the application?

Applications are evaluated by employees of the City Office who are responsible for implementing similar projects to the one under consideration. On the basis of their opinion, the President of Lublin makes the final decision. If the President evaluates your application positively, you sign a contract with the City, and after completing the project, you submit a report.

## Help

You can ask employees of the Social Participation Office to assist you with writing your application (phone: 81 466 25 50, [obywatelski@lublin.eu](mailto:obywatelski@lublin.eu)).





1

You have an idea



2

Verify whether you meet the criteria



3

Determine the type of own contribution and the total implementation costs



4

Collect declarations from persons who are ready to participate in the project

9



Submit a report

8



Implement the project

7



If the evaluation result is positive, you sign a contract

6



Your application is evaluated

5



Submit your application



# NON-GOVERNMENTAL ORGANISATIONS

Your City, you decide

**If, together with your friends, you pursue your passions within a local association or work in a foundation for the benefit of others and your immediate environment, check to see what kind of support the City of Lublin has to offer.**

## **What are non-governmental organisations?**

Non-governmental organisations (NGOs, also known as the so-called third sector) are associations and foundations that function outside public administration and do not operate for profit. They help the local community and various social groups organise themselves, they look for ways to solve the problems of those groups, as well as represent their interests before the City's authorities. Non-governmental organisations may also unite people who pursue private passions and interests, such as sports (e.g. running) or culture (e.g. amateur theatre).

## **What can you expect from the City if you belong to an NGO?**

As a representative of a non-governmental organisation you can count on non-financial support and apply for financial support. The conditions for granting this support are regulated by the "Programme of cooperation with non-governmental organisations", which is adopted by the Lublin City Council each year. The current programme can be found on the website [www.ngo.lublin.eu](http://www.ngo.lublin.eu).



## FINANCIAL SUPPORT

As a non-governmental organisation, you can apply for a grant from the City of Lublin. You need to submit an offer, either as part of an open competition or independently. All announcements and results are published on the website [www.ngo.lublin.eu](http://www.ngo.lublin.eu).

Each year, the City of Lublin gives out ca. 40 million PLN in funding to non-governmental organisations.

### What requirements must I fulfil?

Most importantly, the offer of your non-governmental organisation must be targeted at Lublin residents.

## NON-FINANCIAL SUPPORT

The city supports civic activity, makes an effort to integrate non-governmental organisations and popularise their work. You can obtain information about planned activities from us, but we will also be happy to learn about your organisation's plans. We will review your application or help you prepare and write it. We will guide you if you need legal help. We will help you organise training, workshops, conferences, etc. We will let you use our available office space, technical equipment, as well as publications on non-governmental organisations.

Your opinion as a NGO representative is important to us. For this reason, the President of the City of Lublin has appointed the Public Benefit Activity Council of the City of Lublin. It consists of persons indicated by the Chairman of the City Council and the President, as well as designated representatives of non-governmental organisations. The Council advises and gives opinion on issues related to the activities of non-governmental organisations. This includes consultations regarding the City's programme of cooperation with NGOs.



An open competition of offers is announced

1



Submit an offer

2



Submit a report

7



The offer is evaluated

3



Implement the project

6



The decision is announced

4



Accept the conditions and sign the contract

5

## OPEN COMPETITIONS OF OFFERS

An open competition of offers may pertain to various fields, e.g. culture, social assistance, entrepreneurship or sports. The full list of competitions is available online at [www.ngo.lublin.eu](http://www.ngo.lublin.eu). The website also lists the dates when different competitions are announced.

### How do I submit an offer?

You have at least 21 days to write and submit your offer, starting on the day when the competition was announced. You fill out the online application form in the Witkac.pl application generator, then print it out and bring the paper version to the location specified in the announcement.

### What happens to the offer?

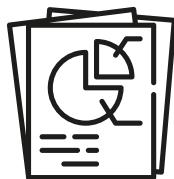
Within 30 days, the offer will be evaluated by a committee consisting of officials and representatives of non-governmental organisations. This committee passes on its recommendations to the President, who announces the results within 7 days. The amount of funding granted may be lower than you expected. If you accept the granted sum and update your offer, you sign a contract, and after implementing the project you have 30 days to submit a report.

The City of Lublin can also help your organisation obtain funding from outside sources (e.g. from EU funds or from various ministries), granting funding to cover the so-called own contribution. Details are available online: <https://lublin.eu/mieszkanicy/partycypacja/organizacje-pozarzadowe/otwarte-konkursy-ofert/wklady-wlasne/>.



Check whether your idea can be implemented with the City's support

1



Submit a report

8



Submit an offer

2



Implement the grant

7



The offer is evaluated

3



Sign a contract

6



The decision is announced

4



Seeking the opinion of the public

5

## SMALL GRANTS

A small grant is funding for a project granted independently of any competition. The sum cannot be higher than 10 000 PLN. Any organisation can apply for these grants as often as several times a year, as long as the total amount of funding granted by the City does not exceed 20 000 PLN. Projects funded by small grants cannot take longer than 90 days to implement.

### How do I submit an offer?

Make sure that your idea can be implemented and that the City budget contains sufficient funds (Social Participation Office, phone: 81 466 25 50, e-mail: ngo@lublin.eu). If yes, submit an offer through the Witkac.pl generator, then print it out and deliver it to the appropriate office or department of the Lublin City Office.

### What happens to the offer?

The offer will be evaluated within 7 days. If the evaluation is positive, the offer will be published online ([www.ngo.lublin.eu](http://www.ngo.lublin.eu)) and remain open to comments from the public for another 7 days. After all comments and opinions have been considered, you sign a contract and you are free to implement your project.

### Help

You can ask for assistance with writing your offer in the Social Participation Office (phone: 81 466 25 50, e-mail: ngo@lublin.eu), as well as in the Department of Social Initiatives and Programmes (phone: 81 466 30 50, e-mail: wips@lublin.eu).

# LUBLIN FOR EVERYONE

Your City, you decide

**Multiculturalism** is important to us not only from a historical point of view; it is a part of our daily life. More and more foreigners are coming to live in Lublin, some out of necessity, others out of choice. Although we may differ in terms of nationality, ethnicity or religious beliefs, we all live in one City. We are neighbours. To make it easier for us to get to know each other, we support foreigners in their effort to learn Polish, as well as encourage them to get to know Lublin and Poland. We help them develop skills related to finding a job and living in a new place, we provide legal assistance, etc.

We also do our best to influence the Lublin community. We encourage residents to become acquainted with different cultures, we fight against discrimination, we strive to take foreigners' needs into account in the City's offices, etc.

## Information

You will find more information on the cultural diversity of Lublin residents on the website

[lublin.eu/mieszkancy/partycypacja/lublin-dla-wszystkich](http://lublin.eu/mieszkancy/partycypacja/lublin-dla-wszystkich) and in the Social Participation Office (phone: 81 466 25 50, e-mail: [partycypacja@lublin.eu](mailto:partycypacja@lublin.eu)).

## Pomoc

If you need assistance, we're happy to answer your questions: Social Participation Office (Biuro Partycypacji Społecznej), ul. Bernardyńska 3, 20-109 Lublin, phone: 81 466 19 56, e-mail: [ngo@lublin.eu](mailto:ngo@lublin.eu).

## Information Desk for Foreigners:

Resident Service Office (Biuro Obsługi Mieszkańców), ul. Wieniawska 14, Lublin, phone: +48 81 466 10 09, e-mail: [foreigners@lublin.eu](mailto:foreigners@lublin.eu).

## Foreigners in Lublin

We're glad that you live in Lublin. We are neighbours now. We try to make your stay easier by making it possible to communicate with city officials in English and Ukrainian, as well as translating the most important documents and social media pages into these languages.

We very much want to become acquainted with you, but we also want you to become acquainted with us, our culture and our history. We offer free Polish lessons to make it easier for you to function in everyday life, find a job, and to help your children adapt more quickly to their new environment. We guarantee education for your children and health insurance as part of the care provided by the school. We encourage you to take up studies, work, participate in social, sporting and cultural activities.

We encourage you to become engaged in the life of our/YOUR City, so that we can make decisions about it together.

## Legal advice:

Foundation Institute for the Rule of Law (Fundacja Instytut na Rzecz Państwa Prawa) [www.fipp.org.pl](http://www.fipp.org.pl); [www.migrant.lublin.pl](http://www.migrant.lublin.pl)  
ul. Chopina 14/70, 20-023 Lublin, phone: 81 743 68 05  
room no. 80 (foreigners who are not refugees), helpline 881 917 171 room no. 83 (refugees), helpline 606 703 933



# Biuro Partycypacji Społecznej

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[partycypacja@lublin.eu](mailto:partycypacja@lublin.eu)

[www.lublin.eu/partycypacja](http://www.lublin.eu/partycypacja)

[www.lublin.eu](http://www.lublin.eu)

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**With each year, Lublin becomes a better place to live in. The infrastructure is improving, the range of available cultural and sporting activities is growing, the City is becoming greener and more welcoming to its residents of all ages, who in turn are becoming more and more involved in the City's matters.**

You, too, have more and more opportunities to participate in decisions regarding the changes and development of our Lublin. You can influence what is happening in your neighbourhood by putting forth an idea or speaking about the proposed changes. You can also act individually, with others and for others.

In this handbook, we want to show how you can “participate in Lublin”.

