**Information about the rules of application and awarding the "Ambassador of Polish History" prize at the Institute of National Remembrance - Commission for the Prosecution of Crimes against the Polish Nation**

1. The award may be granted to institutions, organizations and individuals particularly distinguished for the commemoration of the history of the Polish Nation, whose activities coincide with the statutory activities of the Institute of National Remembrance
- Commission for the Prosecution of Crimes against the Polish Nation, hereinafter referred to as the "Institute", in educational, scientific and publishing areas outside the country, including Polish diaspora communities of all countries of the world
excluding the area of the Republic of Poland.
2. The award may be granted to Polish and non-Polish citizens.
3. The award may be granted posthumously.
4. The award can be given to the given person/organization only once.
5. The Institute awards the prize on its own initiative or upon application.
6. No more than 6 awards are given annually.

APPLICATION

1. Candidates for the award may be submitted by institutions, organizations and individuals with the consent of the candidates attached to the application. The obligation to attach the consent does not apply in case of an application for a posthumous award.
2. The application for the award should include the personal and contact information of the candidate for the award and a description of the merits or achievements that justify the award, together with copies of documents available to the applicant regarding these merits and achievements.
3. To be completed:
	1. "Application for the individual award "Ambassador of Polish History" constituting Annex No. 2 to Order No. 2/23 of the President of the Institute of National Remembrance - Commission for the Prosecution of Crimes against the Polish Nation of
	26 January 2023, on the establishment of the award "Ambassador of Polish History", hereinafter referred to as the "Order", or
	2. "Application for the award "Ambassador of Polish History" for organizations and institutions," which is attached as Annex No. 3 to the Order, and
	3. "Consent to the processing of personal data, including image of the person entered in the competition". - included in Annexes No. 2 and 3 to the Order.
	4. "Consent to the processing of personal data, including image, of the person making the application of the candidate for the award" - included in Annexes 2 and 3 to the Order.
4. Application for the award should be submitted to the address of the Institute of National Remembrance
- Commission for the Prosecution of Crimes against the Polish Nation, Office of National Education, 1 Janusza Kurtyki Street, 02-676 Warsaw, with the note "Ambassador of Polish History".
5. The original application should be sent by mail, while a scan should be emailed to ambasador.historii@ipn.gov.pl
6. The deadline for submitting candidates is counted according to the date of the application sent by post mail (the deadline for mailing is the date indicated in the information on the IPN website.)
7. Applications submitted after the deadline will be considered in the following year.
8. The Award Commission identifies up to 6 awardees from among all the nominations.
9. If the submitted person/institution/organization does not receive the award, it can be re-submitted in the next edition(s) of the award.
10. One applicant may submit more than one nomination in a given edition of the award.
11. The award is presented in October of each year in which it is awarded (or: according to the IPN website).
12. In case of death of the winner before the award is presented, the award shall be presented to a member of the deceased's close family or other authorized person.

DEPRIVATION OF THE AWARD

The Commission may adopt a resolution to revoke the award if it finds that:

1. The award was made as a result of misrepresentation;
2. The decorated person committed an act as a result of which he became unworthy of the award.

POSSIBILITY OF REIMBURSEMENT OF TRAVEL AND ACCOMMODATION EXPENSES

1. The awardee or recipient of the award is entitled to reimbursement of travel expenses incurred by the gala participant.
2. Travel expenses are reimbursed only to the prize winner or the recipient.
3. Reimbursement is calculated from the participant's place of residence to Warsaw (round trip).
4. Travel should be by economical means of transportation. It is unreasonable to increase the comfort of travel if there is no tangible benefit from it,
particularly in terms of time.
5. The participant is entitled to reimbursement of travel expenses in the amount documented by the mileage records of the vehicle or by tickets or invoices covering the fare of the means of transportation, not more than in the amount of up to:
	1. 400 euros for continental travel;
	2. 1,200 euros for intercontinental travel.
6. Reimbursement of travel expenses is based on:
	1. mileage records constituting Annex No. 1 to the rules - in the case of travel by a passenger car not owned by the Institute of National Remembrance; the mileage records should be accompanied by a copy of the registration certificate of the passenger car; if the participant is not the owner or co-owner of the passenger car, the records should be accompanied by a statement of the owner of the passenger car that it was made available to the participant;
	2. Travel reimbursement form - Appendix No. 2 to the rules - in the case of a business trip taken by means of transportation other than a personal car; the original ticket or invoice should be attached to the form,
7. Reimbursement of travel expenses is in the form of a transfer to a bank account.
8. Reimbursement of travel expenses in cash is allowed with the approval of the Director General of the IPN only in justified cases.
9. No reimbursement is made if the traveler departed earlier than 2 days before the date of the ceremony and/or left Poland later than 2 days after the ceremony. An exception to these circumstances may occur in the case of travel from other continents, in the absence of appropriate connections. In this case, the approval of the Director General of IPN is required.
10. Either the records or the travel expense settlement form shall be submitted immediately after the trip, no later than 14 days.
11. The rate of reimbursement of vehicle mileage for a passenger car is set at PLN 0.35 per one kilometer.
12. If more than one participant travels in one personal car, the cost of the trip is reimbursed only to the car owner.
13. The IPN provides the winners with accommodation and meals during their stay in Poland. Winners arrive the day before the ceremony and leave the day after.

INFORMATION CLAUSE

Candidates nominated for the award and those submitting candidates for the award shall familiarize themselves with the relevant information clauses on the processing of personal data contained in Appendix 4 to the Ordinance.

Appendix 1

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

(name of participant)

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

(participant's home address)

Vehicle registration number:

DRIVER'S LOGBOOK

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Description of the route of departure (from where - to where) | Number of kilometers actually driven | Rate per kilometer of mileage | Value (2x3) | Participant's signature and date | Comments |
|  |  | PLN | gr | PLN | gr |  |  |
| 1 | 2 | 3 | 4 | 5 | 6 |
|  |  |  |  |  |  |  |  |
| Total |  |  |  |

**Please transfer the amount** ................................. **currency** ........................ **to the following account:**

**Name of account holder** .........................................................................................................

**Account owner's address:**  Country**:** ................................

**Name and address of the bank:**

**Account number:**

In the case of reimbursement of travel expenses to a participant from abroad, the IBAN (international bank account number - used in the European Union) of the full account number required for international transfers (including the bank number and individual account number) must be provided.

**SWIFT (BIC) code**

**Signature of participant** **Date**

Checked for **merit** - I confirm the Participant's participation in the tasks carried out within the framework of the IPN:

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

date and signature of the head of the applying IPN organizational unit

Verified for **formal and accounting purposes**:

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

date and signature of chief accountant

**ATTACHMENT NO. 2**

**TRAVEL REIMBURSEMENT FORM**

**Name of participant** ..............................................................................

**Email Phone Number**:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date of departure | From where | Arrival date | Where to | Ticket price in PLN | Ticket price in currency |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |

**Please transfer the amount** ................................. **currency** ........................ **to the following account:**

**Name of account holder** .........................................................................................................

**Account owner's address:**

 Country**:**

**Name and address of the bank:**

**Account number:**

In the case of reimbursement of travel expenses to a participant from abroad, the IBAN (international bank account number - used in the European Union) of the full account number required for international transfers (including the bank number and individual account number) must be provided.

**SWIFT (BIC) code**

**Signature of participant** **Date**

Checked for merit - I confirm the Participant's participation in the tasks carried out within the framework of the IPN:

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

date and signature of the head of the applying IPN organizational unit

Verified for **formal and accounting purposes**:date and signature of chief accountant