

Application guidelines

Digital Labs: film producers

1. House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*¹ countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

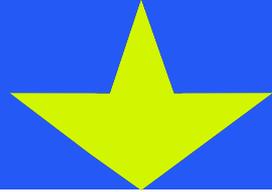
This encompasses 20+ separate programme lines enabling to go for professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU* organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

Implementation of House of Europe is led by Goethe-Institut Ukraine, with the British Council, Institut français, and Czech Centres as consortium partners.

2. Digital Labs: film producers

Digital Labs: film producers concentrate on the production of films.

¹ Here and further in the text whenever marked with *: plus the United Kingdom. The EU countries include Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden.



Prosperous film industry pros from the EU* and Ukraine will define the role of producer on each stage of cinema production: from finding the right scenario to searching for funding to shooting to promotion. Producers, directors, screenwriters, actors, and technical team representatives will share their experiences.

During the Digital Lab, you will draft a procedure for each stage of production of your film, consulting with experts in personal mentoring sessions. Following the jury selection, the authors of the best projects will get stipends of up to EUR 500 on further professional advancement.

3. When will the Digital Lab take place?

The Digital Lab: film producers will run from 7 to 15 September 2021.

4. What will I learn after the Digital Lab?

The Digital Lab focuses on the role of producer on each stage of production of the film.

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You will learn about:

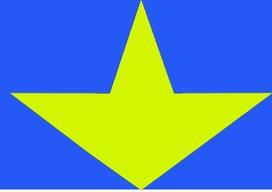
- Co-productions with EU*
- Scenarios and the search for new ideas
- Optimisation and planning of the shooting process
- Use of music in films: contracts and payments
- Organisation of the team
- Films distribution and PR campaigns
- Fundig: sponsoring, product placement, locations
- Communication with the state organisations

5. What project will I create during the Digital Lab?

During the Digital Lab, you will plan your work on the film: pre production, production, and post production.

You must draft a presentation of the project for the final pitching. For your convenience, we will share templates.

6. What is a Digital Lab?



Digital Lab is a nine-day event, bringing together intense studying in a group of fellow-minded people with individual work on your project.

You will discover effective work tools in lectures with practitioners from the EU* and Ukraine, come up with new ideas in workshops, apply them while working on your project, and present the result. The experts are here to advise and provide feedback on your project in personal mentoring sessions.

The Digital Lab has the spirit of competitiveness, as all the participants present their projects and compete for stipends of up to EUR 500 on further professional development.

7. What are the components of a Digital Lab?

- Lectures with experts, where you will learn the know-how and practical work tools from peers
- Workshops with experts, where you will solve case studies together with other participants of the Digital Lab
- Individual mentoring sessions with experts, where you will receive personalised advice on the project you are working on
- Independent work, where you will apply the knowledge and advice you received to your own project
- Presentations of your project to the jury, where you will get an feedback and the opportunity to compete for stipends of up to EUR 500 for further professional advancement

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8. How does Digital Lab work?

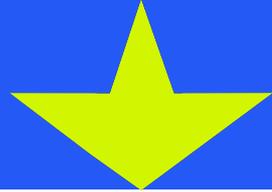
The Digital Lab will take place online via Zoom. Please have your camera and microphone switched on during lectures and workshops.

You can keep in touch with other participants via our Telegram chat.

9. What is the duration of the Digital Lab?

The Digital Lab runs for nine days:

- Four days of intensive training in lectures and workshops. The sessions last from 10.00 to 18.00.



- Four days of work of personal mentoring sessions and individual work on the final project. You can schedule the mentoring sessions for any convenient time from 10.00 till 18.00.
- One day of the projects' presentations to the jury

10. What is the working language of the Digital Lab?

During the Digital Lab, you will communicate in Ukrainian. It will be the working languages of lectures, workshops, mentoring sessions, and the final presentation.

We invite translators so that you understand the lectures of EU* experts. They will also be there for you during your mentoring sessions with EU* experts.

11. Who can participate in the Digital Lab?

- Executive producers
- Line producers
- Producers
- Creative producers

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That work on:

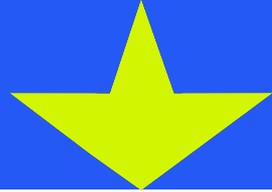
- Short and feature-length films
- Documentary, social, and animation videos
- Video clips with a plot
- Series and serialities

12. What are the requirements for participants?

- At least three years of experience in film production
- An idea of a project of a video they can develop during the Digital Lab
- Ukrainian citizenship²
- Full age

Only individual applications are eligible, group applications are not.

² We may exceptionally consider individual applications by stateless persons, refugees, etc. You should provide confirmation of your long-term residence in Ukraine. It is always a case-by-case decision.



13. How to apply?

To apply for a translation grant you should submit an application along with supporting documents via our [online platform](#).

You must submit your application using the 'Submit entry' button **by Monday 28 June 2021, 15.00 Kyiv time**. Be careful, as you will not be able to submit the application after the deadline.

Please keep in mind that on the last day before the deadline online application system will be working under significant pressure, which may cause technical problems. Try to finalise your application as early as possible to avoid those.

14. How do I register on the online platform?

You have to register on the online platform to be able to fill in an electronic application.

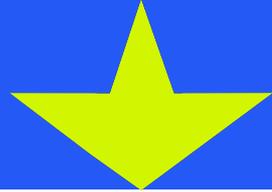
- 5 Your email address is required. We will use that email address as an official channel of communication with you, so register on the online platform with an email address you check regularly.

When registering, make sure to put a tick in the field: "I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time." You will not be able to receive important communication from us regarding the status of your application if you do not provide your consent.

15. How do I fill out the online application?

Please fill out the online application in Ukrainian. You need to provide the following information in the online application form:

Field 'Chapter'
Digital Labs: culture professionals
Field 'Open call'
Digital Labs: film producers
Field 'Entry name'
Enter your first and last name



Tab 'Details'

- First and last name
- Gender
- Place of residence
- Postal address
- Email address
- Telephone number
- Information about education
- Information about place of work
- Elaborate on your professional experience. How long have you been working in the film industry? What are the projects you worked on?
- Have you worked on EU* cooperation projects in the field of film?
- Are you an internally displaced person?
- Are you a disabled person?

Tab 'Questions'

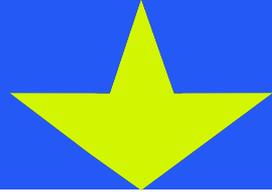
- Please tell us a little bit more about the project of the video you will be working on during the Digital Lab. Do you think the video will be more relevant for the internal market or for the EU* space?
- Why do you think that your video should be of interest to the audience?
- What social values do you pursue in your work?
- What are the moral principles underlying your project?
- Describe a step-by-step strategy for building a work cycle in three short paragraphs: pre production, production, post production.

Tab 'Motivation'

- Why is participating in the Digital Lab relevant to your professional development?
- How do you plan to use the knowledge gained during the Digital Lab at work?
- Please list the internships and professional courses you took. Provide a date, course name, country, and organisation.
- Have you received grants from EU* or other organisations on film or video production? If yes, provide the date, country, organisation, and the name of the project.

Tab 'Attachments'

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- CV
- Showreel
- Filled in script questionnaire
- Two letters of recommendation
- Scanned copies of the first pages of the passport

Tab 'Declaration'

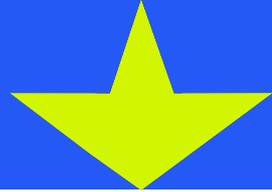
- Please confirm that you have read and understood the programme conditions and related policies.

- All tabs consist of mandatory and optional fields.
- Optional fields are marked 'optional'.
- You cannot move to the next tab and save the application if mandatory fields have not been completed.
- To submit an application, please press the 'Submit entry' button.
- Once you click 'Submit entry', the application is forwarded for review, and you will not be able to make any changes or upload any additional files.
- If after clicking 'Submit entry' you do not receive an automatic confirmation, your application has not been submitted. In such a case, please check again and/or get in touch with us via email: mariia.savelova@houseofeurope.org.ua.

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16. What documents do I need to provide?

- CV of two pages maximum in PDF: professional experience, education, internships, scholarships, and awards. Please draft the document in Ukrainian language.
- Showreel. Please draft the document in Ukrainian or English language.
- Filled in script questionnaire. Please indicate the title, author, co-authors, genre, format, timing or number of episodes, the stage of script development (idea, synopsis, characters), the readiness level, legal scholar, target audience, log line (description of 3-4 sentences), synopsis (detailed description of 2-3 paragraphs), number of characters, number of locations. Please draft the document in Ukrainian or English language.
- Two letters of recommendation signed with blue ink. Letters should be from experts in your field, your current or previous employers. Please draft the document in Ukrainian or English language.



- A copy of the first page of the passport³. We will check whether you are of full age and have Ukrainian citizenship.

17. How many applications can I submit?

- You can only submit one application. If you submit multiple applications, we will consider the first one.
- You cannot apply if you have already participated in Digital Labs: culture professionals.

18. How will my application be evaluated?

Your application will go through two stages of assessment.

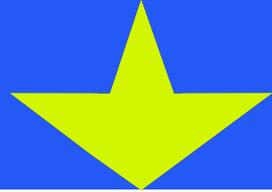
First, your application will be reviewed technically to confirm that it was submitted on time, includes answers to all questions on the application form and has the mandatory attachments.

If your application is compliant with that, our experts will evaluate it according to the following criteria.

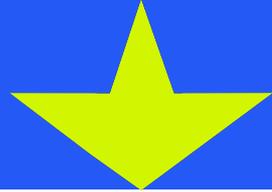
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Selection criteria		
1.	Motivation	<ul style="list-style-type: none"> ▪ Please evaluate the personal and professional motivation of the applicant. ▪ How convincing is the applicant's interest in deepening knowledge about the organisational issues of the film producing process and cooperation with the EU*?

³ If you are not a Ukrainian citizen, please attach any other document confirming long-term residence in Ukraine. If applicable, please also upload a refugee status etc. We might contact you for further information.



<p>2.</p>	<p>Professional relevance</p>	<ul style="list-style-type: none"> ▪ Does the Digital Lab correspond with the professional activities of the applicant? ▪ Will the Digital Lab advance the applicant’s professional development? ▪ Does the applicant have relevant experience in the sphere of theatre? Employment in or affiliation with the cultural institution will be an asset. ▪ Does the applicant have experience in international cooperation projects? Such experience will be an asset. ▪ Does the applicant have relevant education? Professional education in the field will be an asset.
<p>3.</p>	<p>Project</p>	<ul style="list-style-type: none"> ▪ Please evaluate whether the proposed project idea is relevant to the Ukrainian and EU* contexts? ▪ How clear and realistic is the proposed idea? ▪ How well-planned is the production process?

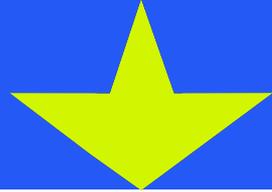


4.	Multiplication and sustainability	<ul style="list-style-type: none"> ▪ How likely is it that the knowledge, received during the Lab, will be implemented in transformation of the applicant's institution, sector, or professional community? ▪ Will this knowledge received in the Digital Lab be used by the applicant in further EU* cooperation?
Additional selection criteria		
6.	Place of residence and status	<ul style="list-style-type: none"> ▪ Does the applicant work in a rural area, urban centre or regional centre in the periphery of the country? ▪ Does the applicant have the status of an internally displaced person?

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19. What are the next steps?

- Your application will go through a technical review and assessment of grant applications by independent experts. The evaluation takes several weeks.
- You will receive the results of the assessment through an email sent **till the end of July 2021**. We will send a notification to the email address you used to register on the online platform.
- If your application is successful, we will request that you provide additional documents needed for the preparation agreement. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.
- If you provide all the documents on time, we will conclude an agreement on participation in the Digital Lab. The process of preparing and signing the agreement may take up to four weeks from the notification on the result.



20. Timeline

Launch of the open call – 7 June 2021

Deadline for application – Monday 28 June 2021, 15.00 Kyiv time

Announcement of results – till the end of July 2021

Digital Lab: film producers – 7-15 September 2021

Please keep in mind that these dates are not set in stone and may change slightly.

21. What if my application is unsuccessful?

We receive a larger number of excellent applications than we can support, thus not all the applications will be successful.

If you do not succeed this time, you can apply for the next open call, or apply for other suitable House of Europe opportunities. You can find more than 20 programmes on [our website](#).

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22. Personal data protection

By submitting an application for a translation grant, you agree for your personal data to be processed in compliance with [GDPR requirements](#).

23. Contact

If you have any questions, feel free to write to mariia.savelova@houseofeurope.org.ua. We will do our best to help you.