Application guidelines
International Cooperation Grants

1. House of Europe

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

This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered. Implementation of House of Europe is led by Goethe-Institut Ukraine.

2. International Cooperation Grants

International Cooperation Grants fund collaborative cultural projects of Ukrainian and EU* organisations: music festivals, virtual exhibitions, book fairs, digital residencies, theatrical plays, and other bold ideas.

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[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.

Amid Russia's war against Ukraine, think of an adaptable idea you can carry out despite the uncertainty of circumstances.

The most prominent ideas will get up to EUR 50,000 to spend on staff, services, administrative costs, rent of equipment and space, and travel expenses.

3. What spheres can be funded?

- Performing arts
- Visual arts
- Architecture
- Museums
- Galleries
- Libraries
- Written media
- Broadcasting
- Film
- Festivals
- Other related spheres

If you have any doubts about whether your project fits one of these categories, feel free to contact us via olena.onohda@houseofeurope.org.ua.

4. What formats of projects can be funded?

- Online
- Hybrid
- Offline

We ask for a contingency plan for offline and hybrid projects in case of intensifying military actions in your region.

5. Who can apply?

- Ukrainian public non-profit organisation in cooperation with organisation registered and working in the EU*
- EU* public non-profit organisation in cooperation with organisation registered and working in Ukraine

6. Who cannot apply?

- Natural persons
- Sole proprietors
- State institutions

7. What is needed to apply?

Organisations must:
- Be registered as legal entities in their countries
- Be non-profitable and be able to prove it
- Have relevant experience in the sphere of culture and creative industries
- Have a portfolio of implemented culture projects
- Jointly implement a cultural product that focuses on cooperation

8. How do partners share their duties?

A tandem of an EU* organisation with a Ukrainian organisation forms the core of the project team. Together, they draft a joint application for the grant.

The organisation on whose behalf the application is submitted becomes the leading partner. This means that it will be responsible for the management of the project, financial, and descriptive reporting. This also means that the representatives of this organisation will sign the grant agreement.

An organisation cannot be a leading partner in one application and a partnering organisation in another.

9. Can more than two partners apply?

Collaborative projects with 3+ organisations are eligible and encouraged. You can invite partners from Ukraine, EU Member States, the UK, Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine to join.

10. What is the amount of the grant?

The maximum grant amount is EUR 50,000.

We do not request you to use your funds or funding provided by other organisations. However, this is also encouraged.

11. Which expenses are covered by the grant?

- Staff costs
- Service costs: artistic honorariums, external consultations, translation, design, production, and other services
- Administration costs: rent of space, equipment, and consumables
- Travel costs: tickets, accommodation, and a daily allowance

12. Which expenses cannot be covered?

- Ongoing organisational costs, including office rent
- Costs covered by other sources of funding
- Purchase and renovation of equipment

13. How and when will the grant be paid out?

We will transfer the funding to the bank account of your organisation in several instalments. The number, size, and dates of the transfers will depend on the sum of the grant and the activities that you have planned. We will pay the first instalment within 30 days after signing of the contract.

The currency in which the grant will be paid will vary. If your organisation is registered in the EU*, the grant will be paid in EUR. If your organisation works in Ukraine, the amount of the grant will be paid in UAH according to the internal exchange rate Goethe-Institut Ukraine on the day of the transfer.

14. How much time do I have to complete the project?

You will have up to 9 months to carry out the project and finish the reporting. You can conduct the project between September 2023 and May 2024.

Any changes must be negotiated in advance and may be granted only in exceptional cases.

15. How to apply?

Submit an application via our online platform. The deadline for application is Thursday 29 June 2022, 15.00 Kyiv time.

We finish consultations two days before the deadline. Make sure to contact us before Tuesday 27 June 2023, 15.00 Kyiv time if you have any questions or problems.

16. How do I complete the online application?

Please complete the application form in English. You need to provide the following information in the online application form:

Field 'Chapter'
International Cooperation Grants
Field 'Open call'
International Cooperation Grants 6
Field 'Entry name'
Enter the title of your project
Tab 'Details'
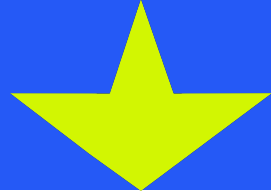
- Name of the project
- Full legal name of the applying organisation
- Country of the applying organisation
- Legal status of the applying organisation
- First name and surname of the contact person at the applying organisation
- Email address of the contact person at the applying organisation
- Telephone number of the contact person at the applying organisation
- Address of the applying organisation (we will use this address to send the hard copies of agreements and other documents)
- Website or blog of the applying organisation (optional)
- The social media page of the applying organisation (optional)
- Registration date of the applying organisation
- Full legal name of the partner organisation
- Country of the partner organisation
- Legal status of the partner organisation
- First name and surname of the contact person at the partner organisation
- Email address of the contact person at the partner organisation
- Telephone number of the contact person at the partner organisation
- Website or blog of the partner organisation (optional)
- Social media page of the partner organisation (optional)
- If you plan to involve more partners (optional)
- First name and surname of the Project Manager
- Email address of the Project Manager
- Telephone number of the Project Manager

Tab 'Motivation'
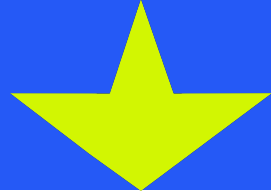
- Describe your project idea
- What problem does the project address?
- What is innovative about your project idea?
- What experience do you and your partner(s) have of implementing cultural projects?
- If you have collaborated with the partner in the past, tell us about this cooperation (optional)
- How will you and your partner(s) work together on the project?
- What audiences do you plan to reach? How?
- What other stakeholders will need to be involved in your project?
- How will you know you have achieved your project's objectives? Please describe the success indicators you will use in the evaluation process
- How will your project's achievements be sustained? What impact do you think the project will have on long-lasting cooperation, collaboration, or networking between the project partners?
- How will you tell people about your project? Please outline your communications and dissemination strategy and the communications tools you will use
- How will you implement your project during the times of war? How can the project idea be adapted to possible negative scenarios? Please, be specific

Tab 'Attachments'

- Letter of cooperation in free form, signed by representatives of all the organisations
- Budget drafted in ==our template==
- Documents certifying the legal status of organisations

Tab 'Declaration'

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

17. What additional documents do I need to provide?

- Letter of cooperation in free form, signed by representatives of all the organisations
- Budget drafted in ==our template==
- Documents certifying the legal status of organisations
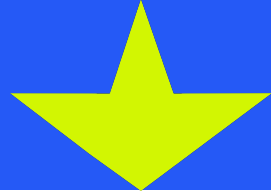
18. How many applications can I submit?

- You can submit an unlimited number of applications. However, we advise concentrating on the one you are most excited about. This way, you can make it impeccable and impress the experts.
- If you previously received our International Cooperation Grant, you can apply for the next open call.

19. 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 of the questions on the application form, and has the mandatory attachments.

If your application is compliant, five experts contracted by House of Europe will evaluate it according to the selection criteria. If their evaluations differ significantly, we can request additional external expertise.

Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.

20. What are the selection criteria

Selection criteria		
1.	Relevance	- What needs does the project address? - How critical are these needs together with the proposal to the current situation in the relevant cultural sector? - How vital are these needs and the proposal to the current situation in the relevant region?

2.	Innovativeness	• Is the idea of the project itself innovative, or has it been approached similarly in the past • Are topics and content, approaches, and methods of the project original or offer new insights?
3.	Competence	• Do both applying institutions have relevant experience in implementing culture projects, and if yes, how successful was it • Does the applicant have the capacity or access to expertise to implement an international cooperation project?
4.	Methodology	• How well is the project content and activities planned? • How clear and realistic is the suggested action plan? • How realistic is the feasibility of the project implementation under war conditions? • How would the project implementation, timeline, and impact be affected under varying external circumstances?

5.	Sustainability	• What is the immediate expected tangible outcome of the proposed activity? • Are there any specific follow-up activities planned? • Is there a post-project action plan?
6.	Visibility and communication strategy	• Does the applicant have an idea and overview of ways to promote the project and to spread the information about its outcomes? • Is there a visibility and communication strategy and/or plan?
7.	Impact	• Which audiences will be able to use the project product, for what period, and how accessible will the cultural product be? • Will the impact be limited to the cultural sector or will a wider audience also benefit?
8.	Affinity with House of Europe goals/ values	• Does the proposed project activity align with the overall House of Europe policy priorities: environmental sustainability, inclusion, minorities, equal opportunities, digitalisation and media literacies, cultural heritage, discourses of (de-)colonisation?

9.	Geography	• Is the applying organisation in Ukraine established in a rural area, smaller urban centre, or Oblast centre in the periphery of the country?

21. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes up to 4 weeks.
- You will receive the results of the assessment through an email sent after 2 August 2023. We will send a notification email to the email address you used to register on the online platform.
- If your application is successful, we will request that you fill in a self-declaration form to make sure your organisation is compliant with our values: respect for intellectual rights and tax legislation, financial transparency and accountability, etc. If any questions arise, we will be there to help.
- If your self-declaration does not contradict our values, you will get an invitation to an interview with the manager of International Cooperation Grants. The aim of the interview is to learn more about your project and plans.
- If the interview is successful, we will conclude a grant agreement. It will specify the exact grant conditions, including information on the grant payment, grant money transfer procedures, and reporting requirements.
- You will receive the first money transfer within 30 days after signing the agreement.

24. What if my application is unsuccessful?

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

If you do not succeed this time, you can apply for the next open call for International Cooperation Grants or choose another opportunity from our catalogue of opportunities.

25. Timeline

Deadline for consultations – Tuesday 27 June 2023, 15.00 Kyiv time
Deadline for application – Thursday 29 June 2023, 15.00 Kyiv time
Announcement of results – after 2 August 2023
Carrying out of the project – September 2023–May 2024

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

26. Reporting

While implementing the project, you will have to submit several reports on project activities and expenditures.

We invite you to take a look at templates of reports in advance to estimate the time needed to prepare the report:

- Final report
- Financial rules and regulations where you can find the instructions on filling in the reports

You will receive detailed instructions about the reporting before signing the grant agreement. We will be available for you to consult throughout the entire duration of your project.

27. Personal data protection

By applying for this opening you agree for your personal data to be processed in compliance with GDPR requirements.

28. Contact

If you have any questions regarding International Cooperation Grants, feel free to email us at olena.onohda@houseofeurope.org.ua.

We finish consultations four days before the deadline, so make sure to contact us before Tuesday 27 June 2023, 15.00 Kyiv time.

You can also find answers to the most frequently asked questions in the FAQs.