



## FAQs

# Local Events Grants

### 1. What kind of event may be held?

You can organise festivals, conferences, exhibitions, seminars, trainings, workshops, performances, film screenings, lectures, and other events long-awaited in your city or village.

### 2. Who can apply?

We are looking for applications both from organisers of well-known festivals and brand-new events. The key is to have a:

- Registered non-profit organisation
- Work experience in culture or education
- Strong desire to develop culture beyond Kyiv and Lviv
- Trusted team that can easily organise a large-scale event

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### 3. What about the theme?

To receive a grant, the event must relate to at least one of the themes that House of Europe works with – equal opportunities, inclusion, environmental sustainability, national minorities, digitalisation, media literacy, decolonisation, or preservation of cultural heritage.

Part of the activities can be devoted to other topics. Feel free to experiment with formats, audiences, and topics.

### 4. Are there restrictions on the target audience?

There are no restrictions but at least one of our target audiences should be in focus: culture and creative industries, education and youth work, social entrepreneurship, and media.

### 5. How many days should the event last?

From two to ten days in a row.



## 6. Can we sell tickets?

Entry to events funded by the House of Europe must be free. You can open pre-registration but you cannot take money from visitors.

## 7. Do we need to communicate that the House of Europe supports the event?

Yes. We will ask the following:

- To add our disclaimer and logo to all materials dedicated to events we supported.
- To conduct a two-hour House of Europe presentation. We will prepare the format and all necessary materials together. Do not forget to add the presentation to the event schedule form.

## 8. What are the security requirements?

Follow the recommendations of local authorities.

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The safety of visitors must come first. Host an event in a bomb shelter or ensure guests can get to a safe place timely.

## 9. Where can I hold an event?

We will support the event anywhere, except the city of Kyiv, the city of Lviv, and the temporarily occupied territories.

If your organisation is registered in Kyiv or Lviv but the event will take place outside these cities, feel free to apply.

## 10. What is the grant amount?

Between EUR 15,000 and EUR 20,000.

## 11. What can I spend the money on?

Use the grant for the following:

- Fees for speakers and artists
- Travel expenses: tickets, accommodation, and per diem
- Salaries of team members



- Renting premises
- Equipment rental
- Promo: targeting, communication and advertising services, etc.
- Delivery and postal services
- Copyright licenses
- Other costs related to the event

## 12. What should I not spend the money on?

You will not be able to pay for:

- Debts
- Personal items for yourself
- Grant writer services
- Bank fees and commissions
- Equipment and construction works
- Goods and services that were not specified in the budget
- Goods and services you cover from other sources
- Goods and services that you can get after the end of the agreement
- Goods and services you have paid for before signing the grant agreement

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## 13. Can the Head of Organisation receive remuneration?

Yes, but only as part of the team via a civil contract.

## 14. How much can be spent on the team's work?

There are no restrictions. However, projects where team expenses do not exceed 25% of the budget will receive higher scores from the experts.

## 15. Can I cover part of the costs myself?

Of course, you can put up your own money or raise additional financing. Do not forget to include this in the budget.

## 16. Where do we specify all the conditions?



We will sign the grant agreement. The detailed text of the agreement will be available if you win the grant.

### **17. Will I receive the full amount at once?**

No, there will be two payments.

You will get 85% of the grant within 14 days after signing the agreement, while to receive the remaining 15% we have to approve all the reports.

This means that you will need to put some of your money. As soon as the reports are approved, within 30 days we will return the money to your account.

### **18. What is the grant currency?**

We will pay the grant in UAH at our internal exchange rate on the day of the transfer.

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### **19. When will I receive the money?**

In April, we will sign the grant agreement. The first payment will arrive within 14 days after the signing.

### **20. Do I need to open a separate bank account?**

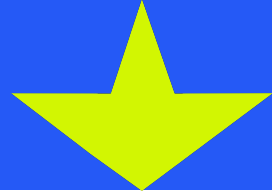
Yes. This will ensure transparent reporting after the project is completed.

### **21. When can we schedule an event?**

The plan is the following:

- The money will arrive in your account around the end of April 2025
- The event must be held by the end of August 2025
- It is also necessary to make payments and submit reports by 15 September 2025

### **22. Can I change the budget after signing the agreement?**



Just a bit: you will be able to change each budget category within 20%. If you need something not foreseen at the application stage, contact us and we will try to help.

### **23. What about the schedule of the event?**

Changing the location or postponing the start of the festival for a few hours is not an issue.

Changing the theme, format or headliner is more difficult. They distinguish your application in the eyes of experts. If you radically change the concept, we will need to re-evaluate how well the event meets the selection criteria.

However, we are always ready to help. Write to us, and we will try to agree on the changes.

### **24. Should I tell about the expenses?**

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You will need to submit two reports:

- Financial, where you will tell about the expenses and support them with invoices, certificates of work completion, etc.
- Narrative, where you will share your achievements and impressions about the programme

### **25. Can you withdraw the grant?**

Only in extreme cases.

If you spend the grant on something other than what was described in the application, buy something not specified in the budget without consulting us, or do not submit reports, we can ask for a full or partial return of the grant.

However, we are sure that this will not happen to you. In any unclear situation, contact us and we will find a solution together.

### **26. How many applications may we submit to the competition?**

One. If you submit multiple applications, we will consider the most recent one.



## 27. What language should we fill out the application in?

Fill out the application, budget form, and the event plan in Ukrainian or English, whichever is more convenient for you.

Fill out the budget form both in Ukrainian and English. You can use the Google Translate or another translation service.

## 28. What should we write in the field "Application name?"

The name of your event. For example, the House of Europe Festival.

## 29. How will you choose the winners?

Independent experts will select the winners based on our [selection criteria](#).

## 30. How many winners will there be?

We will support three events.

## 31. When will you announce the results?

We will share the results by the end of April 2025. Do not forget to check the email address you provided during registration on the online platform.

Due to the large number of applications, we will not be able to provide individual feedback.

## 32. I cannot find the answer to my question. What should I do?

Email [oleksandr.drachuk@houseofeurope.org.ua](mailto:oleksandr.drachuk@houseofeurope.org.ua).