

# Application Guidelines

## International Mobility 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.

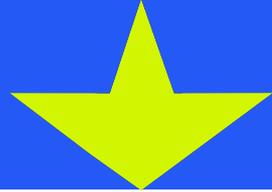
Implementation of House of Europe is led by Goethe-Institut Ukraine.

### 2. What is an International Mobility Grant?

The International Mobility Grant is your chance to get funding for a skill-building trip to Europe. You can get up to EUR 4,000 to visit a conference, present a project, meet European colleagues, or participate in an internship. As long as the journey will advance your career, we can cover

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<sup>1</sup> 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.



most of the expenses: travel, accommodation, food, visa, medical insurance, and registration fees.

To receive a grant, you have to work in culture and creative industries, education and youth work, social entrepreneurship, or media.

### 3. What are the peculiarities of mobilities we support?

- Travel to the EU\*. You can visit teammates in Ukraine next time, this trip is for valuable ideas and creating ties with EU\* colleagues.
- Travel on your own. Colleagues cannot join you at the conference, but you can always share the brightest discoveries upon arrival.
- Travel according to your own itinerary. Mobility Grants are all about you. You design the journey from A to Z for it to address your professional needs.

### 4. What can be the purpose of mobility?

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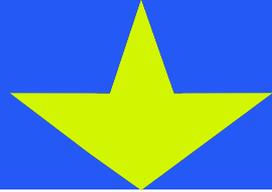
You can travel to EU\* to:

- Present your work
- Do research
- Do internships
- Attend a professional event: conference, networking, festival, etc.
- Meet with partners to plan your project
- Do something else that will contribute to your professional advancement

### 5. Who can apply?

Professionals that:

- Are of full age
- Are citizens of Ukraine
- Currently reside in Ukraine (except for the temporarily occupied territories)
- Have a biometric passport or will be able to receive a visa to a country of their travel



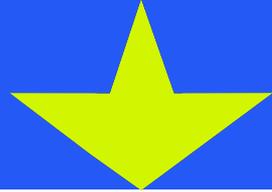
## 6. What sectors are supported by these grants?

- Culture and creative industries
- Education and youth work
- Social entrepreneurship
- Media

## 7. Can I get more details?

We have defined a detailed list of target groups for each sector.

Target audiences	
<p><b>Culture and creative industries</b></p>	<ul style="list-style-type: none"> <li>▪ Managers, curators, cultural operators, experts, researchers, and entrepreneurs in the fields of music, theatre, dance, film, design, fashion, visual arts and photography, audio-visual arts, crafts, art market, museums, galleries, libraries, publishing and literature, festivals, creative hubs, cultural heritage, archives, restoration and conservation</li> <li>▪ Artists and creative professionals working in the fields of music, theatre, dance, film, and other performing arts, visual arts and photography, audiovisual arts, crafts, sculpture, media art, concept art, and literature</li> <li>▪ Architects, landscape architects, and urban planners</li> </ul>

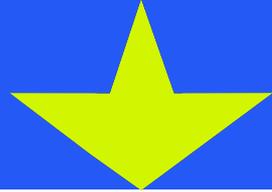


<p><b>Education and youth work</b></p>	<ul style="list-style-type: none"> <li>▪ Member of the teaching staff and heads of preschools, secondary schools, vocational education institutions, training institutions, universities, postgraduate further education institutions, and non-formal education institutions</li> <li>▪ Managers and employees of youth centres, youth non-profit organisations, hubs, and clusters</li> <li>▪ Youth workers of the united territorial communities, regional, district, and municipal state organisations</li> </ul>
<p><b>Social entrepreneurship</b></p>	<ul style="list-style-type: none"> <li>▪ Founders of social enterprises, managers, and employees in managerial positions of existing social enterprises (juridical person registered, confirmation of sales)</li> <li>▪ Trainers, mentors, and university professors who work in the field of social entrepreneurship</li> </ul>
<p><b>Media</b></p>	<ul style="list-style-type: none"> <li>▪ Managers, journalists and editors of regional and local media</li> <li>▪ Culture journalists</li> <li>▪ Economic journalists</li> <li>▪ Investigative journalists and fact-checkers</li> </ul>

Did you not find yourself on the list? Write to [roksolana.khanas@houseofeurope.org.ua](mailto:roksolana.khanas@houseofeurope.org.ua), and we will tell you whether you should apply.

**B. Will you help men with documents for international travel?**





We cannot guarantee you a travel permit, but we can make an official letter of confirmation of receiving grants and funding for your trip. You will need to submit the permit documents yourself.

## 9. What legal form is needed?

You can apply as a natural person, a sole proprietor (FOP), or in collaboration with an organisation.

## 10. What are the peculiarities of applying with each legal form?

As a natural person:

- Tax of 19.5%, which will be withheld from the amount of the grant. The tax includes personal income tax (18%) and military duty (1.5%).

As a sole proprietor (FOP):

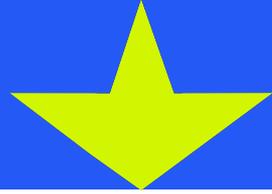
- Economic activity codes must correspond to the sector you are working in
- FOP must be registered in your name: we cannot transfer the money to your family member or friend
- Do not forget that you will have to tax

In collaboration with an employer or organisation:

- The organisation will apply on your behalf and will be the responsible party in the project implementation, including reporting. The application, grant management, and travel are your responsibility.
- The organisation must be a registered legal entity with the right to receive targeted assistance for project implementation: NGO, Limited Liability Company, state university, charity fund, etc.
- Do not forget to receive an informed consent from the head of the applying organisation
- Do not forget that the organisation will have to tax

## 11. When can I travel?

Between 15 December 2023 and 15 June 2024.



## 12. How long can mobility last?

From 5 to 28 days.

## 13. What is the amount of a grant?

You can get up to 4000 EUR.

People with disabilities can get more. Tell us about additional costs in the application – we will try to help.

## 14. Which expenses are covered by the grant?

- Travel: tickets for trains, buses and planes, fuel for car, etc.
- Costs of stay: accommodation, food, public transport
- Registration fees, tickets, accreditations, etc.
- Visas
- Medical insurance

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## 15. How much can I spend on travel?

Depends on the distance to the destination:

- Up to 499 km – EUR 180
- From 500 to 1499 km – EUR 275
- From 1500 to 2499 km – EUR 360
- Over 2500 km – EUR 530

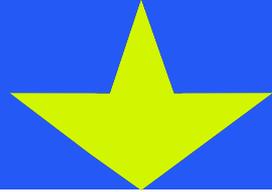
Use [the European Commission's distance calculator](#) to determine the distance from your city to your destination.

For example, you are travelling from Khmelnytskyi to Dortmund. The calculator says that there are 1396.33 km between these cities, so you can spend up to EUR 275 on tickets.

## 16. How much can I spend on staying?

Depends on the duration of the mobility:

- From 5 to 14 days – EUR 120 per day



- From 15 to 28 days – EUR 70 per day

## 17. How much can I spend on other expenses?

We will cover the full cost of visas, insurance policies and tickets to professional events.

## 18. Which expenses cannot be covered?

- Taxes
- Expenses which were not indicated in the application
- Expenses which are not directly related to the mobility
- Expenses which are already covered by other grants and programmes
- Expenses for mobilities, which already took place

## 19. How to report for a grant?

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After returning from the trip, you will have two weeks to:

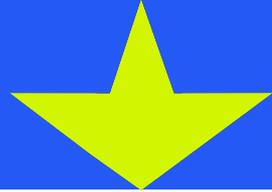
- Fill in a narrative report. Describe the trip, tell if everything went well, share your thoughts and conclusions and attach 3-4 photos. To make it easier for you, we will share a template.
- Attach documents that will confirm travel expenses. These are tickets, gas receipts, hotel receipts, event tickets, insurance policies, etc.

## 20. How and when will the grant be paid out?

We will transfer the funds in two instalments.

The first instalment of 75 % of the grant is sent upon signing the grant agreement.

The rest of the amount will be sent after you return from your trip and submit your final report. This means that you will need to cover part of the costs with your own funds. We will reimburse them immediately after we approve the report.



When receiving funds to the account of a natural person, from the total amount of the grant, taxes will be withheld: personal income tax (18%) and military duty (1.5%). When receiving funds to the FOP or the organisation's account, paying taxes in accordance with current legislation is the account holder's responsibility.

The grant amount will be paid in UAH according to the Goethe-Institut currency exchange rate as of the day of the money transfer.

## 21. How to apply?

Please submit an application via our [online platform](#). The deadline is Friday 13 October 2023, 15:00 Kyiv time.

Please register, click the 'Start entry' button, choose the chapter 'Individual grants', and find an open call 'Mobility grants' for your professional sector. Enter your name and surname in the field 'Entry name'.

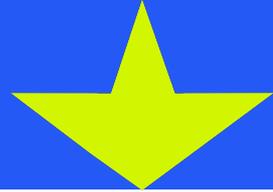
Please find an example of an application form: [for culture and creative industries](#), [education and youth work](#), [media](#), and [social entrepreneurship](#).

During the entire duration of the open call, we will answer questions by mail. Please write by 15:00 Kyiv time on Thursday October 12 2023 so that we can process your request.

## 22. Which documents do I have to attach?

- Scan copy of the first pages of passport and pages with registration
- CV in Ukrainian of two pages maximum. Elaborate on your professional experience, education, internships, scholarships and fellowships.
- Confirmation from the EU\* partner: a conference programme with your name on the list of speakers, an invitation to an internship, a letter from a partner, etc. The language – English or another EU language, supplemented by a Ukrainian translation

## 23. How many applications can I submit?



- You can submit only one application for an International Mobility Grant.
- You can apply if you received a House of Europe mobility grant in 2019 and reported for it.
- You are not eligible to apply if you received mobility grants from the EU4Culture or Culture Moves Europe programmes in 2022-2023.

## 24. How will my application be evaluated?

Your application will go through two stages of assessment.

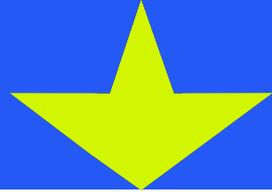
First, your application will be reviewed technically to confirm that it includes answers to all questions on the application form and has the mandatory attachments.

Second stage – expert evaluation. If your application passed technical review, independent experts will evaluate it according to the selection criteria.

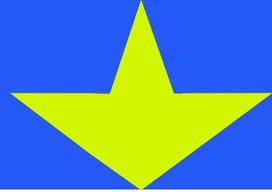
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## 25. What are the selection criteria?

Main selection criteria		
<b>1.</b>	<b>Motivation</b>	<ul style="list-style-type: none"> <li>▪ What is the personal and professional motivation of the applicant?</li> <li>▪ How clear and realistic are the purpose and expected results of the mobility?</li> <li>▪ To what extent does the profile and activities of the EU* partner correspond to the goal of the applicant?</li> </ul>



2.	<b>Professional relevance</b>	<ul style="list-style-type: none"> <li>▪ How is mobility related to the applicant's professional activity?</li> <li>▪ How relevant is mobility for the professional development of the applicant?</li> <li>▪ Do the mobility and mobility activities correspond to the applicant's professional experience?</li> </ul>
3.	<b>Plan</b>	<ul style="list-style-type: none"> <li>▪ Is the mobility programme clearly defined and realistic?</li> <li>▪ How well planned and organised are the mobility activities?</li> <li>▪ Is the budget accurate, credible, and realistic?</li> <li>▪ Will the applicant be able to effectively communicate with partners? Will the language barrier get in the way?</li> </ul>
4.	<b>Long-term results</b>	<ul style="list-style-type: none"> <li>▪ Does the applicant plan to share new experience with his/her professional sector in Ukraine</li> <li>▪ Does the applicant have a post-mobility action plan?</li> </ul>

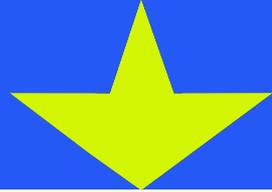


5.	<b>Affinity with the House of Europe tasks and goals</b>	<ul style="list-style-type: none"> <li>▪ Does mobility correspond to the House of Europe tasks and goals: to encourage professional and creative exchange between Ukrainians and their colleagues in EU*?</li> <li>▪ To what extent will mobility contribute to shape the mobility participant as a change agent for his/her community or team?</li> </ul>
<b>Additional selection criteria</b>		
6.	<b>Geography</b>	<ul style="list-style-type: none"> <li>▪ Is the project organiser working in a rural area, smaller urban centre, region with insufficiently developed infrastructure?</li> </ul>

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## 26. What are the next steps?

- In October-November 2023, your application will go through the technical review and expert assessment.
- You will receive the assessment results via email after 15 November 2023. We will use the email address you indicated while registering on the online platform. Due to the large volume of applications, we cannot provide each applicant with an explanation of the decision and individual feedback.
- If your application is successful, we will request that you fill in a self-declaration form to ensure you comply with our values: respect for intellectual rights, tax legislation, etc. If any questions arise, we will be there to help.
- We will also ask you to provide additional documents needed to prepare the grant agreement. If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.
- We will sign the grant agreement during November-December 2023. The first money transfer will be on your account within 30 days of signing the agreement.



## 27. What if my application is unsuccessful?

We receive more excellent applications than we can fund; thus not all the applications will be successful.

If your application was not selected, do not be upset. Apply for the next open call or choose another opportunity – dozens of grants, stipends and training are collected on [our website](#).

## 28. Timeline

Deadline for consultations – Thursday 12 October 2023, 15:00 Kyiv time

Deadline for applications – Friday 13 October 2023, 15:00 Kyiv time

Announcement of results – after 15 November 2023

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Please remember that these dates are not set in stone and may change slightly. We will warn you in advance so you can plan your time.

## 29. Personal data protection

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

## 30. Contacts

If you have any questions regarding International Mobility Grants, please write to [roksolana.khanas@houseofeurope.org.ua](mailto:roksolana.khanas@houseofeurope.org.ua). We will do our best to help you.

We finish consultations one day before the deadline, so make sure to contact us no later than Thursday 12 October 2023, 15:00 Kyiv time.