

Application Guidelines

Cultural Leadership Academy: online networking study tour to Czech Republic

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. Cultural Leadership Academy: online networking study tours

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.

The Cultural Leadership Academy is an educational training programme aimed at turning officials from the governments of united territorial communities into cultural management leaders.

Within the Academy, House of Europe will organise four online networking study tours – to the Czech Republic, Austria and two regions in Germany. The participants will have a chance to meet local cultural managers and learn from their experience.

The Cultural Leadership Academy is a Goethe-Institut project and part of the House of Europe programme. The tours are developed and implemented by Goethe-Institut in Ukraine together with partners in EU* countries.

3. Online networking study tour to Czech Republic

This time, our online networking study tour brings us to the Czech Republic.

You will receive contacts of 10 cultural managers from the Czech Republic and will be able to start cooperation with European colleagues and learn about decentralisation processes in the culture sector in the EU*. The tour includes meeting European colleagues to develop partnerships and virtual visits to cultural institutions.

Every day, the participants will have several lectures and workshops with different speakers. You can also sign up for personal mentoring sessions with people who work in the field of culture who best understand the specifics of your project and can provide you with advice.

All participants will receive a professional development grant of EUR 200 gross and a certificate of participation in the programme, which be an asset to your resume.

4. How can I get a scholarship?

To receive EUR 200 for professional development, you need to:

- Attend all mandatory lectures and workshops
- Prepare a presentation on the level of development in the field of culture in your area and present it to the Czech colleagues. The

presentation should be ready by 24 May. It should be in Ukrainian.
The duration is 10–15 minutes

5. When will the online tour to the Czech Republic take place?

The study tour is scheduled from May 24 to May 28 2021.

We will meet on weekdays. Lectures and workshops will take about four hours daily.

The exact time is TBD. We will let you know in advance when the events will take place.

Additionally, you can request mentoring sessions with experts at a time that suits both of you.

6. What speakers will participate in the online study tour to the Czech Republic?

Lucie Řehoříková

- Cultural manager, editor, translator, diplomat
- Coordinator of events and festivals in the field of science, research, education
- Former head of the Czech Centre in Ukraine. In this position, she joined the establishment of the Ukrainian Institute and the House of Europe

Jana Janulíková

- Head of the tourist information centre in Brno for over 6 years (TIC Brno)
- Was involved in marketing and cultural events at the Janáček Opera of the National Theatre in Brno
- Graduate of the Brno Conservatory, Department of Multimedia Communications, T. Bata university in Zlín

Dora Viceníková

- Art director of the ensemble of the Na zbradli theatre

- DAMU teacher, member of the drama council of the International Festival Theatre in Plzen, is a member of the jury of the Josef Balvín Prize
- Worked as Deputy Art Director and playwright of the Reduta NDB Theatre, collaborated with Czech Radio and Czech Television
- Graduated from the Department of Arts at the University of Masaryk in Brno and has a PhD from FaVU

Jan Press

- Head of the Moravian Gallery
- Managed the reconstruction projects for Dušan Jurkovič's villa in Brno, Governor Palace, and the Culture programme
- Graduate of the Art History and Museum Studies at the University of Masaryk in Brno

Kateřina Churtajeva

- Head of the department of culture and landmarks
- Worked abroad for ten years, building a career in diplomacy and the non-profit sector

Kateřina ředá

- Manager of public projects in the Czech Republic and abroad
- Her works have been exhibited in the Museum of Modern Art in San Francisco, the Venice Biennale, the Art Museum in Lucerne, Switzerland, the Tate Modern Gallery in London, the Mori Museum in Tokyo, the New Museum in New York

Jitka Bret Srbová

- Poet, publicist, editor of the online magazine Ravt
- Published four poetry books, and her poems have been included into the anthology Best Czech Poems and translated into several European languages
- For five years, she was the editor-in-chief of the online literary almanac Wagon
- Graduated from the Faculty of Humanities at Charles University

Anna Petrželková

- Prominent young talent of the Czech–Slovak directing scene
- Directed plays in the theatres of Brno, Žilina, Zlín, Košice, Prague, and Olomouc
- Nominated for the DOSKY Award as new directing talent of the year
- Studied theatre directing in the Academy of Performing Arts in Bratislava

Petr Minařík

- Co-owner of Větrné mlýny publishing house
- Editor-in-Chief of RozRazil magazine dedicated to culture
- Chief director of the largest Central European literary festival Authors' Reading Month
- Co-author of the documentaries Navel of Heaven and The King Does Nothing

Zuzana Demlová

- Participated in the creation of the platform "Jihlava educates with culture" as part of implementation of the municipal culture and tourism development strategy
- Coordinated the dance school project for the Centre for Choreographic Development SE.S.TA.
- Cofounder of the KVAS association, where she manages projects focused on public space
- Participates in the creation of concepts and methodologies, delivers lectures in educational projects, writes children's books

7. How does an online tour take place?

The tour will take place via Zoom. You must have a functional camera and a microphone during lectures and workshops.

B. What is the working language of the online tour?

During the online tour, you will communicate in Ukrainian. It will be the working language during lectures, workshops, and mentoring sessions.

We invite simultaneous interpreters so that you can communicate with EU* experts. They will also be available during mentoring sessions.

9. Who can take part in the tour?

Professionals in the culture sector of ages 18 and above:

- Executives and managers
- Artists
- Representatives of NGOs
- Activists

You can only apply individually. You cannot submit an application in a team with peers.

10. 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 **Friday 14 May 2021, 15.00 Kyiv time**. Be careful, as you will not be able to submit the application after the deadline.

11. How do I fill out the online application?

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

Field 'Chapter'
Cultural Leadership Academy
Field 'Open call'
Online networking study tour to Czech Republic (24-28.05.2021)
Field 'Entry name'
Enter your first and last name
Tab ,Information'

- First and last name
- Gender
- Date of birth
- Have you participated in the Cultural Leadership Academy?
- Oblast
- Locality name
- Locality status
- Locality size
- Postal address
- Email
- Phone number
- Place of work
- Position
- Do you have the status of an internally displaced person?
- Do you have a disability?

Tab 'Motivation'

- Tell us about your motivation. Why do you want to take part in an online networking study tour? What results do you expect? What long-term impact will your participation in this programme have?
- Explain how participation in the online tour will affect your professional growth. Which of the speakers are you most interested in? Why this person? How do you plan to apply new knowledge and contacts at work? How will your participation in the online tour contribute to your professional or career growth? What long-term results do you expect from participating in the tour?
- Tell us about your training, internships and grants. In what courses and internships have you participated? Have you received grants before? If yes, which ones?

Tab 'Attachments'

Attach:

- A presentation about you and your projects (mandatory)
- A scan or a photo of the first pages of your internal passport (mandatory)
- Resume (optional)

Tab 'Declaration'

- Confirm that you have read and understood the terms of the programme.
- Confirm that you have read the privacy policy, consent to the collection and processing of personal data.
- Confirm that the information in the application is comprehensive and true.

12. What additional documents do I need to provide?

- Mandatory: a 3-5 slides presentation about you and your projects. It should be in Ukrainian or English. The form is arbitrary.
- Mandatory: a scan or a photo of the first pages of your internal passport².
- Optional: CV in any form that will tell about your professional experience, education, internships, scholarships, awards. It should be no longer than two pages. The file format should be PDF. It should be in Ukrainian.

13. 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.

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.

² In exceptional cases, we can consider applications from stateless persons, refugees, etc. If you do not have Ukrainian citizenship, attach another document which confirms that you have lived in Ukraine for long enough. We may ask you to send additional documents.

14. How do I submit an online application?

- Click the purple button “Start application.”
- Wait 15-30 seconds until the tabs Information, Motivation, Attachments, and Consent appear.
- Fill in all tabs. Tabs consist of required and optional questions. Optional questions are marked “optional.” You cannot go to the next tab and save the electronic application without filling in the required fields.
- In the Attachments tab, you can attach files of any format up to 5 MB.
- To submit your application, click the green button “Apply.”
- Once you click Apply, your application will be submitted for review, and you will no longer be able to change it or attach files.
- If you clicked Apply but did not receive an automatic confirmation, this means that your application has not been received.

15. How will my application be evaluated?

We will evaluate your application based on our selection criteria. In case of significant disagreements in the evaluation of the project, we may resort to additional external expertise.

Критерії відбору		
1.	Motivation	<ul style="list-style-type: none"> ▪ What is the personal and professional motivation of the applicant to participate in the programme? ▪ What is the ultimate goal and expected results of participation ▪ What long-term impact will the programme have on the applicant?

2.	Professional relevance	<ul style="list-style-type: none"> How relevant is the participation in the programme for the applicant's professional development?
3.	Expected long-term results	<ul style="list-style-type: none"> Does the applicant plan to share the experience within his/her professional sector in Ukraine? In what way?
Додаткові критерії відбору		
4.	Participation in similar programmes	<ul style="list-style-type: none"> Has the applicant participated in international programmes before? Has the applicant received funding from the House of Europe (other than the Cultural Leadership Academy), the Goethe-Institut, the British Council, the French Institute or the Czech Centres? Preference will be given to applicants who have not previously participated in similar training programmes.

16. What are the next steps?

- Your application will go through a technical and expert evaluation. It will take a few days.
- You will receive an email with the results of the competition on 19–20 May 2021. We will send an email to the email address you provided when registering on the online platform. Due to the large number of applications, we will not be able to comment on the decision on each of them.
- You will go on an online tour trip to the Czech Republic: meet professionals in the field of culture, get inspired by their success stories, and get advice on your projects.

17. 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 or apply for other House of Europe opportunities. You can find more than 20 programmes on [our website](#).

18. Timeline

The competition will be launched on 23 April 2021

The application deadline is Friday, 14 May 2021, 15.00 Kyiv time

The results will be announced on 19-20 May 2021

The networking online study tour to the Czech Republic will take place on 24-28 May 2021

Keep in mind that the dates may change.

19. 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](#).

20. Contact

If you have any questions regarding translation grants, feel free to write to nataliia.marchukova@houseofeurope.org.ua.