



# 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. 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 conferences, 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.

### 2. International cooperation grants

International cooperation grants fund collaborative cultural projects of Ukrainian and EU\* organisations. We support music festivals, virtual exhibitions, book fairs, digital residencies, theatrical plays, and any other bold ideas for online and offline.

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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.



Amid the coronavirus pandemic, we are looking for projects that have a vital digital component. Think of an adaptable idea you can carry out despite the uncertainty of circumstances: go online completely or combine offline and online formats.

The most prominent ideas will get up to EUR 25,000 to spend on staff, services, administrative costs, rent of equipment and space, and travel expenses.

### 3. What kind of projects can be funded?

We support projects from, but not limited to, the following spheres:

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

2

The types of the projects can include, for example:

- Digital collaboration, co-production, and cloud-working of artists
- Online and offline exhibitions
- Online concerts and shows
- Virtual reality in transcultural exchange
- Other projects, including ideas combining offline and online formats

If you have any doubts about whether your project fits one of these categories, feel free to contact us before applying. We will help you to



clarify the issue. Email [maria.ilyina@houseofeurope.org.ua](mailto:maria.ilyina@houseofeurope.org.ua) or [ilona.demchenko@houseofeurope.org.ua](mailto:ilona.demchenko@houseofeurope.org.ua).

#### 4. What are the requirements for the projects that can be funded?

- We expect to support projects with a vital online component, even if they contain offline components.
- We only support new cultural products that have not been publicly shown before.
- We ask for a contingency plan for the projects combining offline and online formats in case of the prolongation of pandemic restrictions.
- We pose no restriction towards the format of the collaboration: innovative, out-of-the-box, experimental ideas are encouraged.

#### 5. Who can apply?

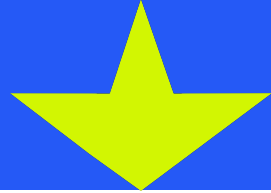
3

- Ukrainian public or state non-profit organisation in cooperation with at least one organisation registered and working in an EU Member State or the UK
- EU Member State or UK public or state non-profit organisation in cooperation with at least one organisation registered and working in Ukraine

#### 6. What is needed to apply?

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

International cooperation grants are only available for institutions and NGOs. We do not support natural people, including registered entrepreneurs.



We are aware of the different legal forms that exist within the EU\* and ask for suitable proof of the non-profit status if the legal form does not determine as such. If you have any doubts, please contact [maria.ilyina@houseofeurope.org.ua](mailto:maria.ilyina@houseofeurope.org.ua) or [ilona.demchenko@houseofeurope.org.ua](mailto:ilona.demchenko@houseofeurope.org.ua).

## 7. 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.

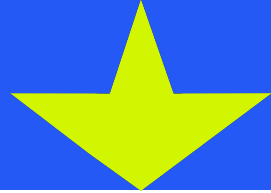
## 8. Can more than two partners apply?

Collaborative projects with three or more organisations are eligible and encouraged. You can invite partners from Ukraine, EU Member States, UK, and even Eastern Partnership countries to join.

The Eastern Partnership countries include Armenia, Azerbaijan, Belarus, Georgia, Moldova, and Ukraine.

## 9. What is the amount of the grant?

The maximum grant amount is EUR 25,000. We can consider excellent projects that require larger funding. However, this is an exceptional case.



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

Any changes in the financial planning that exceed 20% of the original budget will need to be agreed in advance. Otherwise, we will not be able to reimburse them.

## 10. 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. However, you should present a plan in case of the prolongation of the quarantine restrictions

5

## 11. Which expenses cannot be covered?

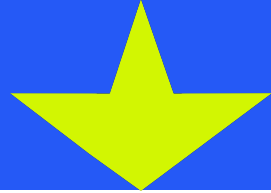
- Ongoing organisational costs, including office rent
- Costs covered by other sources of funding
- Purchase and renovation of equipment

## 12. 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.

To receive each instalment, you are expected to provide a report for the previous instalment's expenditure. The final instalment will be paid once all of the reporting on the project is completed.



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 or the currency of your country according to the cross-exchange rate of the German embassy on the day of the transfer. If your organisation works in Ukraine, the amount of the grant will be paid in UAH according to the current exchange rate of the German Embassy in Ukraine on the day of the transfer. **No payments will be made in cash.**

### 13. What is the duration of the project?

You will have from 3 to 12 months to plan and launch your project. **You can conduct the project during the period of March 2021 to March 2022.**

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

6

### 14. What is the application process?

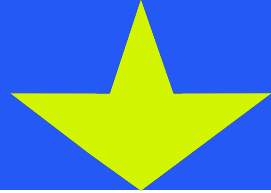
The application process consists of two stages.

With the first stage, you will provide a concept note: a brief description of the project, indicative budget, and information on the organisations. At this stage, we are not asking you to provide any documents in support of your application. The first stage will take place during September-October 2020.

With the second stage, you will provide a detailed implementation, communication, and budget plan. You should also present any supporting documents such as certificates of registration of your organisation, etc. The second round of the selection will take place in November 2020.

If your project is selected for the second round, you will be notified and provided with detailed instructions on how to proceed.

### 15. How to apply for the first stage?



To apply for the first stage, you should submit an application via our [online platform](#).

You must submit your application using the 'Submit entry' button no later than **Tuesday, 20 October 2020, 15.00 Kyiv time**. Be careful with the deadline, as late applications will not be considered.

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

We finish consultations four days before the deadline. **Make sure to contact us before 16 October 2020, 15.00 Kyiv time** if you have any questions or problems.

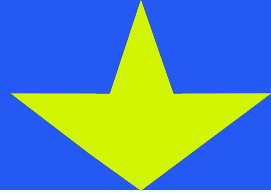
7

#### 16. Do I have to register to apply?

- You have to register on the online platform to be able to fill in an electronic application.
- Your email address is required to register on the online platform (do not register with someone else's email address).
- 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.

#### 17. How do I complete the online application?

You need to provide the following information in the online application form. **Please complete the application form in English; we will not consider applications in Ukrainian.**



<b>Field 'Chapter'</b>
International cooperation grants
<b>Field 'Open call'</b>
International cooperation grants
<b>Field 'Entry name'</b>
Enter the title of your project name
<b>General information (tab 'Details')</b>
<ul style="list-style-type: none"> <li>▪ Name of the project</li> <li>▪ Full legal name of the applying organisation</li> <li>▪ Country of the applying organisation</li> <li>▪ Legal status of the applying organisation</li> <li>▪ First name and surname of the contact person at the applying organisation</li> <li>▪ Email address of the contact person at the applying organisation</li> <li>▪ Telephone number of the contact person at the applying organisation</li> <li>▪ Address of the applying organisation (we will use this address to send the hard copies of agreements and other documents)</li> <li>▪ Website or blog of the applying organisation (optional)</li> <li>▪ The social media page of the applying organisation (optional)</li> <li>▪ Registration date of the applying organisation</li> <li>▪ Full legal name of the partner organisation</li> <li>▪ Country of the partner organisation</li> <li>▪ Legal status of the partner organisation</li> <li>▪ First name and surname of the contact person at the partner organisation</li> <li>▪ Email address of the contact person at the partner organisation</li> <li>▪ Telephone number of the contact person at the partner organisation</li> <li>▪ Website or blog of the partner organisation (optional)</li> <li>▪ Social media page of the partner organisation (optional)</li> <li>▪ If you plan to involve more partners (optional)</li> <li>▪ First name and surname of the Project Manager</li> <li>▪ Email address of the Project Manager</li> <li>▪ Telephone number of the Project Manager</li> </ul>
<b>Detailed information about the project (tab 'Motivation')</b>

8





9

- Describe your project idea
- What problem does the project address?
- What is innovative about your project idea?
- What digital tools does your project idea use? Please provide a list of comments on why you have chosen these tools and how you will use them
- 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 if pandemic restrictions are still in force? How can the project idea be adapted to a negative quarantine scenario? Please, be specific

### Tab 'Declaration'

Please confirm that you have read and understood the grant 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 or get in touch with us via email at [maria.ilyina@houseofeurope.org.ua](mailto:maria.ilyina@houseofeurope.org.ua) or [ilona.demchenko@houseofeurope.org.ua](mailto:ilona.demchenko@houseofeurope.org.ua). Please keep in mind that we finish consultations four days before the deadline.

## 1B. 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.

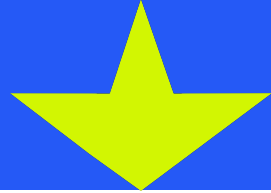
If your application is compliant, independent experts contracted by House of Europe will evaluate it according to the following criteria:

10

Selection criteria		
1.	<b>Relevance</b>	<ul style="list-style-type: none"> <li>▪ What needs does the project address?</li> <li>▪ How critical are these needs together with the proposal to the current situation in the relevant cultural sector?</li> <li>▪ How vital are these needs and the proposal to the current situation in the relevant region?</li> </ul>
2.	<b>Innovativeness</b>	<ul style="list-style-type: none"> <li>▪ Is the idea of the project itself innovative, or has it been approached similarly in the past</li> <li>▪ Are topics and content, approaches, and methods of the project original or offer new insights?</li> </ul>

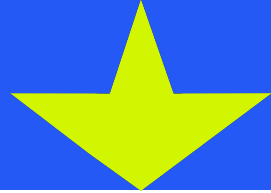


<p>3.</p>	<p><b>Digital component</b></p>	<ul style="list-style-type: none"> <li>▪ Do the digital tools the project is planning to use, correspond to the goals of the project?</li> <li>▪ Do the project and its use of digital technologies generate added value that can benefit other projects or organisations in their artistic, cultural, or operational activities?</li> <li>▪ Are digital technologies employed in a considerate, meaningful, and innovative way?</li> <li>▪ Are aspects of IT safety, personal data ownership/ protection, fair remuneration of creative work, etc. considered?</li> </ul>
<p>4.</p>	<p><b>Competence</b></p>	<ul style="list-style-type: none"> <li>▪ Do both applying institutions have relevant experience in implementing culture projects, and if yes, how successful was it</li> <li>▪ Does the applicant have the capacity or access to expertise to implement an international cooperation project?</li> </ul>
<p>5.</p>	<p><b>Methodology</b></p>	<ul style="list-style-type: none"> <li>▪ How well is the project content and activities planned?</li> <li>▪ How clear and realistic is the suggested action plan?</li> </ul>

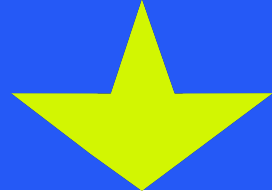


12

6.	<b>Budget</b>	<ul style="list-style-type: none"> <li>▪ Does the budget correspond to the planned scope of the project?</li> <li>▪ Is the proposed budget accurate, credible, and realistic</li> <li>▪ Do the planned costs correspond to the project activities?</li> </ul>
7.	<b>Sustainability</b>	<ul style="list-style-type: none"> <li>▪ What is the immediate expected tangible outcome of the proposed activity?</li> <li>▪ Are there any specific follow-up activities planned?</li> <li>▪ Is there a post-project action plan?</li> </ul>
8.	<b>Visibility and communication strategy</b>	<ul style="list-style-type: none"> <li>▪ Does the applicant have an idea and overview of ways to promote the project and to spread the information about its outcomes?</li> <li>▪ Is there a visibility and communication strategy and/or plan?</li> </ul>
9.	<b>Impact</b>	<ul style="list-style-type: none"> <li>▪ Which audiences will be able to use the project product, for what period, and how accessible will the cultural product be?</li> <li>▪ Will the impact be limited to the cultural sector or will a wider audience also benefit?</li> </ul>



10.	<b>COVID-19 adaptiveness</b>	<ul style="list-style-type: none"> <li>▪ Is there a contingency plan or multiple scenarios for different levels of quarantine?</li> <li>▪ How resilient is the project under pandemic conditions? What is the likelihood of the project being implemented and the budget spent in time even under adverse pandemy scenarios?</li> </ul>
11.	<b>Affinity with House of Europe goals/ values</b>	<ul style="list-style-type: none"> <li>▪ Does the proposed project activity align with the overall House of Europe goals and values: to strengthen intercultural dialogue and mutual understanding between the Ukraine and EU* through increasing international networks, cooperation, and exchange/ debate of cultural actors?</li> </ul>
12.	<b>Geography</b>	<ul style="list-style-type: none"> <li>▪ Is the applying organisation in Ukraine established in a rural area, smaller urban centre, or Oblast centre in the periphery of the country?</li> </ul>
13.	<b>Inclusion</b>	<ul style="list-style-type: none"> <li>▪ Is the project inclusive/accessible to people with special needs</li> <li>▪ Does the project raise awareness of inclusion?</li> <li>▪ Is inclusion a main topic of the project?</li> </ul>



A team of independent experts will evaluate each application. 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.

## 19. What are the next steps?

- The technical review and assessment of grant applications by independent experts will take up to 4 weeks.
- We will communicate the results of the assessment through an email sent on **9 November 2020 or later**.
- If your application is successful, we will send a notification email to the email address you used to register on the online platform, with a request that you provide a more detailed implementation, communication, and budget plan, as well as supporting documents.
- If you provide all of the documents needed on time, 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 can apply for other House of Europe opportunities, given that the project implementation and reporting are completed successfully.

14

## 20. Timeline

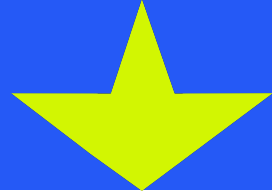
Launch of the open call – 22 September 2020

Time to prepare an application for the first stage of application – 22 September–20 October 2020

Deadline for application – 20 October 2020

First round of expert evaluation – 20 October–10 November 2020

Announcement of results of the first round of expert evaluation – 10 November 2020 or later



Time to prepare an application for the second stage of application – 11 November–10 December

Final round of expert evaluation – 10 December 2020–end of January 2021

Announcement of final results – end of January 2021

Conclusion of a grant agreement – February 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 fund; thus, not all of the applications will be successful.

15

If you are not successful this time, you can update the proposal and apply for the next round of open calls. You can also apply for other House of Europe opportunities. Check out the other offers for culture and creative industries on [our website](#).

## 22. Personal data protection

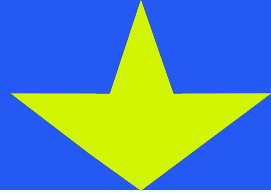
By applying for this opening you agree for your personal data to be processed in compliance with [GDPR requirements](#).

## 23. Reporting

We invite you to take a look at the templates of the reports in advance: [interim report](#), [final report](#).

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

## 24. Contact



If you have any questions regarding International Cooperation Grants, feel free to email us at [maria.ilyina@houseofeurope.org.ua](mailto:maria.ilyina@houseofeurope.org.ua). We finish consultations four days before the deadline, so **make sure to contact us before 16 October 2020.**

You can also find answers to the most frequently asked questions at any time [here](#).