

Application Guidelines

Digital Lab: art residencies managers

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.

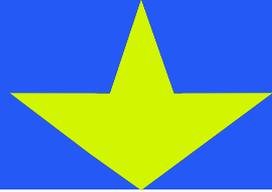
This encompasses 20+ separate programme lines enabling to go for professional events, internships, and networking in the EU*, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU* organisations, 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.

2. Digital Lab: art residencies managers

This Digital Lab unites 12 art managers online to get and share insights essential for carrying out an international residency in the regions of Ukraine. The necessary knowledge base is provided by experts from Ukraine and the EU.

After a two-week Digital Lab participants will get a fundamental understanding of each stage of international art residencies management and will have a chance to develop existing projects as well as to create

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.



new concepts, consulting with the experts. The most promising ideas will get EUR 1,000 seed-funding on implementation, following a selection by the Lab facilitators and external experts.

If you are not among selected participants, lectures and final project presentations will be in open sources on our website, enabling for even more outreach and connections.

3. When will the Digital Lab take place?

The Digital Lab will start at the end of January 2021 and will run for two weeks.

4. What is the duration of the Lab?

The Digital Lab runs for two weeks:

- During the first week you will have a chance to hear practical insights and advice from Ukrainian and the EU* experts in the residency field. Lectures and reading sessions will take place daily from 14.00 to 19.00.
- During the second week you will work on your own project or idea which will include personal consultations with experts, and a final presentation in front of experts, peers, and runners-up.

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5. What is the working language of the Lab?

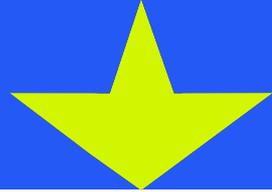
The working languages of the Lab are Ukrainian and English.

Ukrainian is the language of lectures and consultations with experts from Ukraine. English is the language of interactions with EU* experts and the final presentation.

6. What will be discussed during the Lab?

During the Digital Lab you will get the essential knowledge on art residencies management, in particular how to:

- Create a unique concept and convey it to target audiences
- Attract funding and carefully plan the budget
- Form a solid team and delegate responsibilities
- Effectively deal with all the organisational challenges



- Find common ground with local authorities and cooperate with partners, artists, and curators
- Settle whatever legal issues crop up
- Carry out residencies in times of pandemic
- Work in Ukrainian regions, taking into account local peculiarities
- Develop the project further or neatly finish it

7. What kind of project do I need to participate in the Lab?

Your project proposal plays a key role in your application for the Lab. Ideas for new concepts and formats are welcome, but you can also improve on the projects that you are already working on, or adjust an established residency to pandemic challenges.

The project that you apply with you shall realise after the Lab and using the learnings and the contacts you made.

8. Who can participate in the Lab?

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- Art managers
- Employees of museums and art centres
- Managers of exhibition spaces, art spaces, creative hubs
- Curators and artists
- Other professionals working in the field of arts and culture

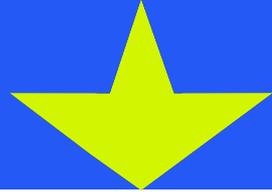
9. What are the requirements for participants?

- At least one year of experience in the field of arts and culture
- Confident English. Please make sure you can understand the lectures of EU* experts without translation and make your final project presentation in English
- Ukrainian citizenship
- At least 18 years of age

10. What is good to know?

- Only individual applications are eligible, group applications are not.
- You can only submit one application within this open call.

11. 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 Monday, 21 December 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 before the deadline online application system will be working under significant pressure, which may cause technical problems. Try to finalise your application as early as possible to avoid those.

12. 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.

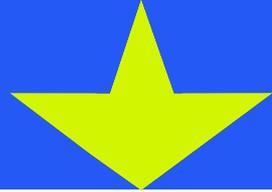
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13. How do I fill out the online application?

Please fill out the online application in English.

You need to provide the following information in the online application form:

Field 'Chapter'
Digital Labs
Field 'Open call'
Digital Lab: managers of art residencies
Field 'Entry name'



Enter your first and last name. Please use Latin alphabet (as in the international passport). For example, Enter your *first* name Olga and *last* name Ivanova.

Personal information (tab 'Details')

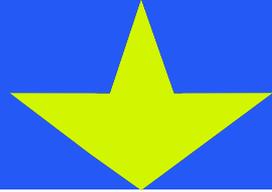
- Name, surname
- Date of birth
- Gender
- Place of residence
- Email address
- Telephone number

Additional questions (tab 'Questions')

- Information on education
- Please elaborate on your professional background.
- Do you have experience of carrying out residencies for local or foreign artists, curators, researchers?
- Have you participated in any residencies in EU* countries? If yes, please indicate the names of residencies and when you took part in them.
- What is the name of the organisation you work at currently? Please provide the name and link to the website of the organisation.
- What is your role at this organisation?
- How long have you been working there?
- Did your institution cooperate with international institutions before? If yes, please, mention partner institutions and names of projects.

Motivation (tab 'Motivation')

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- Please explain participation in the Digital Lab can contribute to your professional and career advancement?
- Please describe the project you will be working on during the Lab in 200 words maximum. It can be an existing project that you want to develop further or a new concept with a realistic chance of being implemented.
- Have you participated in residencies in EU* countries? If yes, please indicate the names of residencies and when you took part in them.
- Have you previously participated in other international cultural programmes? If yes, please indicate the names of the programmes and when you took part in them.

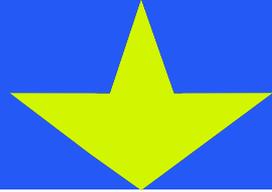
Documents you need to upload to the online-platform: (tab 'Attachments')

- CV
- Letter of support from the cultural organisation with which you will carry out the project
- Portfolio (if available)
- Photocopy of the first page of a national passport

Tab 'Declaration'

- Please confirm that you have read and understood the conditions of participation in the laboratory and related policies.
- Please confirm that you will attend all the lectures and consultations with experts and will present your project during the final pitching.
- Please confirm that your level of knowledge of English is enough to understand lectures by EU* experts without translation and pitch your project in English.

- 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 and/or get in touch with us via email: lina.romanukha@houseofeurope.org.ua.

14. What additional documents do I need to provide?

- CV in a free form: your professional journey, education, internships, scholarships, and awards. The CV should be in English and should not exceed two pages. The file format is PDF.
- Letter of support from the cultural organisation with which you will carry out the project. The letter of support can be in Ukrainian.
- Photocopy of the first page of your national passport.
- If you have one – portfolio: previously managed projects with titles, places, dates, and links to media files. The portfolio can be in Ukrainian and should not exceed 10 pages. The file format is PDF, 5 MB maximum.

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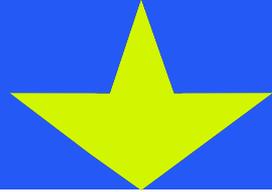
Please note that if you do not attach the mandatory documents, we cannot consider your application. The mandatory documents are CV, letter of support, and photocopy of the first page of your national passport.

15. How will my application be evaluated?

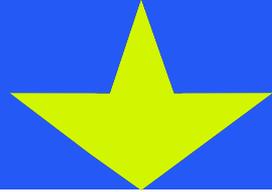
Your application will go through two stages of assessment. First, your application will be reviewed technically to confirm that it was submitted on time, includes answers to all questions on the application form and has the mandatory attachments.

If your application is compliant with that, our experts will evaluate it according to the following criteria:

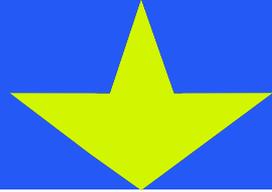
Selection criteria



1.	Motivation	<ul style="list-style-type: none"> ▪ Please evaluate personal and professional motivation of the applicant. ▪ How strong is the applicant's interest in deepening the knowledge about the organisational issues of residency management? About intercultural cooperation?
2.	Professional relevance	<ul style="list-style-type: none"> ▪ Does the Digital Lab correspond with the professional activities of the applicant? ▪ Will this Lab advance the applicant's professional development? ▪ Does the applicant have relevant experience in the cultural field? Employment in or affiliation with an art or cultural institution will be an asset. ▪ Does the applicant have experience in the international cooperation projects? Such experience will be an asset. ▪ Does the applicant have a relevant education? Postgraduate degree in art history, cultural studies, art management, curating, or equivalent will be an asset. ▪ Is the applicant's level of English sufficient?



3.	Project	<ul style="list-style-type: none"> ▪ Please evaluate whether the proposed project is relevant to the current context. ▪ How clear, realistic, and planned is the proposed project? ▪ Will the applicant be able to communicate effectively and professionally with potential partners from EU* countries?
4.	Multiplication and sustainability	<ul style="list-style-type: none"> ▪ Will the applicant be able to carry out the proposed project in cooperation with the organisation that provided the letter of support? ▪ Please assess the capacity of the applicant and the organisation to develop sustainable residency programmes, to establish contacts with international institutions, cultural organisations, and entities.
5.	Affinity to House of Europe goals and values	<ul style="list-style-type: none"> ▪ Does the project align with the overall House of Europe goals and values: to strengthen intercultural dialogue and mutual understanding between Ukraine and the EU* through increasing international networks, cooperation, and exchange/ debate of cultural actors? ▪ Can the participation in the Digital Lab help to create new international links or/and cooperation projects?



Additional selection criteria		
6.	Place of residence and status	<ul style="list-style-type: none"> ▪ Does the applicant work in a rural area, urban centre or regional centre in the periphery of the country? ▪ Does the applicant have the status of an internally displaced person?

16. What are the next steps?

- The technical review and assessment of grant applications by experts takes several weeks.
- We will communicate the results of the assessment through an email sent not earlier than January 2020.
- 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 additional documents needed for the preparation of an agreement needed to participate in the Lab.
- If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your participation.
- The process of preparing and signing the agreement may take up to four weeks from the notification on the result.
- You can still apply for other House of Europe opportunities.

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17. Timeline

Launch of the open call – 27 November 2020

Deadline for application – 21 December 2020, 15.00 Kyiv time

Technical review – December 2020

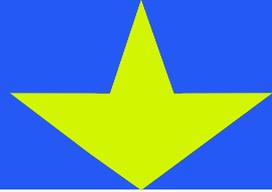
Expert evaluation – December 2020

Announcement of results – no earlier than January 2021

Launch of the Digital Lab – end of January-beginning of February 2021

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

18. What if my application is unsuccessful?



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

If you do not succeed this time, you can apply for the next open call or for other House of Europe opportunities. You can find other programmes for culture and creative industries on [our website](#).

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 lina.romanukha@houseofeurope.org.ua. We will do our best to help you.