

# Application Guidelines

## National Minorities Cultural Heritage

### Digitalisation Grants

#### 1. House of Europe

House of Europe is a programme funded by the EU and implemented by Goethe-Institut Ukraine fostering professional and creative exchange between Ukrainians and their colleagues in EU\* countries and the UK.

The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media. An additional priority is put on supporting the national minorities of Ukraine.

This encompasses 15+ separate programme lines enabling Ukrainians to carry out personal projects, or to enrol in courses, conferences, and internships in the EU and the UK. The programme funds cultural cooperation and literature translation between Ukraine and the EU and the UK, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage, the development of creative businesses and media projects, and the holding of cultural events outside the Kyiv bubble. Various learning and matchmaking opportunities, such as Digital Labs, workshops, discussions, conferences, and hackathons, are offered.

#### 2. National Minorities Cultural Heritage Digitalisation Grants

These grants are designed to support museums, archives, and NGOs in protecting the cultural heritage of the [national minorities of Ukraine](#). Get up to EUR 20,000 to digitise your collection: from purchasing scanners and cloud storages to expert consultations and team fees.

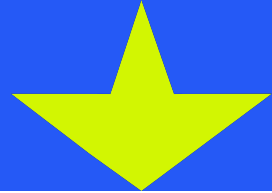
#### 3. What is the grant amount?

From EUR 10,000 to EUR 20,000.

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

- Purchase or rent of equipment: scanners, cameras, servers, etc.
- Software: cloud storage, 3D modelling programmes, etc.
- External services and consultations
- Honoraria for the core team: managers, assistants, accountants, etc.





## 5. Which expenses cannot be covered?

- Travel expenses: tickets, hotel accommodation, etc.
- Event management and advertising
- Expenses not specified in the budget. If you need something that could not be predicted at the application stage, we will try to help
- Costs covered by other sources of funding
- Unreasonably expensive things. For instance, a solid Windows laptop is preferred over a MacBook.

## 6. Who can apply?

- Museums, archives, and other organisations that manage collections
- Non-profit public organisations focused on cultural heritage

## 7. What is needed to apply?

- A legal entity
- A collection or an object representing cultural heritage of the national minorities of Ukraine
- A clear plan of action and an understanding of how your project will contribute to the preservation of the cultural heritage of Ukraine's national minorities
- Work experience in the field of culture, particularly culture heritage
- A portfolio of projects, implemented during the full-scale invasion
- Strong team capable of carrying out the project even during the war

## 8. Whom do you consider as national minorities?

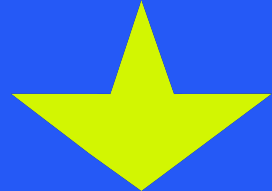
**National minorities** are considered to include all groups that:

- Are a stable group of Ukrainian citizens
- Are not ethnic Ukrainians
- Reside within Ukraine's internationally recognised borders
- Are united by shared ethnic, cultural, historical, linguistic, or religious characteristics
- Are aware of their identity as a minority
- Have a desire to preserve and develop their linguistic, cultural, or religious identity

## 9. Who cannot apply?

- Profit organisations
- Natural persons
- Sole proprietors (FOP)
- Religious organisations
- Political organisations
- Military organisations
- Any organisations working in temporarily occupied territories





## 10. How much time do I have to complete the project?

You will have up to 6 months to carry out the project and finish the reporting.

You will get the transfer in the end of June-beginning of July 2025, and you have to finish the reporting in January 2026.

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

We will transfer the funding to the bank account of your organisation in two instalments. The first payment is 80% of the grant. It will be credited to your account after signing the agreement.

The second payment will be 20% of the grant. You will receive money as soon as you implement the project and submit reports. It means you will need to cover part of the costs with your organisation funds. Once the reports are approved, we will issue a refund. If you budgeted fees, plan these payments from the second instalment.

You will receive money in UAH according to our currency exchange rate as of the day of the money transfer.

## 12. How to apply?

Submit your application via our [online platform](#). The deadline is Monday 2 June 2025, 15:00 Kyiv time.

You can ask us your questions by mail. Please contact us by 15:00 Kyiv time on Thursday 29 May 2025 so that we can process your request.

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

- Budget drafted in [our template](#) in xlsx. Please fill out the form in Ukrainian and English.
- Other documents that will help us evaluate the application

## 14. How many applications can I submit?

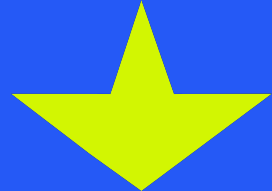
- One legal entity can submit only one application. If you submit several applications, we will evaluate the last one.

## 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 includes answers to all questions on the application form and has the mandatory attachments.



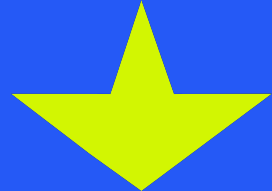


Second stage – expert evaluation. If your application passed technical review, independent experts will evaluate it according to the selection criteria.

#### 14. What are the selection criteria?

Selection criteria		
Experience	<ul style="list-style-type: none"><li>■ What non-digitalisation projects (e.g., exhibitions, educational programs, community outreach initiatives) has the organisation successfully completed after the beginning of full-scale invasion</li><li>■ What evidence is there that the team can effectively manage project timelines, budgets, and resources?</li></ul>	Maximum 10 points
Competence	<ul style="list-style-type: none"><li>■ What relevant experience does the project team have in digitalizing collections or managing similar projects in the past?</li><li>■ What types of collections and projects does the organisation currently manage, and how do they demonstrate a commitment to preserving and promoting cultural heritage?</li></ul>	Maximum 10 points
Significance	<ul style="list-style-type: none"><li>■ How does the collection contribute to the understanding of cultural, historical, or artistic topics, and what makes it important for preservation?</li><li>■ What potential impact will the digitisation of this collection have on public access, education, and scholarship in the relevant field?</li></ul>	Maximum 5 points
Methodology	<ul style="list-style-type: none"><li>■ How well are the project activities planned?</li><li>■ How realistic is it to implement the project in wartime?</li></ul>	Maximum 5 points
Technology	<ul style="list-style-type: none"><li>■ What technology and methods will be used for digitalisation, and how have these been proven effective in similar projects?</li><li>■ Are there any partnerships or resources in place that will support the technical requirements of the project, such as access to software, hardware, or expertise?</li></ul>	Maximum 5 points
Budget	<ul style="list-style-type: none"><li>■ How detailed and realistic is the proposed budget, and does it justify the requested funding in relation to the project's scope?</li></ul>	Maximum 10 points





	<ul style="list-style-type: none"><li>■ Are there any additional funding sources or cost-sharing arrangements that could enhance the financial stability of the project?</li></ul>	
Sustainability	<ul style="list-style-type: none"><li>■ What plans are in place for the long-term preservation and maintenance of the digital assets created through this project?</li><li>■ How will the project ensure continued access and usability of the digital collection after the initial funding period ends?</li></ul>	Maximum 5 points
Visibility	<ul style="list-style-type: none"><li>■ How will the outcomes of the digitalisation project be shared with the public and relevant communities to maximize engagement and use?</li><li>■ Will it be accessible to the general public? To professional communities interested in studying it?</li></ul>	Maximum 5 points
Risks	<ul style="list-style-type: none"><li>■ What potential risks have been identified that could impact the project's timeline, budget, or overall success?</li><li>■ What mitigation strategies are proposed to address these risks and ensure that the project stays on track?</li></ul>	Maximum 5 points

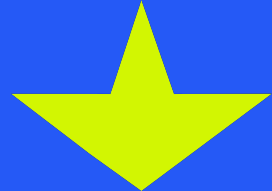
### 17. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes up to 4 weeks.
- You will receive the results of the assessment through an e-mail sent at the end of June-beginning of July 2025. We will send a notification to the e-mail address you used to register on the online platform. Due to the large number of applications, we will not be able to comment on each decision.
- If your application is successful, we will ask you to send the information and documents needed to draw up the grant agreement. In addition, we can ask to correct your budget.
- If you provide all the necessary information within seven days, we will conclude a grant agreement. It will determine the rights and obligations of the parties, as well as the exact amount of the grant and the agreement conditions. The agreement will also provide information about payments, the procedure for remittances and reporting requirements. Drafting and signing of the agreement will take up to 3-4 weeks.
- You will receive the money transfer after signing the agreement.

### 18. 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 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.

## 19. Timeline

Deadline for consultations – Thursday 29 May 2025, 15:00 Kyiv time

Deadline for application – Monday 2 June 2025, 15:00 Kyiv time

Announcement of results – end of June-beginning of July 2025

Carrying out of the project – July 2025 - January 2026

## 18. Reporting

While implementing the project, you will have to submit several reports. There you will describe what you have done and justify the expenditures.

You will receive detailed instructions about the reporting rules during the grant agreement drafting and signing. If you have any questions about the reporting, we're here to help.

## 21. 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](#).

## 22. What if I have not found an answer to my question?

We have collected the [answers to frequently asked questions](#). Please check the document: chances are, we have already covered your issue.

## 23. Contacts

If you have any questions, feel free to write to [olena.onohda@houseofeurope.org.ua](mailto:olena.onohda@houseofeurope.org.ua). We will do our best to help you.

We finish consultations two days before the deadline, so make sure to contact us before 29 May 2025, 15:00 Kyiv time.

