



# Looking for partners to host the Mobile Pavilion

We are looking for cities and local teams to host the Mobile Pavilion in the warm season: between June and September 2022.

The Mobile Pavilion will be our collaborative project: together we will design and carry out the events to engage the local community.

## 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\*<sup>1</sup> countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

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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. The Mobile Pavilion

We believe that we should go where our support and information are needed the most: out in the regions. Therefore each year we choose at least three cities to visit with the Mobile Pavilion.

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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.



The Mobile Pavilion is a modern architectural showpiece, our regional "embassy" on the move. It travels to the Ukrainian cities and towns to become a magnet for locals for two weeks.

Visitors of the Mobile Pavilion can get detailed information about our opportunities and other EU\* programmes that allow you to work with partners from the EU\*, get funding for a project, or advance professionally. We also offer guidance on the application process.

The goal of the Mobile Pavilion is to activate the public space of the town and to create the atmosphere which will encourage townies to develop new ideas. For each city we will prepare a unique programme including workshops, film screenings, concerts, exhibitions, book presentations, readings, etc.

We care about our visitors' safety in times of COVID-19 and hold events following all the necessary precautions and protocols.

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### 3. Eligible cities

We are looking for cities that lack cultural infrastructure, and yet demonstrate a great potential. Under cultural infrastructure, we mean cinemas, creative hubs, etc.

We do not pose a population threshold, as we want to bring the Mobile Pavilion to those places that need it the most. Those can be bigger cities if they can make a convincing case that the Mobile Pavilion and its activities is something they are lacking. It can also be a small town if it can make a convincing case that it has enough potential once the Mobile Pavilion has left.

We do look for towns and cities where our target audience is concentrated. Those are organisations and individual agents of change operating in the fields of culture and creative industries, education, social entrepreneurship, health, media, or youth work.

### 4. Ineligible cities

- Kyiv and Odesa, as cultural infrastructure is well developed there and they already have many projects supported by the EU and



other donors. Other cities from the Kyiv, and Odesa regions can still apply.

- Cities from the Rivne, Dnipro, Kharkiv, Ivano-Frankivsk, Khmelnytskyi, Mykolaiv, Lviv regions as they have already benefited from House of Europe regional programmes: the Pop-Up Hub and the Mobile Pavilion.

## 5. The Mobile Pavilion specifications

The Mobile Pavilion occupies an area of 180 square meters. The design provides for some space around, therefore, the best location for the Mobile Pavilion would be a park, a field, or a big city square.

Provision of electricity is needed so that we can hold events inside the Mobile Pavilion.

## 6. Partner's tasks

- Co-development and implementation of the concept and detailed programme of events together with our team
- Getting permissions for the installation of the Mobile Pavilion, communicating with local authorities and informing them about the events taking place
- Communication with local partners and media
- Content management of the landing: updating the programme, address, etc
- Promotion of the events of the Mobile Pavilion through social media
- Printing the materials
- Providing information about the House of Europe programmes and other opportunities the EU has to offer to Ukrainians, giving guidance on the application process
- Assisting with the logistics of speakers and accommodation issues
- Financial management (if possible)

## 7. Who can become a partner

- Non-governmental organisations
- Private organisations
- State and communal cultural organisations



Local authorities cannot apply, but they can support the local team in hosting the Mobile Pavilion.

## 8. What are the requirements for a partner

We are looking for a partner that:

- Has experience in hosting and organising events
- Is ready to devote 2-3 months on the preparation, implementation, and reporting on the project

## 9. How to apply

To apply you should submit an application along with supporting documents via our [online platform](#).

You must submit your application by **Friday 18 February 2022, 15.00 Kyiv time**.

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## 10. Supporting documents

- CV of key managers, responsible for the implementation of the project and communication with us. Please choose the maximum of three people.
- Photos and videos of the location in your city you suggest for the Mobile Pavilion. You should also submit a visualisation of the Mobile Pavilion in this location, created using our [Apple AR model](#). If you are not able to use the Apple AR model, please apply our [Instagram mask](#).
- Registration documents: statute, scan copy of the Extract from the Unified State Registry
- Letter of confirmation with a stamp from the local authorities stating that they are ready to host the Mobile Pavilion in the city. Please do not forget to inform them that you will need the permission to install the Mobile Pavilion occupying an area of 180 square meters in the suggested location. In case local authorities suggest something besides that, it can be mentioned in the letter as well.

## 11. Selection criteria

The main selection criteria are:



- Technical criteria: application must include answers to all the mandatory questions and have all the supporting documents attached
- Professional background of the team and profile of the organisation, including experience in organising events, trainings, workshops, conferences, festivals etc., and outreach to the target audiences
- Motivation to host the Mobile Pavilion
- Vision of the programme of the Mobile Pavilion
- Compliance of the suggested location with the Mobile Pavilion specifications
- Line of reasoning on the lack of cultural infrastructure in the city, on the one hand, and a high concentration of people benefiting from the activities of the Mobile Pavilion on the other hand

Additional selection criteria:

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- Having at least one person in a team communicating in English fluently will be an asset. This way we will be able to communicate with English-speaking guests of the Mobile Pavilion and members of our team.
- Experience of working with international organisations or EU-funded programmes will be an asset. This way we will be sure you are familiar with our procedures.

## 12. Results announcement

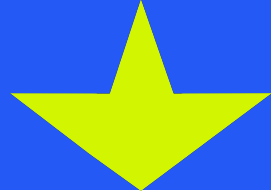
We will communicate the results of the assessment no earlier than 31 March 2022.

Whether your application is successful or not, we will send a notification email to the email address you indicated in the online form.

## 13. 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](#).

## 14. Contacts



If you have any questions regarding the Mobile Pavilion, feel free to write to [olga.kuchmagra@houseofeuropa.org.ua](mailto:olga.kuchmagra@houseofeuropa.org.ua). We will do our best to help you.