

# Application guidelines for International Mobility Grants

## 1. House of Europe

House of Europe is a programme funded by the European Union 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. What is an International Mobility Grant?

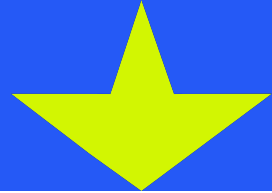
This is your chance to get funding for a professional trip to the EU or the UK. You can get up to 4000 EUR for a journey to help you grow: visit a conference, meet European colleagues, participate in an internship or present a project. We will cover the expenses for travel, accommodation, food, visa, insurance and tickets to the events.

Grants support professionals in culture and creative industries, education and youth work, and media.

## 3. What are the peculiarities of mobilities we support?

- Travel to the EU and the UK. Visit events inside Ukraine another time. This trip is for knowledge and getting to know specialists from the EU and the UK.
- Individual travel. Colleagues will not be able to join you at the conference, but you can always share the brightest discoveries upon arrival.
- Travel according to your own plan. International mobility grants – for you and your ideas. You can plan the trip so that it is useful for you.





#### 4. What can be the purpose of mobility?

- Present and discuss your work
- Do research
- Do internships
- Attend professional event: conference, networking, festivals, etc.
- Meet with partners to plan your project
- Do something else that will contribute to your professional development

#### 5. Who can apply?

Professionals that:

- Are of full age
- Are citizens of Ukraine
- Currently reside in Ukraine (except for the temporarily occupied territories)
- Have a biometric passport or will be able to receive a visa

#### 6. What sectors are supported by these grants?

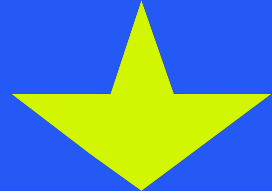
- Culture and creative industries
- Education and youth work
- Media

#### 7. And more particularly?

We have defined a detailed list of target groups for each sector.

Culture and creative industries	<ul style="list-style-type: none"><li>■ Managers, curators, cultural operators, experts, researchers, and entrepreneurs in the fields of music, theatre, dance, film, design, fashion, visual arts and photography, audio-visual arts, crafts, art market, museums, galleries, libraries, publishing and literature, festivals, creative hubs, cultural heritage, archives, restoration and conservation</li><li>■ Artists and creative professionals working in the fields of music, theatre, dance, film, and other performing arts, visual arts and photography, audio-visual arts, crafts, sculpture, media art, concept art, literature</li><li>■ Architects, landscape architects, and urban planners</li></ul>
Education and youth work	<ul style="list-style-type: none"><li>■ Member of the teaching staff and heads of preschools, secondary schools, vocational</li></ul>





	<p>education institutions, training institutions, universities, postgraduate further education institutions, non-formal education institutions</p> <ul style="list-style-type: none"><li>■ Managers and employees of youth centres, youth non-profit organisations, hubs and clusters</li><li>■ Youth workers of the united territorial communities, regional, district and municipal state organisations</li></ul>
Media	<ul style="list-style-type: none"><li>■ Managers, journalists and editors of regional and local media</li><li>■ Culture journalists</li><li>■ Economic journalists</li><li>■ Investigative journalists and fact-checkers</li><li>■ Managers of professional media associations</li></ul>

Did not find yourself on the list? Write to [tetiana.manziuk@houseofeurope.org.ua](mailto:tetiana.manziuk@houseofeurope.org.ua) and we will tell you whether you should apply.

## **8. I am a man. Will you help men with documents for international travel?**

We cannot guarantee you a travel permit, but we can make an official letter confirmation about the receiving grants and funding of your trip. You will need to submit the permit documents yourself.

## **9. Do I need a FOP to apply?**

No, you can apply as a natural person, a sole proprietor (FOP) or in collaboration with an organisation.

## **10. What are the peculiarities of applying with each legal form?**

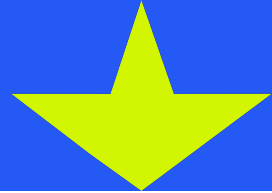
As a natural person:

- Tax of 23%, which will be withheld from the amount of the grant. The tax consists of personal income tax (18%) and military duty (5%).

As a sole proprietor (FOP):

- Economic activity codes must correspond to sector you are working in
- FOP must be registered on your name: we will not be able to transfer the money to your family member or friend.
- Do not forget that you will have to pay the taxes. Please note that even in the case of a simplified system, the grant may be subject to taxation at the rate of 23%. To find out what the amount of tax will be for you, consult a tax advisor.





In collaboration with an employer or organisation:

- Organisation will apply on your behalf and will be the responsible party in the project implementation, including reporting. The application, grant management, and travel are in your responsibility.
- Organisation must be a registered legal entity with the right to receive targeted assistance for project implementation: NGO, Limited Liability Company, state university, charity fund, etc.
- Don't forget to receive an informed consent from the head of the applying organisation
- It is organisation's responsibility to pay tax on the grant.

### **11. When can I travel?**

Between 1 February and 31 May 2026.

### **12. How long can my journey last?**

From 5 to 28 days.

You can only apply for one continuous trip. This grant does not support multiple trips at different times for the same applicant.

### **13. What is the amount of a grant?**

You can get up to 4000 EUR.

People with disabilities can get more. Tell us about additional costs in the application – we will try to help.

### **14. Which expenses are covered by the grant?**

- Travel: tickets for trains, buses and planes, fuel for car
- Costs of stay: accommodation, food, public transport
- Registration fees, tickets, accreditations, etc.
- Visas
- Medical insurance

### **15. How much can I spend on travel?**

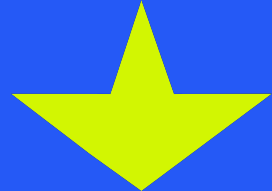
Depends on the distance to the destination:

- Up to 499 km - 180 EUR
- From 500 to 1499 km - 275 EUR
- From 1500 to 2499 km - 360 EUR
- Over 2500 km - 530 EUR

Use the [European Commission's distance calculator](#) to determine the distance from your city to your destination.

For example, you are travelling from Khmelnytskyi to Dortmund. The calculator indicates that the distance between these cities is 1,396.33 km, allowing you to spend up to EUR 275 on round-trip tickets. Please do not multiply the amount by two.





## 16. How much can I spend on accommodation?

Depends on the duration of the mobility:

- From 5 to 14 days - 120 EUR per day
- From 15 to 28 days - 70 EUR per day

The length of your trip is the number of nights, including the round trip. Plan for up to two days for a one-way trip and ensure that the travel time is proportionate to your destination.

To check if you have calculated the travel time correctly, use the [online calculator](#). Date 1 is the day you leave home. Date 2 is the day you return.

## 17. How much can I spend for the other expenses?

We will cover the full cost of visas, insurance policies and tickets to professional events.

## 18. Which expenses cannot be covered?

- Not indicated in the application
- Not directly related to the mobility
- Covered by other grants and programmes
- Expenses for mobilities which were made before signing the grant agreement
- Taxes

## 19. How to report for a grant?

After coming back from the trip you will have two weeks to:

- Fill in a narrative report. Describe the trip, tell if everything went well, share your thoughts and conclusions and attach 3-4 photos. To make it easier for you, we will share a template.
- Attach documents that will confirm travel expenses. These are tickets, gas receipts, hotel receipts, event tickets, insurance policies, etc.

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

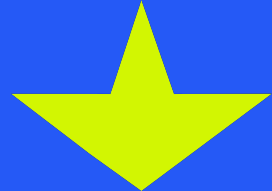
We will transfer the funds in two installments. The first installment of 75 % of the grant is sent upon signing the grant agreement.

The rest of the amount will be sent after you return from your trip and submit your final report. This means that you will need to cover part of the costs with your own funds. We will reimburse them immediately after we approve the report.

When receiving funds to the account of a natural person, from the total amount of the grant, taxes will be withheld: personal income tax (18%) and military duty (5%). When receiving funds to the FOP or the account of the organisation, paying taxes in accordance with current legislation is the responsibility of the account holder.

The amount of grant will be paid in UAH according to our currency exchange rate as of the day of the money transfer.





## 21. How do I apply?

Apply via our [online platform](#). The deadline – Friday 7 November 2025, 15:00 Kyiv time.

Please register, click the 'Start entry' button, choose the chapter 'Individual grants' and find an open call 'Mobility grants' for your professional sector. Enter your name and surname in the field 'Entry name'.

During the entire duration of the open call, we will answer questions by mail. Please write by 15:00 Kyiv time on Thursday 6 November 2025 so that we can process your request.

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

- Budget drafted in [our template](#)
- Scan copy of the first pages of the passport and registration
- CV in Ukrainian of 2 pages maximum. The language – English or Ukrainian.
- Confirmation from the EU\* partner containing the name of the organisation or the name and surname of the partner, your name and surname, dates of your visit and brief information about the purpose of the meeting. If possible, ask for the document to be drawn up on official letterhead and to add a signature and stamp. Language - English or another EU language, supplemented by an English translation.

## 23. How many applications can I submit?

- You can submit only one application for an International Mobility Grant.
- If several employees from the same organisation apply for a grant, we will be able to support only one application - the one that was rated higher by the judges.
- If you received a House of Europe mobility grant in 2023-2025, you can not apply.

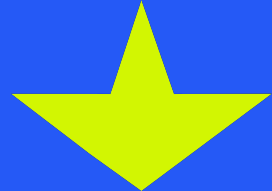
## 24. How will my application be evaluated?

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.

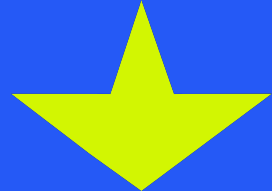




## 25. What are the selection criteria?

Selection criteria		
Motivation	<ul style="list-style-type: none"> <li>What is the personal and professional motivation of the applicant?</li> <li>How clear and realistic are the purpose and expected results of the mobility?</li> <li>To what extent does the profile and activities of the EU or the UK partner correspond to the goal of the applicant?</li> <li>Access the level of established connections with the EU or the UK partner.</li> </ul>	Maximum points 20
Professional relevance	<ul style="list-style-type: none"> <li>How is mobility related to the applicant's professional activity?</li> <li>How relevant is mobility for the professional development of the applicant?</li> <li>To what extent does the mobility correspond to the professional experience of the applicant?</li> </ul>	Maximum points 15
Plan	<ul style="list-style-type: none"> <li>Is the mobility programme clearly defined and realistic? How well planned and organised are the mobility activities?</li> <li>Is the budget accurate, credible, and realistic?</li> <li>Will the applicant be able to effectively communicate with partners? Will the language barrier get in the way?</li> </ul>	Maximum points 15
Long-term results	<ul style="list-style-type: none"> <li>Does the applicant plan to share new experience with his/her professional sector in Ukraine?</li> <li>Does the applicant have a post-mobility action plan?</li> </ul>	Maximum points 10
Affinity with the House of Europe tasks and goals	<ul style="list-style-type: none"> <li>Does mobility correspond to the focus of the programme: to encourage professional and creative exchange between Ukrainians and their colleagues in EU or the UK?</li> <li>To what extent will mobility contribute to shape the mobility participant as a change agent for his/her community or team?</li> </ul>	Maximum points 10
Додаткові критерії відбору		
Geography	<ul style="list-style-type: none"> <li>Is the project organiser working in a rural area, smaller urban centre,</li> </ul>	Maximum 5 points





	region with insufficiently developed infrastructure?	
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## 26. What are the next steps?

- In November-December 2025, your application will go through the technical review and expert assessment.
- You will receive the results of the assessment through an email sent after 15 December 2025. We will use the email address you indicated while registering on the online platform. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.
- If your application is successful, we will request that you fill in a self-declaration form to make sure your publishing house is compliant with our values: respect for intellectual rights, tax legislation, etc. If any questions arise, we will be there to help.
- Also, we will ask you to provide additional documents needed for the preparation grant agreement. If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.
- A month or two before the trip, we will sign the agreement, and the first part of the grant will be credited to your account within 30 days from the date of signing.
- If it is important for you to have time to catch a ticket to the event, write to us after the selection results are announced. We will try to prioritize the agreement with you.

## 27. 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](#).

## 28. Important dates

Deadline for consultations – Thursday 6 November 2025, 15:00 Kyiv time  
Open call deadline – Friday 7 November 2025, 15:00 Kyiv time  
Announcement of results – after 15 December 2025

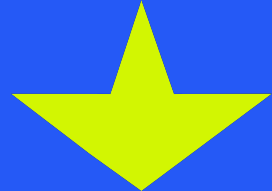
Please keep in mind that these dates are not set in stone and may change slightly. We will warn you in advance so you can plan your time.

## 29. 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](#).







## 30. Contacts

If you have any questions regarding International Mobility Grants, feel free to write to [tetiana.manziuk@houseofeurope.org.ua](mailto:tetiana.manziuk@houseofeurope.org.ua). We will do our best to help you.

We will try to help, but we cannot verify your application, budget or EU invitation. This is unfair to other participants.

We finish consultations one day before the deadline, so make sure to contact us no later than Thursday, 6 November 2025, 15:00 Kyiv time.

