



# Applicant Guidelines

## International cooperation grants

### About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukraine and the EU in the sectors of culture and the creative industries, education, health, media, social entrepreneurship, and youth.

The main focus of House of Europe is on cultivating mobility, exchange, and collaboration opportunities for Ukrainian professionals with EU countries. The programme aims to enable attendance at capacity building events, the exchange of experience and the development of international cooperation projects alongside partner organisations.

### What are the goals of the international cooperation grants?

- To enhance and foster cooperation between Ukraine and the EU countries in the sphere of culture by strengthening intercultural dialogue between Ukraine and EU through increasing international networks and cooperation of cultural actors
- To strengthen the international networking and internationalisation of Ukrainian cultural actors and their artworks

### Target groups of the international cooperation grants include, but are not limited to

- Cultural operators
- Publishers
- Theatre makers
- Hub managers
- Artists
- Music professionals
- Intellectuals

### Who can apply?

Non-profit organisations/ public educational institutions / local government institutions, registered in Ukraine

- In cooperation with at least one organisation registered and working in the EU member state\* (involvement of neighbouring

non-EU countries as a third member is permitted and strongly encouraged)

- With jointly developed project that focuses on cooperation
- With proven track record of implemented culture projects
- Planning to develop a new cultural product\*\* (e.g. re-runs of already existing shows are not eligible)
- Non-commercial

\*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, UK

Please, be advised that **the UK is eligible** for the first open call of House of Europe programme in 2019-2020. This may change for future calls.

\*\*New cultural product for the purposes of this project will be defined as a not publicly shown before activity/production/creation in the spheres of arts (performing arts, visual arts, architecture), heritage conservation (museums, galleries, libraries), the cultural industries (written media, broadcasting, film, recording), and festivals.

If the project idea does not fall under one of the categories but identifies with the field of culture, it may still be eligible for application; the decision will be made on a case-by-case principle.

Projects with focus on innovation, inclusion and/or implemented in medium or small cities are strongly encouraged to apply.

**This funding opportunity is open solely to registered institutions/NGOs. Private persons (including registered entrepreneurs) cannot apply.**

### **What kind of activities can be funded?**

- Performative arts/music coproductions
- Joint exhibitions or other activities in the sphere of visual arts
- Festivals/forums and other dialogue platforms
- First-time festivals
- Newly introduced panels within established events

The list is not exhaustive, but instead provides examples of possible formats of cooperation. If you have doubts whether your project idea fits the scope of international cooperation grants, you can contact us via this email [ilona.demchenko@houseofeurope.org.ua](mailto:ilona.demchenko@houseofeurope.org.ua) before applying to clarify that.

**Proposed project must correspond with one of the goals of House of Europe:**

1. To broaden people-to-people contacts and hands-on exposure to EU working cultures in key reform areas.
2. To enhance sustainable interregional and international cultural, intellectual, artistic and youth exchanges, fostering mobility and mutual understanding among the target groups.
3. To raise awareness of EU and EU Member States' programmes for Ukraine, increasing synergies between different EU Member States' programmes and activities throughout the country and thus enhancing cooperation and contacts between the target groups of the Ukrainian society and the EU.

Duration of the project must be **from 3 to 12 months**.

**What are the applicant eligibility requirements?**

- Both applying organisations must be registered legal entities.
- Both applying organisations must be able to demonstrate relevant experience and a proven track of successfully implemented culture projects.
- A grant applicant can only be supported once in the framework of international cooperation grants.
- The grant beneficiary from Ukraine may apply to other funding opportunities within House of Europe framework.
- An unsuccessful applicant can apply in the next call for proposals, updating the initial proposal accordingly.
- Co-funding is not requested, but is strongly encouraged.
- An organisation cannot be an applicant and a partner in two different applications.
- Applications must be submitted **in English** through the application online system.

To be eligible to apply for international cooperation grants, at least two organisations (one from Ukraine, other from the EU country) need to develop a joint project. **Each of the organisations can be a leading partner**, which would mean that representatives of this organisation will sign the grant contract and will be mainly responsible for the management of the project, as well as financial and descriptive reporting. **Joint projects between three and more countries are eligible and encouraged to apply.** These constellations may include Eastern Partnership countries.

An Ukrainian organisation can apply to both institutional grants of House of Europe: international cooperation grants and infrastructure grants.

Each organisation can receive each institutional grant from House of Europe only once. Successful applicants (both applying and partner organisation) will not be eligible to apply in the next cycle (e.g. for the prolongation of the project). Unsuccessful applicants may apply in the next cycle provided that they adjust their initial project plans.

**Organisations applying without a partner will not be considered.**

Members of the EUNIC clusters are eligible to apply.

**Up to 20% of grant can be spent on activities carried out in the EU member states, no less than 80% of the grant must be spent in Ukraine. In case of co-funding, the funds that are not from House of Europe are not subject to that rule.**

### **What is the maximum amount of a grant?**

Small grants are up to EUR 25,000.

Big grants are up to EUR 50,000.

When applying for international cooperation grants, applicants can choose between two possible grant sizes: **up to EUR 25,000** or from **EUR 25,001 to EUR 50,000.**

### **How and when will the grants be paid out?**

If your application is successful, upon signing of the contract, the funding will be transferred to the bank account of your organisation in several instalments. **No payments will be done in cash.**

If the applying organisation is registered and works in the EU, the grants will be paid in EUR (or in the currency of the country according to the cross-exchange rate of EUR). If the applying side is in Ukraine, the amount of grant will be paid in UAH according to the current exchange rate (on the day of the transfer) of the German Embassy in Ukraine. The first instalment of the grant will be paid within 30 days from the signing of the contract.

The size, number and dates of transfers will be agreed upon signing of the contract. The full amount of the grants may be divided in three or two instalments, it will depend on the sum of the grant and activities planned.

Each next instalment after the first one will be transferred upon the report for the previous instalment expenditure.

While planning the project, please keep in mind that your organisation will not receive the funds earlier than mid-February 2020. If you anticipate starting your planned activities before that, you may have to cover these expenses from your other funding sources and you will be reimbursed later.

The final instalment will be paid once the reporting on the project is completed and accepted by the House of Europe team. You will receive detailed instructions about the reporting once at the time of signing the grant contract. House of Europe team will be available for the consultations throughout the entire duration of your project.

### **What expenses may be covered by the international cooperation grants?**

- Staff costs (not more than 15% of the overall budget)
- Travel, accommodation, and subsistence allowances
- Costs of services (translation/interpretation, design/printing/dissemination, photo/video documentation, external expertise, etc.)

- Administration costs (rent of space/equipment for relevant events, consumables/materials, etc.)
- Rent of equipment is permitted, but cannot exceed 15% of the overall budget

### **Which expenses are ineligible?**

- Ongoing organisational costs (including office rent)
- Costs covered by other sources of funding
- Purchase of equipment/renovations

Any changes in the financial planning that exceed 20% of the original budget line must be agreed with House of Europe **in advance**. If not, they will not be reimbursed. Successful applicants will be provided with detailed instructions on managing and reporting their expenses.

**Co-founding of the project is not obligatory, but strongly encouraged and will be considered as a plus during the evaluation of the application.**

### **Application process**

The application for the international cooperation grants from House of Europe will consist of two parts.

**The first part will take place in the autumn of 2019. To apply, you will need to fill out the concept note for your project idea and submit it through the application system before the deadline on Thursday 21 November 2019, 15.00 EET (Kyiv time).**

First, the applications will be reviewed technically to confirm that they were made on time and include answers to all relevant questions of the application form.

After that, the experts of House of Europe will evaluate each application according to the following criteria:

- **Relevance (10 points)**
  - What needs does the project address?
  - How critical are these needs and the proposal to the current situation in the relevant cultural sector?

- How vital are these needs and the proposal to the current situation in the relevant region?
- **Competence (10 points)**
  - Do both applying institutions have relevant experience in implementing culture projects, and if yes, how successful was it?
- **Methodology (10 points)**
  - Requested budget amount: Are the planned expenses reasonable, feasible, and do they reflect the project idea well?
  - Timeline: Are the planned activities reasonable, feasible, and do they reflect the project idea well?
  - Plan of activities: Is the plan of the project reasonable, feasible, and reflects the project idea well?
- **Sustainability (follow-up activities, tangible outcome, multiplication) (10 points)**
  - What is the immediate expected tangible outcome of the proposed activity?
  - Are there specific follow-up activities planned?
  - How many partners will be involved in the proposed project?
  - Is there any co-funding planned for the project?
- **Visibility and communication strategy (10 points)**
  - In what form will the information about the project be disseminated?
    - Will it reach relevant audiences?
    - Will wider audiences be able to learn from the experience of this project?

**What are the additional quality selection criteria?**

If your project meets one or more of them, it will receive additional points.

- **Geography (5 points)**
  - Are activities of the project implemented in or connected to eastern Ukraine/areas suffered from the conflict?
  - Are activities of the project implemented in or connected to a rural area or smaller urban centres?

- **Inclusion (5 points)**
  - Does the project raise awareness and promote inclusion?
  
- **Innovativeness (5 points)**
  - Is the proposed project idea new?
  - Is this an interdisciplinary project?
  - Are the topics, approaches, methods or content of the project innovative or offer new insights?

Newly established cooperation is a plus.

**Total sum of maximum 65 points.**

**The second stage of the selection will take place in early 2020.** If your project is selected for the second stage, you will be informed and provided with detailed instructions on how to proceed.

**Please keep in mind that at the first stage of the application process, we are not asking you to provide an in-depth outline of your project idea.**

We understand that international cooperation takes time, so at this stage, you will need a brief description of when, with whom, and in what way you are planning to cooperate in the framework of this project. Also, at this stage we are not asking you to provide any documents (e.g. certificate of the registration of your organisation) to support your application. However, you must be ready to submit a detailed application, developed budget, and supporting documents, if you are selected for the second stage.

### **Evaluation**

Three experts will evaluate each application. In the case of significant disparities in the evaluation of a particular project, additional external expertise can be requested.

House of Europe reserves the right not to comment on the decision of the selection committee. Due to the volume of the applications, it would not be possible to provide feedback to each applicant.

We kindly ask you to pay attention to the content of these guidelines and the online application form to be able to apply well-prepared and in time.



We encourage you to start working on the application as early as possible to be able to resolve any potential issues in time. You will be able to reach us with questions about the application form via this email [ilona.demchenko@houseofeurope.org.ua](mailto:ilona.demchenko@houseofeurope.org.ua).

We will regularly publish answers to frequently asked questions, so make sure to check the website regularly.

Please keep in mind that on the last day before the deadline online application system will be working under significant pressure, which may cause hiccups. Try to finalise your application as early as possible to avoid that.

### **Personal data protection**

By applying for this opening you agree for your personal data to be processed in compliance with GDPR requirements.

