Application Guidelines
Individual Project Grants

1. House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU*1 countries and the UK. The programme focuses on different professional fields: culture and creative industries, education and youth work, social entrepreneurship, and media.

This encompasses 20+ separate programme lines enabling to keep working despite the war, to carry out personal projects, or to enrol in courses, conferences, and internships in the EU*. The programme funds cultural cooperation and literature translation between Ukraine and the EU*, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage and the development of creative and educational start-ups. Various learning and matchmaking opportunities such as Digital Labs, workshops, discussions, conferences, and hackathons are offered.

Implementation of House of Europe is led by Goethe-Institut Ukraine.

2. What is an Individual Project Grant?

These grants support personal projects involving the EU*. You can get up to EUR 4,000 to launch the podcast, create a course, pay for an internship, buy a ticket to an international conference or carry out thousands of other ideas. Engaging ideas that push you out of the comfort zone of your usual tasks and on to professional development is what we are looking for.

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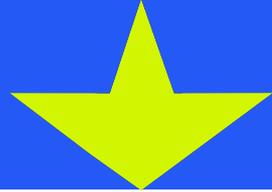
Grants support professionals in culture and creative industries, social entrepreneurship, media, education and youth work.

3. What is an individual project?

An individual project is a project you work on in your spare time.

An individual project is an opportunity to develop new skills, strike up acquaintances and try your hand at something you have never done before. On the other hand, it provides a chance to carry out the dream project you could not finance by yourself.

You can feature your individual project in the portfolio to apply for better and more versatile positions.

## 4. What are the peculiarities of individual projects we support?

- A project to become a professional challenge for you. Get experience in project management, new skills, and acquaintances.
- A brand-new project. It is not one of the everyday tasks you work on.
- A project involving the EU or the UK. Learn from European colleagues, present your ideas, and promote Ukraine abroad.
- A project that drives you. A course, internship, networking, launch of a new project led and thousands of other initiatives.

5. Why involve EU* in the project?

House of Europe is an EU-funded programme focusing on cooperation between EU* and Ukraine professionals.

We give a chance to adopt European practices to Ukrainians, while professionals from the EU* can learn more about the booming Ukrainian context.
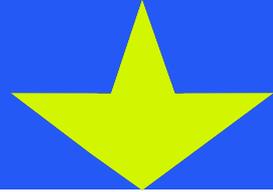
The most outstanding ideas are born at the intersection of experiences and encourage you to invite organisations and experts from the EU* to collaborate to create a next-level project.

6. What do you mean by EU* involvement?

Hop on a workshop delivered by the EU* online platform, invite the EU* speaker to your conference, get a personal consultation from the EU* coach, present your social enterprise at the online fair based in EU* and many more.

Use the chance to boost your project. Please think of how the EU* expert or organisation can elevate your project and avoid involving them for a show.

This grant is not for travelling. Do you want to attend a professional event in the EU*? Apply for the International Mobility Grant.

## 7. How do I find organisations and experts from the EU*?

Think of the experts you have wanted to consult, organisations where you would like to take an internship, and online platforms offering courses on the topics that fascinate you. If you cannot think of anything, try Googling or asking your co-workers.

Experts from the EU* are regular people who will be happy to cooperate if they find your idea engaging.

8. What can be an individual project?

You can:
- Participate in fee-based skill development programmes offered by organisations from the EU*: online courses, workshops, masterclasses, internships, mentoring programmes, etc.
- Participate in fee-based events offered by organisations from the EU*: online conferences, networking events, forums, residencies, etc.
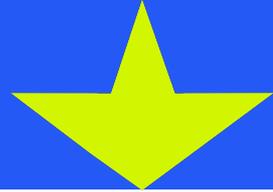
- Conduct online surveys in the EU*
- Research remotely in archives, libraries, museums, institutes, and laboratories in the EU*
- Design skill development events for Ukrainian peers featuring experts from the EU*: online workshops, master classes, lectures, podcasts, blogs, etc.
- Design projects to present your ideas and expertise to peers from the EU*: online workshops, masterclasses, lectures, digital exhibitions, performances, podcasts, blogs, etc.
- Design events for peers from the EU* and Ukraine: online roundtable discussions, hackathons, networking events, forums, conferences, etc.
- Develop creative, research, and educational projects in collaboration with colleagues from the EU*
- Create other projects that do not fall under these categories but will benefit you. We encourage innovative, outside-the-box, and experimental ideas.

4

9. What cannot be an individual project?

- Taking a foreign language course, except if you are a tutor and the course focuses on the tutoring methodology.
- Translation of a book.
- Publishing a book or a research paper.
- Project not connected to your professional field.
- Large-scale projects on behalf of the organisation: a global conference, filming of a movie, and other projects involving massive organisational teams.

10. What should one keep in mind?

Your project can consist of several activities if they are linked logically and form a cohesive unit. For example, you may participate in an online conference and afterwards hold a workshop to share new knowledge with peers.

11. Can I have a couple of examples of real-life individual projects?
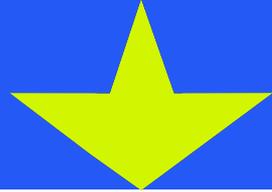
We have already supported over a hundred ideas. For instance:

- The international online conference "Gamification as a trend of modern education and culture in the era of digitalisation" with speakers from Ukraine and Poland. The project's author is Myroslava Budchyk, Chief Librarian for Project Activities at Volyn Regional Library for Youth.
- Workshop on social entrepreneurship. Kristina Babenko completed the training with British partners and became a certified LEGO Serious Play method facilitator. Her mentor, Sean Blair, assisted with planning and conducting the first training sessions.
- Online course on the basics of artificial intelligence based on interviews with experts from Poland, Germany, Ireland, Japan, and the US. The project's author is Svitlana Tarasenko, a lecturer at Sumy State University.
- JusticePodcast by investigative journalist Anastasia Zubova. Before the full-scale invasion, she recorded three episodes on the judicial theme. Anastasia adjusted the themes of the remaining seven issues: they were dedicated to the reformation of Ukraine in the post-war reality and in the context of applying for EU membership. The French media and civil society development agency CFI Media Development provided mentoring support.

12. What is the duration of the project?

You will have up to four months to implement your idea and get done with reporting.

You can start working on the project in January 2024 and should finish it by the end of May 2024.

13. Who can apply?

Professionals that:

- Are eager to implement an inspirational personal project that will become a professional challenge for them
- Are ready to assume all the management – you cannot apply in a team
- Are of full age
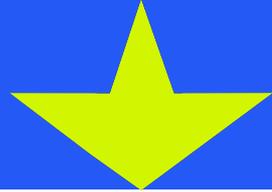
- Are citizens of Ukraine
- Currently reside in Ukraine (except for the temporarily occupied territories)

14. What sectors are supported by these grants?

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

15. Can I get more details?

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

Culture and creative industries

- 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
- Artists and creative professionals working in the fields of music, theatre, dance, film, and other performing arts, visual arts and photography, audiovisual arts, crafts, sculpture, media art, concept art, and literature
- Architects, landscape architects, and urban planners

The topics in focus are:

- European visibility for Ukrainian art and cultural projects
- Decolonisation of cultural institutions and artistic projects
- Best practices for the preservation and restoration of cultural heritage
- Exchange on decentralised cultural policies in Ukraine and the EU*
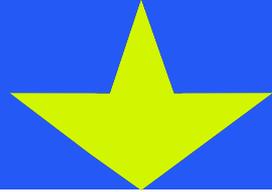
Education and youth work

- Member of the teaching staff and heads of preschools, secondary schools, vocational education institutions, training institutions, universities, postgraduate further education institutions, and non-formal education institutions

- Managers and employees of youth centres, youth non-profit organisations, hubs, and clusters

- Youth workers of the united territorial communities, regional, district, and municipal state organisations

The topics in focus are:

- Educational management and enhancement of management skills

- Psychological aspects of working with students and self-help for educators

- EU* practices and principles in education approaches

- Development of new opportunities for youth exchange between Ukraine and the EU*

- Inclusion in education and youth work

- Capacity building of youth non-profit organisations

- New Ukrainian School reform and competence-based learning

- Foreign languages and multilingual education

- Best practices of online education

- STEM approach in teaching

Social entrepreneurship
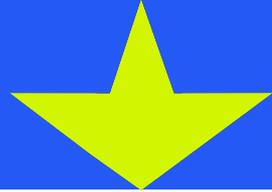
- Founders of social enterprises, managers, and employees in managerial positions of existing social enterprises (juridical person registered, confirmation of sales)

- Trainers, mentors, and university professors who work in the field of social entrepreneurship

The topics in focus are:

- Scaling and multiplying the impact of social enterprises

- Increasing capacity and professionalisation of existing social enterprises

- Promoting social entrepreneurship across disciplines and curriculum development

- Veteran social enterprises

- Social enterprises with an ecological component
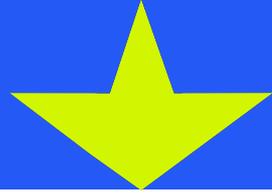
Media

- Managers, journalists and editors of regional and local media
- Culture journalists
- Economic journalists
- Investigative journalists and fact-checkers

The topics in focus are:

- Countering the influx of false and manipulative information and hybrid war
- Investigation and documentation of war crimes
- Journalistic ethics, promotion of good values and best practices
- Financial sustainability and independence of media
- Convergence journalism
- War journalism
- Culture journalism
- Economic journalism

16. What legal form is needed?

You can apply as a sole proprietor (FOP) or in collaboration with an organisation.

17. What are the peculiarities of applying with each legal form?

As a sole proprietor (FOP):

- Economic activity codes must correspond to the sector you are working in
- FOP must be registered in your name: we cannot transfer the money to your family member or friend
- Do not forget that you will have to tax
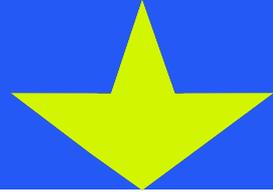
In collaboration with an employer or organisation:

- The organisation will apply on your behalf and will be the responsible party in the project implementation, including reporting. The application, grant management, and project are your responsibility.
- The 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.
- Do not forget to receive an informed consent from the head of the applying organisation
- Do not forget that the organisation will have to tax

18. What is the amount of a grant?

The amount of a grant is from EUR 1,000 to EUR 4,000.

You must report for all the expenses indicated in the budget. We suggest indicating only those expenses you will be able to support with bills, agreements, and other financial documents.

19. Which expenses are covered by the grant?

- External services costs: participation in events and online courses, professional consultations, mentoring, etc.
- Marketing costs: design, copywriting, video and photo production, social media marketing, etc.
- Administration costs: rent of space, equipment, etc.
- Digital materials and tools: purchase of software, etc.
- Remuneration for project organiser (7% of the total grant amount)
- Remuneration for experts, facilitators, etc.
- Other costs directly related to the implementation of the project.
- Taxes

20. Which expenses cannot be covered?

- Ongoing organisational costs, e.g. office rent, salaries
- Costs, covered by other sources of funding
- Costs not indicated in the budget
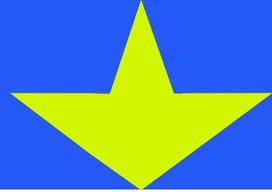
- Purchase of equipment and renovation
- Coverage of the grant recipient's indebtedness
- Bank fees and commissions
- Taxi rides
- Costs or preparation of the grant application
- Project-related costs that occurred before the start of the project
- Other costs, not directly related to the implementation of the project

21. How and when will the grant be paid out?

We will transfer the funds in two instalments to your private person entrepreneur's bank account or the organisation's bank account that applied on your behalf.

The first instalment of 75 % of the grant is sent upon signing the grant agreement. You must carry out the project and provide a final financial report to receive the rest of the sum. This means you have to cover some of the expenses yourself. However, we will reimburse them once all the reporting on the project is completed.

The grant amount will be paid in UAH according to the Goethe-Institut currency exchange rate on the day of the money transfer. Note that all expenses in the final financial report will be converted to EUR according to the internal exchange rate of Goethe-Institut.

The final grant amount will be calculated based on your actual expenses, backed with invoices or other forms of payment request and confirmation.

If you fail to comply with the grant conditions and agreement requirements, you must return the total grant amount to the House of Europe.

22. How to apply?

Please submit an application via our online platform. The deadline is Tuesday 24 October 2023, 15:00 Kyiv time.
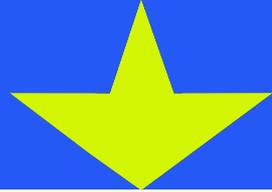
Please register, click the 'Start entry' button, choose the chapter 'Individual grants', and find an open call 'Individual Project Grants' for your professional sector. Enter your name and surname in the field 'Entry name'.

Please find an example of an application form: for culture and creative industries, education and youth work, media, and social entrepreneurship.

During the entire duration of the open call, we will answer questions by mail. Please write by 15:00 Kyiv time on Monday 23 October 2023 so we can process your request.

23. Which documents do I have to attach?

- Scan copy of the first pages of the passport and pages with registration.
- CV of 2 pages maximum. Elaborate on your professional experience, education, internships, scholarships and fellowships.
- The budget of the individual project in our template
- Proof that your partner in the EU* is ready to collaborate: an email, official letter, registration confirmation, etc. The document should state the expertise of the EU* counterpart and their willingness to participate in this particular project.

24. How many applications can I submit?

- You can submit only one application within one open call.
- Several people from the same organisation can apply for funding, but we reserve the right to award a grant only to one individual from that same organisation.
- You can apply if you received a House of Europe Individual project grant before and successfully reported for it.

25. How will my application be evaluated?

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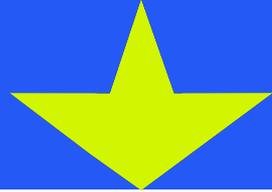
First, your application will be reviewed technically to confirm that it includes answers to all questions on the application form and has the mandatory attachments.

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

| Main selection criteria		
1.	**Motivation**	- What is the personal and professional motivation of the project organiser? Is it clearly explained? - How clear and realistic are the set objectives? - Do they correspond with the overall goal of individual project grants to contribute to professional skills and growth of the project organiser? - Are the proposed project and its activities relevant to the projectorganiser's professional profile and their further growth in the sector?

2.	Plan	• How good are the content and quality of the project activities and how well are they planned. • How clear and realistic is the suggested project timeline? • Do project activities include meaningful engagement of the EU partners/host organisation? • Has the project organiser established connections with their EU partners/host organisation already? Do they have a proof of that? • Does the project organiser have the capacity or access to expertise to implement the project?
3.	Relevance	• How well is this project addressing one of the priority topics in the respective sector? • How relevant are the proposed project and its activities for the respective sector?

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4.	Multiplication and sustainability	- Will this project result in a relevant and lasting professional development of the project organiser in their professional sector? - Does the project organiser have a potential as a multiplier? - Can this project help to shape the project organiser as a change agent for their community or workplace? Does the project organiser outline concrete measures to pass on their knowledge and findings to others? - Will this project have a relevant long-term impact on the professional development of the project organiser in his/her professional sector?
5.	Budget	- Is the proposed budget accurate, credible, and realistic? Does it correspond to the planned project's scope? - Do the planned costs correspond to the project activities?
Additional selection criteria		
6.	Geography	Is the project organiser working in a rural area, smaller urban centre, region with insufficiently developed infrastructure?

26. What are the next steps?
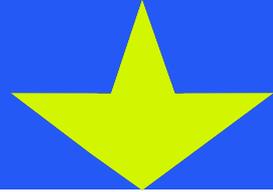
- In October-November 2023, your application will go through the technical review and expert assessment.
- You will receive the assessment results via email after 20 November 2023. We will use the email address you indicated while registering on the online platform. Due to the large volume of applications, we cannot 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 ensure you comply with our values: respect for intellectual rights, tax legislation, etc. If any questions arise, we will be there to help.
- We will also ask you to provide additional documents needed to prepare the grant agreement. If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.
- We will sign the grant agreement during December 2023-January 2024. The first money transfer will be on your account within 30 days of signing the agreement.

16

27. What if my application is unsuccessful?

We receive more 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. What are the common mistakes that can prevent me from receiving a grant?

Since the launch of the grants, we have evaluated 1,602 applications. Here are the top eight common mistakes that can interfere with you getting a grant:

- You do not belong to our target audience. Please check whether you can apply for this grant in the document with target audiences.
- You provide little detail on the project. Please describe each project step in detail: what you will be doing, who will be helping you, how
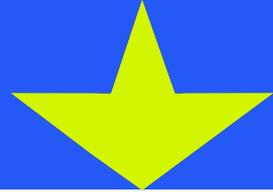
long it will take, and why it is important. Dates, names, and links are all welcome.

- You apply instead of someone else. For instance, a methodology specialist applies with a project initiated by the head of the department.

- Your project has nothing to do with your professional expertise. For instance, a tourism manager applies with an exhibition of innovative photography.

- Your project does not focus on your professional advancement. For instance, you apply with an idea to create a course on inclusive education. However, a huge team is working on the course, and you delegate most of the tasks to others.

- Your project involves EU* only for a show. For instance, a media editor works on a special project about fact-checking. The author from EU* is involved, but she will only submit one article unrelated to her unique expertise, while Ukrainian journalists will submit most of the content.

- Your project is not new. For instance, you coordinate an annual film festival and seek funding for the fifth edition.

- Your project involves travelling. For instance, you plan to visit Lithuania for a conference. You cannot apply for an Individual Project Grant, but this idea perfectly fits International Mobility Grants.

29. Timeline

Deadline for consultations – Monday 23 October 2023, 15.00 Kyiv time

Deadline for application – Tuesday 24 October 2023, 15.00 Kyiv time

Announcement of results – after 20 November 2023

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

30. Personal data protection
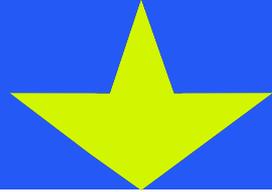
By submitting an application, you agree for your personal data to be processed in compliance with GDPR requirements.

31. Contacts

If you have any questions regarding International Mobility Grants, please write to olga.kolykhanova@houseofeurope.org.ua. We will do our best to help you.

We finish consultations one day before the deadline, so make sure to contact us no later than Monday 23 October 2023, 15:00 Kyiv time.