



Application Guidelines

Digital cooperation grants

1. About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukraine and the EU^{*1} 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.

2. What are the goals of the Digital cooperation grants?

Digital Cooperation Grants are aimed to:

- Foster digital cooperation between Ukraine and the EU and to support in-depth cultural collaboration in the times of temporary limited mobility between countries
- Develop innovative new forms and formats of cultural expression through digital tools
- Contribute to dissemination and exchange of digital ideas, innovations, best practices, and literacies between EU and Ukraine
- Strengthen links between Ukrainian creative and IT industries and EU counterparts
- Develop human and institutional capacity

Currently, the cultural organisations in the world are facing unprecedented challenges of the Coronavirus situation, which has put on hold most conventional formats of physical events and face-to-face collaboration and mobility. However, this is also a time to embrace new approaches. Digital cooperation grants are here for any cultural organisations willing to take their cooperation and practices to the online domain and to develop

¹ Here and further in the text whenever marked with *: plus the United Kingdom



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forward-looking, ambitious new formats of cultural content and its representation and dissemination.

3. Target groups of the Digital cooperation grants include, but are not limited to

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

4. Who can apply?

Ukrainian registered public or state organisation with a proof of non-profitability in cooperation with at least one organisation registered and working in the EU member state*

OR

Public or state organisation with a proof of non-profitability**, registered in one of the EU member states* in cooperation with at least one Ukrainian registered organisation

- With jointly developed project that focuses on cooperation
- With proven track record of implemented culture projects
- Planning to develop a new cultural product***, format, platform, dissemination, technology
- 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

Involvement of neighbouring non-EU* countries as a third member is permitted and strongly encouraged.

** We are aware of the different legal forms that exist in EU* countries and ask for suitable proof of non-profit status if the legal form does not



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determine this as such. In case of doubts, we ask applicants to approach us individually.

***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.

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

5. What kind of activities can be funded?

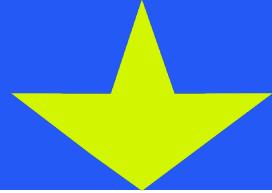
We aim to support collaborative and interactive digital projects that will allow human and professional cultural collaboration to go on and thrive in the digital space. The project ideas may include but are not limited to: digital/social media arts, online exhibitions/museums, digital collaboration/coproduction/cloud-working of artists, online concerts/shows, institutional processes of digitalisation, digital learning, virtual reality in transcultural exchange, development and usage of apps or platforms and more.

This call is intentionally open and poses no restriction towards the format of the collaboration. Innovative proposals, out-of-the-box ideas, and experimental arrangements are encouraged.

If you have doubts whether your project idea fits the scope of digital cooperation grants, you can contact us via these emails maria.il'yina@houseofeurope.org.ua and ilona.demchenko@houseofeurope.org.ua before applying to clarify that.

6. 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 digital 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*.

7. Duration of the project

Duration of the project must be from 3 to 12 months from the moment of the signing of the contract. Any changes or prolongations must be negotiated in advance and may be granted only in exceptional cases.

8. 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.
- An organisation from Ukraine, that have received an digital cooperation grant from the House of Europe, may apply to other funding opportunities within House of Europe framework, given that the project implementation and reporting was successful.
- An unsuccessful applicant can apply in the next open calls, 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 only through the application online system.

To be eligible to apply for digital 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.



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Organisations applying without a partner will not be considered.

9. What is the maximum amount of a grant?

The amount for digital cooperation grants can be up to EUR 25,000.

10. 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.

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.

11. What expenses may be covered by the digital cooperation grants?

- Staff costs
- Costs of services (external expertise, especially digital services, translation, design, production costs, etc.)
- Administration costs (rent of space/equipment for relevant events, consumables/materials, etc.)

Rent of equipment is permitted.



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12. 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.

13. Application process

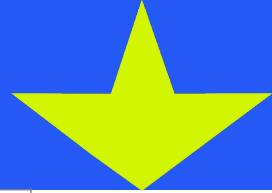
As an exception, the application for the digital cooperation grants from House of Europe will consist of one round.

It will take place in April of 2020. To apply, you will need to fill out the concept note for your project idea and submit it through the online application system before the deadline on Tuesday 5 May 2020, 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 independent experts of House of Europe will evaluate each application according to the following criteria:

Selection criteria	
Relevance	<ul style="list-style-type: none">▪ 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?



Innovativeness	<ul style="list-style-type: none"> ▪ Is the idea of the project itself innovative, or has it been approached similarly in the past? ▪ Are topics and content, approaches and methods of the project original or offer new insights?
Digital component	<ul style="list-style-type: none"> ▪ Do the digital tools the project is planning on using correspond to the goals of the project? ▪ Will the project contribute to digital competency of the organisations, audiences, sector as a whole? ▪ Is the project scalable? ▪ Does the project and its use of digital technologies generate added value that can benefit other projects or organisations in their artistic, cultural, or operational activities? ▪ Are digital technologies employed in a considerate, meaningful, and innovative way? ▪ Are aspects of IT safety, personal data ownership/protection, fair remuneration of creative work, etc. considered?
Competence	<ul style="list-style-type: none"> ▪ Do both applying institutions have relevant experience in implementing culture projects, and if yes, how successful was it? ▪ Does the applicant have the capacity or access to expertise to implement a digital cooperation project?
Methodology	<ul style="list-style-type: none"> ▪ How well are the project content and activities planned? ▪ How clear and realistic is the suggested action plan?



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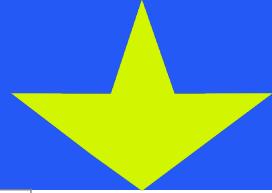
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Budget	<ul style="list-style-type: none"> ▪ Does the budget correspond to the planned scope of the project? ▪ Is the proposed budget accurate, credible, and realistic? ▪ Do the planned costs correspond to the project activities?
Sustainability	<ul style="list-style-type: none"> ▪ What is the immediate expected tangible outcome of the proposed activity? ▪ Are there specific follow-up activities planned? ▪ Is there a post-project action plan?
Visibility and communication strategy	<ul style="list-style-type: none"> ▪ Does the applicant have an idea and overview of ways to promote the project and to spread the information about its outcomes? ▪ Is there a visibility and communication strategy and/or plan?
Impact	<ul style="list-style-type: none"> ▪ Which audiences will be able to use project product, for what period, how accessible the digital product will be? ▪ Will the impact be limited to the cultural sector or will a wider audience also benefit?
Affinity with House of Europe goals/values	<ul style="list-style-type: none"> ▪ Does the proposed project activity align with the overall House of Europe goals and values: to strengthen intercultural dialogue and mutual understanding between Ukraine and the EU* through increasing international networks, cooperation, and exchange/debate of cultural actors?
Geography	<ul style="list-style-type: none"> ▪ Is the applying organisation in Ukraine established in a rural area, smaller urban centre, or Oblast centre in the periphery of the country?



Inclusion	<ul style="list-style-type: none">▪ Is the project inclusive/accessible to people with special needs?▪ Does the project raise awareness of inclusion?▪ Is inclusion a main topic of the project?
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14. How to apply?

To apply for an digital cooperation grant, please submit an application along with the necessary supporting documents using the House of Europe online platform: <https://houseofeurope.grantplatform.com/>

You must submit your application (button ‘Submit entry’) by Tuesday 5 May, 15.00 Kyiv time (late applications will not be considered).

- You have to register on the online-platform to be able to fill in the electronic application.
- Your email is required to register on the online-platform (do not register with someone else's email).
- We will use this email as an official channel of communication with you, so we ask you to register on the online-platform with an email address that you check regularly.
- When registering, make sure to tick the field: “I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time.” Please note that you will not be able to receive important communication from us regarding the status of your application if you do not provide your consent to receive notification and communication emails from House of Europe.

- Fill in the information in the online application in English
- An online application consists of the following tabs:
 - Details
 - Questions
 - Criteria
 - Attachments
 - Declaration
- All tabs consist of mandatory and optional fields
- Optional fields are marked as ‘optional’



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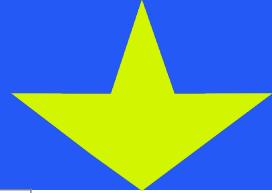


- You cannot move to the next tab and save the application, if mandatory fields are not filled
- Please press the button 'Submit entry' to submit an application
- Once you click 'Submit entry', the application is forwarded for review, and you will not be able to make changes or upload files any more
- If have not received an automatic confirmation, your application has not been submitted. In that case, please check again, and/or get in touch with us via email maria.ilina@houseofeurope.org.ua and ilona.demchenko@houseofeurope.org.ua
- Please submit your online application in advance to avoid any technical issues closer to the deadline.

15. What information will I need to provide in the online application?

You have to provide the following information and documents in the online application form:

Field 'Chapter'
Please choose the right chapter (category): <ul style="list-style-type: none">▪ Cooperation grants
Field 'Open call'
Please choose the right call: <ul style="list-style-type: none">▪ Digital cooperation grants
Field 'Entry name'
<ul style="list-style-type: none">▪ Enter your project name
General information (tab 'Details')



- Name of the project
- Full legal name of the applying organisation
- Country of applying organisation
- Legal status of the organisation
- Name of the project manager responsible for the projects
- Email of the project manager
- Telephone of the project manager
- Postal address of the applying organisation (will be used to send the documentation)
- Website/blog (optional)
- Page of the organisation in the social media (optional)
- When was the organisation registered
- Full legal name of the partner organisation
- Country of partner organisation
- Legal status of the partner organisation
- Name of the contact person in the partner organisation
- Telephone of the contact person in the partner organisation
- Email of the contact person in the partner organization
- Telephone of the contact person in the partner organization
- Website/blog (optional) of the partner organisation
- Page of the partner organisation in the social media (optional)
- If you plan to involve more partners (optional)

Detailed information about the project (tab 'Motivation')



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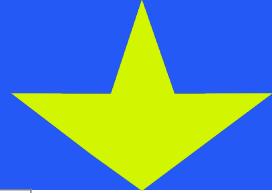
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- Describe your project idea
- What problem does the project address?
- What is innovative about your project idea?
- What digital tools will you use in this project? Please give a list with explanation of why and how in particular you plan to use them.
- What do you expect to achieve as a result of this project?
- What experience do you or your partner organisation(s) have of implementing cultural projects?
- What experience do you or your partner organisation(s) have of implementing digital projects?
- If applying organisation has collaborated with the partner organisation in the past, tell us about this cooperation (optional)
- How will you and your partners work together on the project?
- What audiences do you plan to reach? How?
- Please detail your project timeline providing a realistic schedule of the project implementation.
- What other stakeholders (individuals or institutions) will need to be involved in your project?
- How will you know you have achieved your project's objectives? Please briefly summarise your monitoring and evaluation plan, and the success indicators you will use in the evaluation process
- How will your project's achievements be sustained? What impact do you think the project will have on long-lasting cooperation, collaboration and/or networking between the project partners?

- How will you tell people about your project? Please outline your communications and dissemination strategy, and the communications tools you will use
- What are the main risks that could affect the successful completion of your project? How will you deal with each of them?
- Do you have other financial contributors to this project? If yes, please list them and indicate the amount / nature of their contribution
- Has the applying organisation received other grants in the past 12 months? If yes, please specify them



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Attachments: Documents the applicant needs to upload to the online-platform: (tab 'Attachments')

- Budget
- Charter
- Certificates of registration from both partners
- Cooperation letter signed by both sides (free format)
- CV of project manager
- Other documents that can strengthen your application (optional)

Tab 'Declaration'

- Please confirm that you have read and understood the grant conditions and related policies.

16. Evaluation

- Team of independent 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 maria.il'yina@houseofeurope.org.ua.
- We 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.

17. What are the next steps?



- The technical review and assessment of grant applications by independent experts takes up to 4 weeks
- The results of the assessment will be communicated through a broadcast email not earlier than 18 May 2020
- Due to the overwhelmingly large amount of applications, we are not able to provide each applicant with explanation of the decision and individual feedback
- If your application is successful, you will receive a notification to the email address, you used to register on the online platform, with an information about the following steps
- The grant agreement stipulates rights and responsibilities of the grant beneficiary and House of Europe, as well as detailed grant conditions, including information on the grant payment, grant money transfer procedures, and reporting requirements
- We invite you and your organisation to familiarise yourself with the template of the grant agreement and reporting requirements in advance. This will help to avoid delays in agreement signing process

18. Tentative timeline of the Digital cooperation grants programme

Publication of the open call – 14 April 2020

Deadline for applications – 5 May 2020

Evaluation by team of independent experts – 7 May–18 May 2020

Please note that this timeline is only provided for your convenience and information and can be subject to changes.

19. Personal data protection

By applying for this opening you agree for your personal data to be processed in compliance with [GDPR requirements](#).

Note that we will not be able to respond to queries sent after 30 April 2020.