Application guidelines
National Minorities Residencies 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. An additional priority is put on supporting the <mark>national minorities of Ukraine</mark>.

This encompasses 15+ 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 <mark>Goethe-Institut Ukraine</mark>.

2. National Minorities Residencies Grants

These grants aim to amplify the voices of national minorities, creating a space where people can discover their culture and engage with it.

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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.

We fund collaborative art residencies of European cultural institutes with Ukrainian organisations. From music to pottery, from Ukraine to the EU, from weeks to months – you will have complete freedom in shaping the format and up to EUR 16,000 for its implementation.

3. Residencies in what spheres can be funded?

Art therapy, literature, music, sound arts, performing arts, dance, circus, street arts, theatre, visual arts, ceramics, glass, printmaking, textile, photography, film, media art, multimedia, sculpture, performance, applied arts, architecture, design, fashion, graphic design, or jewellery.

Special attention will be given to projects that cover one or more of the House of Europe's cross-cutting priorities: environmental sustainability, equal opportunities, gender equality, inclusion, digitalisation, media literacies, decentralisation, discourses of decolonisation, and cultural heritage preservation.

If you have any doubts about whether your project fits one of these categories, please contact volodymyr.volyk@houseofeurope.org.ua.

4. What must be the result of the residency?

Please present the results of the residency publicly: hold a presentation, film a video report, prepare a media article, publish a magazine, etc.
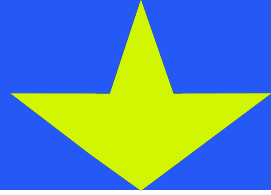
5. Where can I hold the residency?

You can hold the residency in:
- The EU or the UK
- Ukraine
- Both in Ukraine and the EU or the UK

When holding a residency in Ukraine prepare a contingency plan in case of intensifying military actions in your region.

6. What must be the duration of a residency?

At least two weeks.

7. Who can apply?

- Ukrainian public non-profit organisations in cooperation with at least one EU or UK cultural institute
- At least one EU or UK cultural institute in cooperation with a Ukrainian non-profit organisation

8. Which cultural institutes can apply?

- Austrian Embassy in Kyiv
- Czech Centre Kyiv
- Danish Cultural Institute
- Embassy of Hungary in Ukraine
- Embassy of Lithuania in Ukraine
- Embassy of Netherlands in Ukraine
- Embassy of Portugal in Ukraine
- Embassy of Spain in Ukraine
- Hellenic Foundation for Culture
- Institut français in Ukraine
- Instituto Italiano di Cultura in Ukraine
- Polish Institute in Ukraine
- British Council in Ukraine
- Ukrainian Institute

All of them are members or associated members of the Ukrainian cluster of the European Union National Institutes for Culture (EUNIC).

British Council Ukraine is an EU Pillar Assessed Organisation. These organisations may apply only in exceptional cases. However, this does not apply to tandems where the Ukrainian organisation is the leading partner.
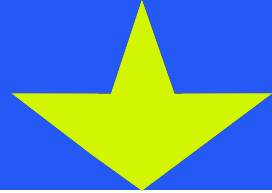
9. Who cannot apply?

- Natural persons
- Sole proprietors
- State institutions

10. What is needed to apply?

Ukrainian organisations must:
- Be non-profitable

- Be registered as a legal entity in Ukraine
- Have experience in the sphere of culture
- Have a portfolio of implemented residencies or cultural projects

11. How do partners share their duties?

A tandem of an EU or UK cultural institute with a Ukrainian organisation forms the core of the project team. Together, they draft a joint application for the grant.

The organisation on whose behalf the application is submitted becomes the leading partner. This means that it will be responsible for the management of the project, financial, and descriptive reporting. This also means that the representatives of this organisation will sign the grant agreement.

12. Can more than two partners apply?

Collaborative projects with 3+ organisations are eligible and encouraged. Invite several EU cultural institutes to gain additional points.

13. What is the amount of the grant?

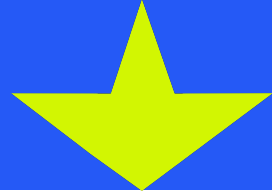From EUR 6,000 and up to EUR 16,000.

The amount depends on the location of the residency. We offer:
- Up to EUR 16,000 for residencies held both in Ukraine and the EU or the UK
- Up to EUR 10,000 for residencies held in the EU or the UK
- Up to EUR 6,000 for residencies held in Ukraine

You can invest your own funds in the project or secure funding from other organisations. Do not forget to specify this in the budget form.

14. Which expenses are covered by the grant?

- Staff costs
- Service costs: artistic honorariums, external consultations, translation, design, production, and other services
- Administration costs: rent of space, equipment, and consumables

- Travel costs: tickets, accommodation, and a daily allowance

15. Which expenses cannot be covered?

- Ongoing organisational costs, including office rent
- Costs covered by other sources of funding
- Purchase and renovation of equipment

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

We will transfer the funding to the bank account of your organisation in several instalments. The number, size, and dates of the transfers will depend on the sum of the grant and the activities that you have planned. Usually we transfer the grant in two instalments of 70% and 30% of the grant. We will pay the first instalment within 30 days after signing of the contract.

The currency in which the grant will be paid will vary. If a cultural institute is a lead applicant, the grant will mostly be paid in EUR. If a Ukrainian organisation is a lead applicant, the amount of the grant will be paid in UAH according to the internal exchange rate on the day of the transfer. No payments will be made in cash.

17. How much time do I have to complete the project?

You will have up to 3 months to carry out the project and finish the reporting. If you need to extend the deadline, provide a justification for the changes and agree on them with us in advance.

18. How to apply?

Submit an application via our online platform.

The call will remain open on a rolling basis till 31 July 2025. The monthly deadline is the last day of the month. Make sure to apply before 15.00 Kyiv time for the jury to start evaluating your application.

We will choose winners until we run out of funds for this programme. Do not hesitate to apply – the number of grants is limited.
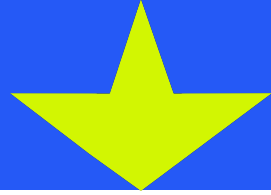
19. How do I complete the online application?

Field 'Chapter'
EUNIC grants

Field 'Open call'
Cultural Institutes Cooperation Grants

Field 'Entry name'
Enter the title of your project

Tab 'Details'
- Title of the residency   - Full legal name of the applying organisation   - Legal status of the applying organisation   - First and last name of the contact person at the applying organisation   - Email address of the contact person at the applying organisation   - Telephone of the contact person at the applying organisation   - Postal address of the applying organisation (we will use this address to send the hard copies of agreements and other documents)   - Website or blog of the applying organisation   - Social media page of the applying organisation (optional)   - Registration date of the applying organisation   - Full legal name of the partner organisation   - Legal status of the partner organisation   - First and last name of the contact person at the partner organisation   - Email address of the contact person at the partner organisation   - Telephone number of the contact person at the partner organisation   - Website or blog of the partner organisation (optional)   - Social media page of the partner organisation (optional)   - Do you plan to involve more partners? (optional)   - First name and surname of the project manager (optional)   - Email address of the project manager (optional)   - Telephone number of the project manager (optional)

Tab 'Questions'

- Will the residency take place in Ukraine?
- If no, please specify the country where the residency takes place.
- Provide full legal name of the residency host
- Legal status of the residency host organisation
- Website or blog of the residency host organisation
- Social media page of the residency host organisation (optional)
- Will the residency take place in more than one country?
- Please name the country(ies).
- When will the residency take place?
- Do you plan to involve more partners?
- Please specify names of the organisations and the countries.

Tab 'Motivation'

- Describe your project idea
- What problem does the project address?
- Does the project address the topic of national minorities?
- What are the capacities and resources of the involved organisations to deliver the residency project?
- Short description of the selection procedure of the artists to take part in residency.
- How will the artist and their partners abroad work together on the artistic project? (optional)
- What other stakeholders will need to be involved in the artistic project? (optional)
- How will you know you have achieved the artistic project objectives? Please briefly summarise your expectations and the expected results of the residency.
- Are any follow-up artistic activities as a result of the residency planned? Please give a short overview.
- How will you tell people about your project? What means and tools you will use for presentation of residency results?

Tab 'Attachments'

- Cooperation agreement in free form, signed by representatives of all the organisations - Budget drafted in <mark>our template</mark>. Please make sure that all tabs of the form ("Budget" and "Justification") are filled in and that meal rates are in line with our <mark>country rates</mark>. - CV of project manager(s) implementing the project - Documents certifying the legal status of organisations
Tab 'Declaration'
Please confirm that you have read and understood the grant conditions and related policies.

20. What additional documents do I need to provide?

- Cooperation agreement in free form, signed by representatives of all the organisations that apply
- Budget drafted in <mark>our template</mark>
- Documents certifying the legal status of organisations
- CV of the project manager(s) implementing the project

21. How many applications can I submit?

- You can submit an unlimited number of applications. However, we advise concentrating on the one you are most excited about. This way, you can make it impeccable and impress the experts.

22. How will my application be evaluated?

Submitted applications will be checked at the end of each month.

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

If your application is compliant, experts contracted by House of Europe will evaluate it according to the selection criteria. If their evaluations differ significantly, we can request additional external expertise.

Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.
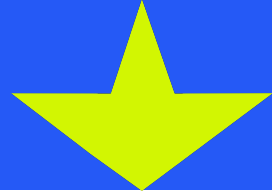
23. What are the selection criteria

Selection criteria			
1.	Relevance	• Relevance of the residency for the cultural sector or topic. • What needs does the project address? • Does the project address the needs of national minorities of Ukraine?	Max 10 points
2.	Competence	• Please assess the plausibility and feasibility of budget including justifications and implementation plan. • How clear and realistic is the suggested action plan under war conditions? • Is there a risk plan? How would the residency, timeline, and impact be affected under varying external circumstances?	Max 10 points

3.	Visibility	• What is the immediate expected tangible outcome of the proposed residency? It can be a public presentation, a video report, an article, an exhibition, etc. • Does a visibility plan exist? How are the visibility and the dissemination of the residency and its results ensured?	Max 5 points
4.	Sustainability	• Are there any specific follow-up activities planned? • Does the residency project take place once, continue, or create a reoccurring sustainable cooperation?	Max 5 points
5.	Alignment with topics	• Does the project address at least one of the following topics: art therapy, literature, music, sound arts, performing arts, dance, circus, street arts, theatre, visual arts, ceramics, glass, printmaking, textile, photography, film, media art, multimedia, sculpture, performance, applied arts, architecture, design, fashion, graphic design, or jewellery?	Max 10 points

6.	Affinity to the priorities of the House of Europe	• How much does the project contribute to topics supported by House of Europe: equal opportunities, ecological sustainability, digital and media literacies, inclusion, discourses of decolonisation, and cultural heritage preservation?	Max 5 points
7.	EUNIC involvement	• Application involving 2+ EUNIC Ukraine Cluster members?	Max 5 points

24. What are the next steps?

- If you apply before 15.00 on the last day of the month, the experts will start the assessment at the beginning of next month. You will receive the results by email two to three weeks after the beginning of the assessment. We will send a notification email to the email address you used to register on the online platform.

- If your application is successful, we will request that you fill in a self-declaration form to make sure your organisation is compliant with our values: respect for intellectual rights and tax legislation, financial transparency and accountability, etc. If any questions arise, we will be there to help.

- If your self-declaration does not contradict our values, we will conclude a grant agreement. It will specify the exact grant conditions, including information on the grant payment, grant money transfer procedures, and reporting requirements. You can check the grant agreement beforehand: here is the grant agreement for organisations registered in the EU and a grant agreement for organisations registered in Ukraine.

- You will receive the first money transfer within 30 days after signing the agreement.

24. 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 you do not succeed this time, you can apply for the next open call for International Cooperation Grants or choose another opportunity from our catalogue of opportunities.

25. Reporting

While implementing the project, you will have to submit several reports on project activities and expenditures.

We invite you to take a look at templates of reports in advance to estimate the time needed to prepare the report:
- Narative report

You will receive detailed instructions about the reporting before signing the grant agreement. We will be available for you to consult throughout the entire duration of your project.

27. Personal data protection

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

28. Contact

If you have any questions, feel free to email us at volodymyr.volyk@houseofeurope.org.ua.