



# Application guidelines

## Creative Youth Grants

### 1. House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU\*<sup>1</sup> countries. The programme focuses on different professional fields: culture and creative industries, education, health, social entrepreneurship, media, and youth.

This encompasses 20+ separate programme lines enabling to go for professional events, internships, and networking in the EU\*, or to enrol in study tours, residencies, trainings, and other forms of support. House of Europe funds cultural coproductions and cooperations between Ukrainian and EU\* organisations, along with the development of cultural infrastructure and artistic concepts for youth in Ukraine. Finally, the programme offers various youth camps and an intra-Ukrainian university exchange.

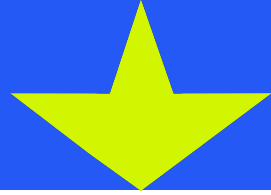
### 2. Creative Youth Grants

Creative Youth Grants support artistic projects that help creative young people from the regions to uncover their talents. These can be sound recording labs, inclusive theatre performances, movie camps and urban projects aiming to reimagine public spaces.

The main targets of the projects are 16 to 25 years old and want to change society through contemporary art and art activism.

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<sup>1</sup> 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.



To help you in carrying out the project, we match you with a mentor from the EU\*. A partner for you and an adviser for participants, he or she will bring in an international perspective.

### 3. Projects in what fields are supported?

- Visual arts
- Design
- Performing arts
- Architecture and history
- Cross-sectoral interactions

### 4. What kind of projects can be supported?

We support projects that:

- Include the process of creation – we are not looking for educational or theoretical projects
- Focus on contemporary art practices
- Use innovative methods of working with young people
- Are carried out outside Kyiv

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### 5. What is the duration of the project?

You should plan, launch, and finish the project between 10 April and 30 November 2021. The project cannot last longer than 7 months.

### 6. Who is a mentor?

A mentor is a young artist from the EU\* that will pass on know-how to the young people taking part in your project.

We use the peer-to-peer approach of mentoring. This means that the mentor and the participants of a project are equal, the only significant difference between them being their backgrounds. The mentor shares the experience of working in the EU\* and gets inspired by the stories of participants.

You will collaborate with the mentor online. We decided on this form of collaboration due to limitations caused by the COVID-19 pandemic.



## 7. How will you select a mentor for me?

We will find the right person, taking into account the domain and details of your project.

We can also invite to be your mentor a person you know and are eager to collaborate. If you have someone willing to participate on your mind, please indicate it in your application.

## 8. Who will cover the costs of the mentor?

We assume the costs of mentor's honorarium. You do not have to include it in your budget.

## 9. Who can apply?

- Independent and public art institutions
- Non-governmental organisations
- Artist-run spaces
- Young artists associations

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## 10. Who cannot apply?

- Private persons
- Political organisations
- Religious organisation
- Bankrupt organisations
- Organisations that are being discontinued
- Organisations that have already received Creative Youth Grants
- Organisations that discriminate against people on the basis of color, sex, language, religion, sexual orientation, age, marital status etc

## 11. What is needed to apply?

- Your organisation must work in the sphere of arts and culture
- Your organisation must be officially registered in Ukraine
- Your organisation's legal form must allow you to receive grant support

## 12. What is the amount of a grant?



The grant amount is EUR 6,000–8,000.

You can cover some of the expenses yourself or by the means of other grants. However this is not obligatory, as the grant can fund all the expenses of a project.

### 13. Which expenses can be covered by a grant?

- Travel costs: tickets, accommodation, and meals for participants
- Marketing costs: photo and video production, design, print, and circulation of materials, etc
- Administrative costs: staff wages, rent of space, equipment, and transport, etc
- Consultations with external experts
- Purchase of equipment (no more than 10% of the total budget)
- Taxes

### 14. Which expenses cannot be covered?

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- Ongoing organisational costs, including office rent
- Capital repair costs
- Costs covered by other sources of funding
- Costs that occurred before the start of the project
- Costs not indicated in the budget

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

We will transfer the funding to your bank account in two instalments. The first installment of 80% of the grant will be sent after signing of the grant agreement.

The second installment of 20% of the grant will be sent after the project is over and you report on all the expenses. This means you have to cover 20% of the payments from the funds of your organisation. We will reimburse the money after you finish reporting.

The amount of the grant will be paid in UAH according to the current exchange rate on the day of the transfer of the Goethe-Institut Ukraine. No payments will be made in cash.



Do not forget to agree in advance any changes that exceed 20% of the original budget. Otherwise we may not be able to reimburse you for them.

## 16. How to apply?

To apply for a translation grant you should submit an application along with supporting documents via our [online platform](#).

You must submit your application using the 'Submit entry' button **by Monday, 1 March 2021, 15.00 Kyiv time**. Be careful with the deadline, as late applications will not be considered.

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

## 17. Do I have to register to apply?

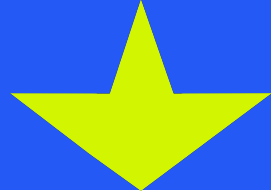
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- You have to register on the online platform to be able to fill in an electronic application.
- Your email address is required to register on the online platform (do not register with someone else's email address).
- We will use that email address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

## 18. How do I fill out the online application?

You need to provide the following information in the online application form:

<b>Field 'Chapter'</b>
Creative Youth Grants
<b>Field 'Open call'</b>



Creative Youth Grants 2021

**Field 'Entry name'**

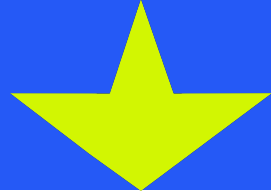
Enter your first name and last name

**General information (tab 'Details')**

- Name of your organisation (in Ukrainian and English)
- Legal form of your organisation
- Date of registration of your organisation
- Legal address of your organisation
- Postal address of your organisation
- Physical address of your organisation
- Website of your organisation
- Social media profiles of your organisation
- Name, surname of the contact person (in Ukrainian and English)
- Contact person's position in your organisation
- Email address of the contact person
- Telephone number of the contact person

**Detailed information about the project (tab 'Motivation')**

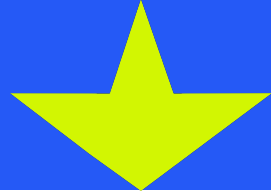
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- What are the main activities of your organisation?
- What are the projects you most anticipate? Tell us about your successfully projects.
- Name of the project (in Ukrainian and English)
- The field of the project.
- Short description of your project in Ukrainian and English
- Budget of the project. Please indicate the total project budget, the amount you expect to cover through Creative Youth Grant and the amount you will cover by other sources of funding. All sums should be in EUR.
- Start and end dates of the project
- Duration of the project.
- Place where project will be carried out. Please indicate the name of the region, city, or village.
- Key events of the project.
- What is the purpose of your project? What do you plan to change with it?
- Why is your project important?
- What activities do you plan? Please provide a step-by-step action plan with deadlines.
- What is the target audience of your project?
- How will you know you have achieved your project's objectives? Please describe the success indicators you will use in the evaluation process
- How will you spread information about the project? Please outline your communications strategy and the communications tools you will use.
- What might get in the way of carrying out the project? How will you deal with these challenges?
- How will you sustain your project's achievements? What impact do you think the project will have in a long-term run?
- What do you expect from the mentorship? And from the mentor in particular?
- How can you facilitate the communication between project participants and the mentor? What can be done to overcome the language barrier?

**Documents you need to upload to the online-platform (tab 'Attachments')**



- Budget form [in our template](#)
- Charter of your organisation
- Extract from the Unified State Register of your organisation
- Extract from the Register of Non-Profit Organisations (obligatory for NGOs)

#### Tab 'Declaration'

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

- All tabs consist of mandatory and optional fields.
- Optional fields are marked 'optional'.
- You cannot move to the next tab and save the application if mandatory fields have not been completed.
- To submit an application, please press the 'Submit entry' button.
- Once you click 'Submit entry', the application is forwarded for review, and you will not be able to make any changes or upload any additional files.
- If after clicking 'Submit entry' you do not receive an automatic confirmation, your application has not been submitted. In such a case, please check again and/or get in touch with us via email: [viktorii.lunochkina@houseofeurope.org.ua](mailto:viktorii.lunochkina@houseofeurope.org.ua). Please keep in mind that we finish consultations four days before the deadline.

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### 19. What additional documents do I need to provide?

- Budget form [in our template](#), .xlsx format.
- Constituent documents of your organisation:
  - Photocopy of the Charter, .pdf format.
  - Extract from the Unified State Register, .pdf format.
  - Extract from the Register of Non-Profit Organisations (obligatory for NGOs), .pdf format.

Please use [our template](#) for the budget form, otherwise we will not be able to consider your application.

Carefully check whether you have attached all the documents required. We will not be able to consider your application if you forget to provide some of the documents.





## 20. 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 was submitted on time, includes answers to all questions on the application form and has the mandatory attachments.

If your application is compliant with the above, three independent experts will evaluate it according to the following criteria:

Selection criteria		
1.	<b>Competence</b>	<ul style="list-style-type: none"> <li>Does organisation have experience in implementing art projects?</li> <li>Has the organisation previously carried out projects for young people?</li> </ul>
2.	<b>Idea</b>	<ul style="list-style-type: none"> <li>Is the project idea interesting?</li> <li>Did the target audience of the project participate in the development of the idea?</li> </ul>
3.	<b>Location</b>	<ul style="list-style-type: none"> <li>Where will the project be carried out? In a medium-sized town, small town or a village?</li> </ul>
4.	<b>Relevance</b>	<ul style="list-style-type: none"> <li>Is the project innovative?</li> <li>How well is the project adapted to the limitations imposed by the COVID-19 pandemic?</li> <li>Does the project meet the needs of the target audience or the region where it will be carried out?</li> </ul>
5.	<b>Methodology</b>	<ul style="list-style-type: none"> <li>Does the proposed activities correspond to the goal and the expected results of the project?</li> </ul>

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6.	<b>Communication strategy</b>	<ul style="list-style-type: none"> <li>How will the information about the project be disseminated? Will it reach the target audiences?</li> </ul>
7.	<b>Sustainability</b>	<ul style="list-style-type: none"> <li>Will new partners be involved? New collaborations created?</li> <li>What are the results of the project? Is further development of the project planned?</li> </ul>
8.	<b>Mentor support</b>	<ul style="list-style-type: none"> <li>Is the organisation interested in collaborating with mentor from the EU*?</li> <li>Does the organisation understand what kind of support it needs?</li> <li>How does it plan to overcome the language barrier?</li> </ul>
9.	<b>Budget</b>	<ul style="list-style-type: none"> <li>Do planned costs correspond to the project objectives and actions planned? Are they justified?</li> </ul>

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Due to the large volume of applications we cannot provide individual feedback on each application. However, we will comment on the most common mistakes that got in the way of applications entering the expert evaluation stage, so that your chances to succeed next year are higher.

## 21. What are the next steps?

- The technical review and assessment of grant applications by independent experts takes 4 weeks.
- We will communicate the results of the assessment through an email sent **not earlier than April 2020**.
- If your application is successful, we will conclude a **grant agreement**.
- We will send a notification email to the email address you used to register on the online platform, with a request that you provide



additional documents needed for the preparation of a grant agreement. If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your grant.

- The process of preparing and signing the grant agreement may take up to four weeks from the notification on the result.

## 22. Timeline

Launch of the open call – 11 January 2021

Deadline for application – 1 March 2021

Expert evaluation – March 2021

Announcement of results – not earlier than 10 April 2021

Please keep in mind that these dates are not set in stone and may change slightly.

## 23. What if my application is unsuccessful?

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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 Creative Youth Grants or apply for other House of Europe opportunities. You can find other programmes for culture and creative industries on [our website](#).

## 24. 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](#).

## 25. Contact

If you have any questions regarding translation grants, feel free to write to [viktorii.lunochkina@houseofeurope.org.ua](mailto:viktorii.lunochkina@houseofeurope.org.ua). We will do our best to help you.