

Application guidelines

Cultural Institutes Cooperation 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 national minorities of Ukraine.

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 Goethe-Institut Ukraine.

2. Cultural Institutes Cooperation Grants

These grants fund collaborative projects of European cultural institutes with Ukrainian organisations. You can get up to EUR 20,000 on a conference on decolonisation, a business course for veterans, a workshop

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.



on investigative journalism, a retreat for teachers from frontline cities, or another worthy idea.

3. Projects in what spheres can be funded?

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

4. Projects on what topics can be funded?

- Cultural heritage
- Post-war recovery
- Resilience in times of war, blackouts, and evacuation
- Showcasing Ukrainian art
- Mental health
- Culture of national minorities of Ukraine

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Address one of our priority topics, such as environmental sustainability, equal opportunities, gender equality, inclusion, digitalisation, media literacies, decentralisation, discourses of decolonisation, and cultural heritage to get extra points.

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

5. What events can be funded?

- Conferences, seminars, workshops
- Digital Labs
- Discussion clubs
- Networking trips
- Other formats

6. What formats of events can be funded?

- Online



- Hybrid
- Offline

We ask for a contingency plan for offline and hybrid projects in case of intensifying military actions in your region.

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](#)
- [Istituto Italiano di Cultura in Ukraine](#)
- [Polish Institute in Ukraine](#)
- [British Council in Ukraine](#)
- [Ukrainian Institute](#)

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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 a portfolio of implemented projects
- Have relevant experience in the sphere of project implementation

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.

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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?

The maximum grant amount is EUR 20,000.

We do not request you to use your funds or funding provided by other organisations. However, this is also encouraged.

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.

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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 4 months to carry out the project and finish the reporting. The exact dates are defined in the grant agreement.

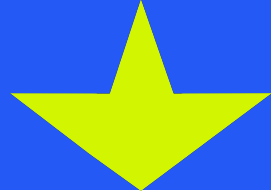
18. How to apply?

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.

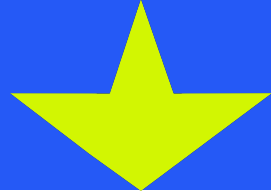
19. How do I complete the online application?



Please complete the application form in English. You need to provide the following information in the online application form:

Field 'Chapter'
EUNIC grants
Field 'Open call'
Cultural Institutes Cooperation Grants
Field 'Entry name'
Enter the title of your project
Tab 'Details'
<ul style="list-style-type: none"> ▪ Name of the project ▪ Full legal name of the applying organisation ▪ Legal status of the applying organisation ▪ First name and surname 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 name and surname 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 ▪ Email address of the project manager ▪ Telephone number of the project manager
Tab 'Motivation'

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- Describe your project idea
- What problem does the project address? Describe the relevance of your project.
- Does the project address any of the problems on national minorities?
- What do you expect to achieve as a result of this project? Please, be as specific as possible.
- What are the capacities and resources of the involved organisations to deliver the project?
- How will you and your partners work together on the project?
- What other stakeholders (individuals or institutions) will need to be involved in your project? (optional)
- 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 your project's achievements be sustained?
- How will you tell people about your project? Please outline your communications and dissemination strategy, and the communication tools you will use.
- Where outside of Ukraine will the project activities take place? (if applicable).
- When will the project activities take place?
- Where in Ukraine will the project activities take place? Please specify oblast and city(ies).

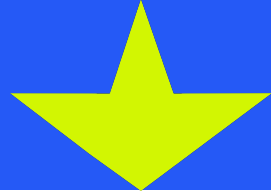
Tab 'Attachments'

- Cooperation agreement in free form, signed by representatives of all the organisations
- Budget drafted in **our template**. Please make sure that all tabs of the form ("Budget" and "Justification") are filled in and that meal rates are in line with our **country rates**.
- 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 **our template**
- 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	<ul style="list-style-type: none"> ▪ What needs does the project address? ▪ How critical are these needs together with the proposal to the current situation in the relevant sector? ▪ How vital are these needs and the proposal to the current situation in the relevant region? 	Max 10 points
2.	Competence	<ul style="list-style-type: none"> ▪ 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 project implementation, timeline, and impact be affected under varying external circumstances? ▪ Do the applying institutions have relevant experience in implementing projects, and if yes, how successful was it? ▪ Does the applicant have the capacity or access to expertise to implement a project? 	Max 5 points



3.	Sustainability	<ul style="list-style-type: none"> ▪ What is the immediate expected tangible outcome of the proposed activity? ▪ Are there any specific follow-up activities planned? ▪ Is there a post-project action plan? 	M a x 5 points
4.	Visibility	<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? 	M a x 5 points
5.	Alignment with topics	<ul style="list-style-type: none"> ▪ Does the project address at least one of the following topics: cultural heritage, post-war recovery, resilience in times of war, blackouts, and evacuation, showcasing Ukrainian art, mental health, culture of national minorities of Ukraine? 	M a x 5 points

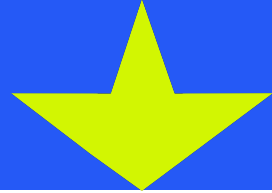


6.	Affinity to the priorities of the House of Europe	<ul style="list-style-type: none"> How much does the project contribute to topics supported by House of Europe: equal opportunities, ecological sustainability, digital and media literacies, inclusion, discourses of decolonisation, and cultural heritage preservation? 	Max 5 points
7.	Impact	<ul style="list-style-type: none"> Which audiences will be able to use the project results, for what period, and how accessible will the project results be for the Ukrainian society? Will the impact be limited to the narrow audience or will a wider audience also benefit? 	Max 10 points
B.	EUNIC involvement	<ul style="list-style-type: none"> Application involving 2+ EUNIC Ukraine Cluster members? 	Max 5 points

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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](#).

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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:

- [Narrative 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@houseofeuropa.org.ua.