Application guidelines
Individual Project 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*[1] 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.

Implementation of House of Europe is led by Goethe-Institut Ukraine, with the British Council, Institut français, and Czech Centres as consortium partners.

2. Individual Project Grants

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

[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.

other ideas. Engaging ideas pushing you out of your comfort zone and on to professional development is what we are looking for.

The project should have an international dimension. If you're thinking of participating in a workshop, consider finding a fitting offer at a UK educational platform. If you're planning on launching a blog, think about interviewing EU professionals.

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

3. What is an individual project?

- A project with a focus on your professional growth bringing you new experience, skills, and acquaintances
- A new project not related to the everyday tasks at your workplace
- A project involving experts or organisations from the EU*

4. What can be an individual project?

- Participation in fee-based skill development programmes offered by organisations from the EU*: online courses, workshops, masterclasses, internships, mentoring programmes, etc.
- Participation in fee-based events offered by organisations from the EU*: online conferences, networking events, forums, residencies, etc.
- Conduction of online surveys in the EU*
- Remote research in archives, libraries, museums, institutes, laboratories in the EU*
- Design of skill development events for Ukrainian peers featuring experts from the EU*: online workshops, master classes, lectures, podcasts, blogs, etc.
- Design of projects to present your ideas and expertise to peers from the EU*: online workshops, masterclasses, lectures, digital exhibitions, performances, podcasts, blogs, etc.
- Design of events for peers from the EU* and Ukraine: online round-table discussions, hackathons, networking events, forums, conferences, etc.
- Development of creative, research, and educational projects in collaboration with colleagues from the EU*

- Other projects that do not fall under these categories, but will be beneficial for you. We encourage innovative, outside-the box, and experimental ideas.

5. Can I have a couple examples of real-life individual projects?

We have already supported 41 ideas. For instance:

- An international online conference on art residencies for Ukrainian cultural managers. You can find the full list of personal projects in the sphere of culture and creative industries in our Facebook post.
- A series of consultations with British tutors for a university teacher providing him with the knowledge to design a course about organisational culture and anti-corruption activities. You can find the full list of personal projects in the sphere of education in our Facebook post.
- A series of lectures on pre-hospital emergency medicine, created by a Ukrainian doctor with the assistance of EU experts. You can find the full list of personal projects in the sphere of health in our Facebook post.
- A series of lectures and a workshop for media held in cooperation with the Polish journalists and a local cultural organisation. You can find the full list of personal projects in the sphere of media in our Facebook post.
- A course on international exchange programmes for Ukrainian youth organisations amplified by a workshop with an expert from Latvia. You can find the full list of personal projects in the sphere of youth work in our Facebook post.
- A series of workshops furthering social entrepreneurship in the villages organised together with mentors and social entrepreneurs from the UK.

6. What should one keep in mind?

- Due to the pandemic, you can only interact with the EU* remotely. Please opt for online events, as we will not be able to fund you travelling to the EU* to visit your peers or visa versa.
- Your project can consist of several activities as long as 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.

- You or your organisation cannot profit from the project. You cannot ask for an honorarium for yourself or contract the organisation you work at.

7. What is the duration of the project?

This grant is for short-duration projects: you will have up to six months to implement your idea and get done with reporting.

You can start working on the project in August 2021 and should finish it by the end of January 2021.

Any changes must be negotiated in advance and may be granted only in exceptional cases.

8. Who can apply?

Professionals that:

- Are eager to implement an inspirational personal project that will become a professional challenge for them
- Are ready to become assume all the management – you cannot apply in a team
- Are of full age
- Are citizen of Ukraine[2], who currently reside in Ukraine
- Are not among the grantees of House of Europe mobility grants

9. What sectors are supported by these grants?

- Culture and creative industries
- Education
- Health
- Social entrepreneurship
- Media
- Youth work

[2] We may exceptionally consider individual applications by stateless persons, refugees, etc. You should provide confirmation of your long-term residence in Ukraine. It is always a case-by-case decision.

We have defined a detailed list of target groups for each sector. Please check whether you belong to one of them in the document with the eligible categories for Individual Project Grants.

10. What legal form is needed?

You can apply as a sole proprietor with corresponding economic activity codes. Note that we cannot award grants to a third party with a status of a sole proprietor. This means we will not be able to transfer the money to your family member or friend.

If you are a natural person, you must undertake an individual project in collaboration with a legal entity, that will apply on your behalf and will be the responsible party in the project implementation, including reporting.

Only organisations, which have the right to receive grant support, are eligible to be an applying organisation: NGO, Limited Liability Company, state university, charity fund, etc. You must receive an informed consent from the head of the applying organisation to submit this grant application.

11. 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.

Any changes in the financial planning will need to be agreed in advance. Otherwise, we will not be able to reimburse them.

12. 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 experts, facilitators, etc.

- Other costs directly related to the implementation of the project

Any changes in the financial planning will need to be agreed in advance. Otherwise, we will not be able to reimburse them.

13. Which expenses cannot be covered?

- Remuneration for you or the organisation you work at or apply in partnership with
- 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

14. 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 bank account of the organisation that applied on your behalf.

The first instalment of 75 % of the grant is sent upon signing the grant agreement. To receive the rest of the sum, you are expected to carry out the project and provide a final financial report. 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 final grant amount will be calculated based on your actual expenses, backed with invoices or other forms of payment request and confirmation.

The amount of grant will be paid in UAH according to the Goethe-Institut currency exchange rate as of 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.

If you fail to comply with the grant conditions and grant agreement requirements, you will have to return the full grant amount to the House of Europe. You can check the document beforehand: please download the grant agreement template.

15. How to apply?

To apply you need to submit an application along with supporting documents via our online platform.

You must submit your application using the 'Submit entry' button by Wednesday 5 May 2021, 15.00 Kyiv time. Be careful, as you will not be able to submit the application after the deadline.

16. How do I register on the online platform?

You have to register on the online platform to be able to fill in an electronic application.

Your name, surname, and email address are required. We will not be able to consider your application if the information you provided in your profile does not correspond with the name, surname, and email address you specified in your application form. Please do not register with nicknames.

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.

17. How do I fill out the online application?

Please fill in the online application in Ukrainian. You need to provide the following information:

Field 'Chapter'

Individual Grants

Field 'Open call'

Choose open call:

- Individual Project Grants 2

Select your professional sector:

- Individual Project Grants in culture and creative industries sector 2
- Individual Project Grants in education sector 2
- Individual Project Grants in health sector 2
- Individual Project Grants in media sector 2
- Individual Project Grants in the sector of social entrepreneurship 2
- Individual Project Grants in youth sector 2

Field 'Entry name'

Enter the name of your project

Tab 'Details'

- Name, surname
- Gender
- Date of birth
- Place of residence
- Type of the settlement
- Postal address
- Email
- Phone number
- Place of work and position
- Partner organisation information: full name, legal status, email, phone number, postal address, and an authorised representative (if you apply together with your employer or partner organisation)
- Sole proprietor information: NACE, ID number (if you apply alone as a sole proprietor)

Tab 'Questions'

- Are you an internally displaced person?
- Are you a person with disability?
- Have you travelled internationally to participate in the professional exchange, internships or to study?
- Have you previously received funding or financial support from the House of Europe, Goethe-Institut, The British Council, Institut Français or Czech Centres?

Tab ‚Motivation'

- Briefly describe the essence of your project.
- What is your personal and professional motivation to lead this project?
- What are the specific objectives of the proposed project?
- Please provide a detailed description of all activities of your project. How and why will you implement them?
- Please detail your project timeline: the stages and time of project activities implementation.
- Please list your organisation from the EU*, engaged in your project: name, country, website, type of organisation's activities.
- How is the organisation involved in your project? Explain why it is necessary for the project.
- Select one or few priority topics your project is addressing from the list.
- In what ways does your project align with the priority topics?
- In what way does your project contribute to your professional growth and changes in your organisation or professional community?
- Do you plan to share your knowledge and findings in your community or professional sector after the project completion? If yes, how?
- Explain how the project and its activities correlate to your professional profile.

Tab 'Attachments'

Please attach:

- CV
- Project budget
- Confirmation of participation in the project from an EU* organisation

Tab ‚Consent'
▪ Please confirm that you have read and understood the grant conditions and related policies.

- All tabs consist of mandatory and optional fields.
- Optional fields are marked ‚optional'.
- You cannot submit 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: ask@houseofeurope.org.ua. Please keep in mind that we finish consultations on 5 May 2021, 15.00.

18. What additional documents do I need to provide?

- CV of 2 pages maximum. Elaborate on your professional experience, education, internships, scholarships and fellowships.
- 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.

19. Can I submit several applications?

- 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.

20. How will my application be evaluated?

Independent experts contracted by House of Europe will evaluate your application according to the following criteria:

Selection criteria		
1.	**Motivation and objectives**	▪ 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 project organiser's professional profile and their further growth in the sector?

2.	**Plan of activities/ Plausibility and feasibility**	▪ 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 a 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?

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?
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 and status	▪ Is the project organiser working in a rural area, smaller urban centre, or Oblast centre in the periphery? ▪ Priority is given to those project organiser who work in the rural areas, smaller urban centres, or periphery Oblast centres. ▪ Is the project organiser an internally displaced person?

21. Exclusion criteria

Please note that we may not award a grant if you or your applying organisation are:

- Criminally convicted
- Under criminal investigation
- Arrested or charged and awaiting a trial
- Have a civil court judgement against you
- Bankrupt, subject to insolvency or winding-up procedures
- In breach of its obligations relating to payment of taxes or social security contribution
- Guilty of professional misconduct
- Violating intellectual property rights
- Attempting to obtain confidential information
- Guilty of fraud, corruption, conduct related to criminal organisation, money laundering or terrorist financing, terrorist-related offences

22. What are the next steps?

- Your application will go through the assessment by the experts. It takes 3–4 weeks.
- You will receive the results of the assessment through an email sent not earlier than 1-10 June 2021. We will the email address you indicated while registering on the online platform. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.
- If your application is successful, we will request that you provide additional documents needed for the preparation of the grant agreement. We can also ask you to elaborate the project or project budget.
- If you provide all the documents on time, we will conclude a grant agreement. The process of preparing and signing the grant agreement will take place in June-July 2021.
- You will carry out your individual project, while we will be here to consult you. Mind that on 3-25 August 2021 we are closed for a summer break and will not be available to answer your questions.

23. 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 or check other House of Europe opportunities. You can find more than 20 programmes on our website.

24. Timeline

Launch of the open call – 6 April 2021
Deadline for consultations – 30 April 2021, 15.00 Kyiv time
Deadline for application – 5 May 2021, 15.00 Kyiv time
Expert evaluation of applications – 11 May-1 June 2021
Announcement of results – 1-10 June 2021

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

25. Reporting

While implementing the project, you will have to submit two 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 them:

- Narrative report template
- Financial report template

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

26. 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.

27. Contact

Please direct questions regarding grants to the following email address: ask@houseofeurope.org.ua.

We finish consultations four days before the deadline, so make sure to contact us before Friday 30 April 2021, 15.00 Kyiv time.