



# Application Guidelines

## Digital Labs: curators of art residencies

### 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.

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

### 2. Digital Labs: curators and managers of art residencies

Digital Labs unite 12 curators and art managers from all over Ukraine to learn about carrying out an international residency in the regions.

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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.



After the two-week Lab, you will have a fundamental understanding of each stage of the management of international art residencies and create your own project, consulting with experts from the EU\* and Ukraine. The most promising ideas will get EUR 1,000 on implementation.

### 3. Digital Labs: curators of art residencies

This Digital Lab will help you understand the role of curators in carrying out international residencies. During the lectures with experts from the EU\* and Ukraine, you will learn to create concepts of residencies, define target audiences and the strategy of development.

After the Digital Lab, you will advance an existing residency or create a concept of a new one. Five participants with the best ideas will get EUR 1,000 on implementation.

Some of the lectures of the Digital Lab will be on open access so that everyone can learn more about residencies.

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### 4. When will the Digital Lab take place?

The Digital Lab is scheduled for October 2021. The Lab will last for two weeks.

### 5. What is the structure of the Digital Lab?

- Lectures, workshops, discussions, and readings with experts, where you will learn the know-how and practical work tools from peers.
- Work on your project, where you will create a concept of a new residency or advance an existing one.
- Mentoring sessions with experts, where you will receive advice on the project you are working on.
- Presentations of your project to the jury, where you will get an outside view and the opportunity to compete for EUR 1,000 on implementation.

### 6. How does Digital Lab work?

The Digital Lab experts are curators, art managers, artists, directors of galleries, and employees of cultural institutions from the EU\* and Ukraine.



You will meet the representatives of PinchukArtCentre Research Platform, IZOLYATSIYA, YermilovCentre, and other leading organisations.

## 7. What is the duration of the Digital Lab?

The Digital Lab runs for two weeks:

- During the first week, you will have intense lectures from 13.00 to 19.00
- During the second week, you will work on your project, attend consultations with mentors and present the project to the jury

## 8. What is the working language of the Digital Lab?

During the Digital Lab, you will communicate in Ukrainian and English.

The English language will be the working language of lectures and mentoring sessions with experts from the EU\* and the final presentation. You will communicate in Ukrainian with experts from Ukraine.

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## 9. Who can participate in the Digital Lab?

- Curators
- Art managers
- Artists
- Managers of exhibition spaces, art spaces, etc.
- Owners of residencies
- Other professionals working in the field of arts and culture

## 10. What are the requirements for participants?

- At least one year of experience in the field of arts and culture
- Confident English. Please make sure you can understand the lectures of EU\* experts without translation and make your final project presentation in English
- Ukrainian citizenship<sup>2</sup>
- At least 18 years of age

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<sup>2</sup> 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.



Only individual applications are eligible, group applications are not.

## 11. 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 21 June 2021, 15.00 Kyiv time**. Be careful, as you will not be able to submit the application after the deadline.

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.

## 12. How do I register on the online platform?

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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. 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.

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

Please fill out the online application in English.

We ask you to do so to make sure you will be able to listen to lectures without translation and present your project in English. Do not worry if your English is not perfect: this is not the main selection criteria.

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

**Field 'Chapter'**

Digital Labs

**Field 'Open call'**

Digital Labs: curators of art residencies

**Field 'Entry name'**

Please use Latin alphabet (as in the international passport). For example, your \*first\* name Olga and \*last\* name Ivanova.

**Personal information (tab 'Details')**

- Name, surname
- Date of birth
- Gender
- Place of residence
- Email address
- Telephone number

**Additional questions (tab 'Questions')**

- Information on education
- Please elaborate on your professional background.
- Do you have experience of curatorial work? If yes, mention the last five realised projects with confirming information or links.
- What is the name of the organisation you work at currently? Please provide the name and link to the website of the organisation.
- What is your role at this organisation?
- How long have you been working there?
- Did your institution cooperate with international institutions before? If yes, please, mention partner institutions and names of projects.
- Have you participated in any residencies in EU\* countries? If yes, please indicate the names of residencies and when you took part in them.

**Motivation (tab 'Motivation')**

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- Please explain participation in the Digital Lab can contribute to your professional and career advancement?
- Please describe the project you will be working on during the Lab in 200 words maximum. It can be an existing project that you want to develop further or a new concept with a realistic chance of being implemented.
- Have you participated in residencies in EU\* countries? If yes, please indicate the names of residencies and when you took part in them.
- Have you previously participated in other international cultural programmes? If yes, please indicate the names of the programmes and when you took part in them.

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

- CV
- Letter of support from the cultural organisation with which you will carry out the project
- Photocopy of the first page of a national passport
- Portfolio (optional)

#### Tab 'Declaration'

- Please confirm that you have read and understood the conditions of participation in the laboratory and related policies.
- Please confirm that you will attend all the lectures and consultations with experts and will present your project during the final pitching.
- Please confirm that your level of knowledge of English is enough to understand lectures by EU\* experts without translation and pitch your project in English.

- 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: [lina.romanukha@houseofeurope.org.ua](mailto:lina.romanukha@houseofeurope.org.ua).

#### 14. What documents do I need to provide?

- CV in a free form: your professional journey, education, internships, scholarships, and awards. The CV should be in English and should not exceed two pages. The file format is PDF.
- Letter of support from the cultural organisation with which you will carry out the project. The letter of support can be in Ukrainian.
- Photocopy of the first page of your national passport<sup>3</sup>. We will check whether you are of full age and have the citizenship of Ukraine.
- Portfolio (optional): previously managed projects with titles, places, dates, and links to media files. The portfolio can be in Ukrainian and should not exceed 10 pages. The file format is PDF, 5 MB maximum.

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#### 15. How many applications can I submit?

- You can only submit one application. If you submit multiple applications, we will consider the first one.
- You cannot apply if you have already participated in Digital Labs: managers of art residencies.

#### 16. 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 that, our experts will evaluate it according to the following criteria:

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<sup>3</sup> If you are not a Ukrainian citizen, please attach any other document confirming long-term residence in Ukraine. If applicable, please also upload a refugee status etc. We might contact you for further information.



Selection criteria		
1.	<b>Motivation</b>	<ul style="list-style-type: none"> <li>▪ Please evaluate the personal and professional motivation of the applicant.</li> <li>▪ How convincing is the applicant's interest in deepening knowledge about the organisational issues of residency management and about intercultural cooperation?</li> </ul>





<p><b>2.</b></p>	<p><b>Professional relevance</b></p>	<ul style="list-style-type: none"> <li>▪ Does the Digital Lab correspond with the professional activities of the applicant?</li> <li>▪ Will this Lab advance the applicant's professional development?</li> <li>▪ Does the applicant have relevant experience in the cultural field? Employment in or affiliation with an art or cultural institution will be an asset.</li> <li>▪ Does the applicant have experience in international cooperation projects? Such experience will be an asset.</li> <li>▪ Does the applicant have a relevant education? Postgraduate degree in art history, cultural studies, art management, curating, or equivalent will be an asset.</li> <li>▪ Is the applicant's level of English sufficient?</li> <li>▪ Will the applicant be able to communicate effectively and professionally with potential partners from EU* countries?</li> </ul>
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3.	Project	<ul style="list-style-type: none"> <li>▪ Please evaluate whether the proposed project is relevant within the Ukrainian residency landscape.</li> <li>▪ How clear, realistic, and well-planned is the proposed project?</li> <li>▪ Can the project be linked with potential partners from EU* countries or does it in another way promise to synergise with international input and networks?</li> </ul>
4.	Multiplication and sustainability	<ul style="list-style-type: none"> <li>▪ How likely is it that the applicant will be able to carry out the proposed project within or in cooperation with the organisation that provided the letter of support?</li> <li>▪ Please assess the capacity of the applicant and the organisation to develop sustainable residency programmes, to establish contacts with international institutions, cultural organisations, and entities, and to develop follow-up activities or international cooperation projects with them.</li> </ul>



5.	<b>Affinity to House of Europe goals and values</b>	<ul style="list-style-type: none"> <li>Does the project 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?</li> </ul>
<b>Additional selection criteria</b>		
6.	<b>Place of residence and status</b>	<ul style="list-style-type: none"> <li>Does the applicant work in a rural area, urban centre or regional centre in the periphery of the country?</li> <li>Does the applicant have the status of an internally displaced person?</li> </ul>

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## 17. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes several weeks.
- You will receive the results of the assessment through an email sent by the end of August 2021. We will send a notification to the email address you used to register 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 agreement.
- If you provide all the documents in seven days, we will conclude an agreement on participation in the Digital Lab.

## 18. Timeline

Launch of the open call – 20 May 2021



Deadline for application – Monday 21 June 2021, 15.00 Kyiv time

Announcement of results – by the end of August 2021

Digital Lab: curators of art residencies – October 2021

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

## 19. 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 choose another House of Europe opportunity. You can find more than 20 programmes on [our website](#).

## 20. Personal data protection

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By submitting an application for a translation grant, you agree for your personal data to be processed in compliance with [GDPR requirements](#).

## 21. Contact

If you have any questions, feel free to write to [lina.romanukha@houseofeurope.org.ua](mailto:lina.romanukha@houseofeurope.org.ua). We will do our best to help you.