Application guidelines
Digital Labs: restorers of historical and cultural reserves

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.

This encompasses 20+ 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.
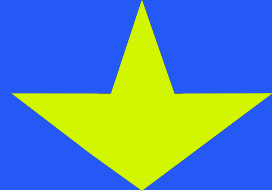
2. Digital Labs: restorers of historical and cultural reserves

The Digital Lab provides the techniques and tools needed to restore national historical and cultural reserves.

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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.

In nine days, you will learn how to restore historical sites taking care of the environment, inclusion, and the safety of visitors. There will be a lot of practice and real-life examples presented by experts from the EU*, Israel, and Ukraine.

During the Digital Lab, you will design a restoration plan for a historical site, consulting with experts in personal mentoring sessions. Following the jury selection, the authors of the best projects will get stipends of up to EUR 500 for further professional advancement.

3. When will the Digital Lab take place?

The Digital Lab: restorers of national historical and cultural reserves will take place from 3 to 11 July 2023.

4. What is the programme of the Digital Lab?

During the Digital Lab, you will learn how to:
- Restore or conserve the site using up-to-date European restoration techniques and tools
- Ecologically restore the site
- Make sure the site is accessible to people with disabilities and limited mobility
- Convert a basement into a bomb shelter

5. What are the components of a Digital Lab?

- Lectures with experts, where you will learn the know-how and practical work tools from peers
- Workshops with experts, where you will solve case studies together with other participants of the Digital Lab
- Individual mentoring sessions with experts, where you will receive personalised advice on the project you are working on
- Independent work, where you will apply the knowledge and advice you received to your own project
- Presentations of your project to the jury, where you will get feedback and the opportunity to compete for stipends of up to EUR 500 for further professional advancement

6. What project will I create during the Digital Lab?

During the Digital Lab, you will work on a restoration plan for your historic site. You can work with the whole site or its part.

You must present your work in the form of a drawing, sketch, or a digital plan. Feel free to choose the form you find most fitting.

7. How does Digital Lab work?

The Digital Lab will take place online via Zoom. Please have your camera and microphone switched on during lectures and workshops.

You can keep in touch with other participants via our Telegram chat.

8. What is the duration of the Digital Lab?

The Digital Lab runs for nine days:
- Four days of intensive training in lectures and workshops. The sessions last from 10.00 to 18.00.
- Four days of work of personal mentoring sessions and individual work on the final project. You can schedule the mentoring sessions for any convenient time from 10.00 till 18.00.
- One day of the projects' presentations to a jury.

9. What is the working language of the Digital Lab?

During the Digital Lab, you will communicate in Ukrainian. It will be the working language of lectures, workshops, mentoring sessions, and the final presentation.

We invite translators so that you understand the lectures of EU* experts. They will also be there for you during your mentoring sessions with EU* experts.

10. Who can participate in the Digital Lab?

- Architects
- Restorers

11. What are the requirements for participants?

- Strong motivation

- At least two years of experience in the fashion industry
- Ukrainian citizenship
- Full age

Only individual applications are eligible, group applications are not.

12. 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 Tuesday 16 May 2023, 15.00 Kyiv time. You will not be able to submit the application after the deadline.

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.

13. How do I register on the online platform?

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.

14. How do I fill out the online application?

Please fill out the online application in Ukrainian. You need to provide the following information in the online application form:
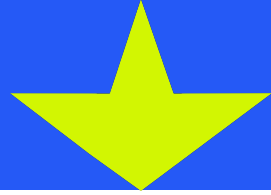
Field 'Chapter'
Digital Labs: culture professionals
Field 'Open call'
Digital Labs: restorers of historical and cultural reserves

Field 'Entry name'
Enter your first and last name

Tab 'Details'
- First and last name   - Gender   - Place of residence   - Postal address   - Email address   - Telephone number   - Information about education   - Information about place of work

Tab 'Questions'
- Are you an internally displaced person?   - Are you a disabled person?

Tab 'Motivation'
- What is your motivation to join the Digital Lab?   - How will participation in the Digital Lab contribute to your professional and career growth?   - We encourage participants to share the knowledge and instruments they get during the Digital Lab with their professional communities. How do you plan to share new knowledge with your colleagues?   - Tell us about the training and internships you have completed.   - Have you ever previously completed any House of Europe or Goethe-Institut Ukraine programs? If so, please tell us about it.

Tab 'Attachments'
- Portfolio   - Contacts of two people that can give you a recommendation   - Scanned copies of the first pages of the passport

Tab 'Declaration'
Please confirm that you have read and understood the programme conditions and related policies.

- 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: mariia.savelova@houseofeurope.org.ua.

15. What documents do I need to provide?

- Portfolio: videos and photos of your works
- A copy of the first page of the passport. We will check whether you are of full age and have Ukrainian citizenship.

Please note that if you do not attach the requested documents, we cannot consider your application.

16. How many applications can I submit?

- You can only submit one application. If you submit multiple applications, we will consider the first one.

17. 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 has passed the technical selection, independent experts will evaluate your motivation and plans for implementing the acquired knowledge in your work. Preference will be given to people who have not previously participated in similar programs.

18. What are the next steps?

- Your application will go through a technical review and assessment of grant applications by independent experts. The evaluation takes several weeks.
- You will receive the results of the assessment through an email sent until the end of June 2023. We will send a notification to the email address you used to register on the online platform.
- If your application is successful, we will ask you to provide a short bio. Later we will also share an email with the date of the first session, a link to the Zoom conference, and additional materials.

19. Timeline

Deadline for application – Tuesday 16 May 2023, 15.00 Kyiv time
Announcement of results – before 20 June 2023
Digital Labs: restorers of historical and cultural reserves – 3-11 July 2023

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

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20. What if my application is unsuccessful?

We receive a larger number of excellent applications than we can support, thus not all the applications will be successful.

If you do not succeed this time, you can apply for the next open call, or apply for other suitable House of Europe opportunities. You can find more than 20 programmes on our website.

21. Personal data protection

By submitting an application, you agree for your personal data to be processed in compliance with GDPR requirements.

22. Contact

If you have any questions, feel free to write to mariia.savelova@houseofeurope.org.ua.