



Application Guidelines: Mobility Grants

About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU 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 conferences, professional events, internships, and networking in the EU, or to enroll 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.

About mobility grants

Open calls for mobility grants will be conducted in six sectors:

- culture & creative industries
- education
- health
- media
- social entrepreneurship
- youth work

In the first call for proposals, which opened on **16 October 2019**, applications are accepted from professionals in two sectors: “Culture and Creative Industries” and “Education”.

Who can apply?

You must be a resident of Ukraine and must be at least 18 years of age.

You must be a professional working in the sectors of culture and creative industries, or education.

In the sector of culture and creative industries, this includes, but is not limited to the following:

- Managers, curators, cultural operators, experts/researchers, and cultural entrepreneurs in the fields of music, literature, theatre, dance, cinema, design, fashion, museum, art market, cultural heritage, archives, restoration and conservation
- Artists (music, literature, performative arts, graphic/fine arts, sculpture, media/concept art)
- Architects, landscape architects, urban planners
- Employees of local government culture departments

In the sector of education, this includes, but is not limited to the following:

- Managers of education institutions and teaching staff in primary and high school, VET (vocational education and training), university, and postgraduate education
- Non-formal education professionals
- Employees of local government education departments

Only individual mobilities are eligible, group applications are not. Only international mobilities are eligible, mobilities within Ukraine are not.

Good to know

- You can apply only for one mobility grant within one call
- If unsuccessful, you can apply again in the next call
- You can be supported only once through a House of Europe mobility grant
- However, you may still be eligible to apply for other House of Europe opportunities.

Which mobilities can be supported (type, purpose)?

With mobility grants you can travel to EU countries to:

- Present and discuss your work
- Do research
- Do internships
- Attend conferences, networking and other sector events
- Meet with partners in the EU

Your mobility must be directly linked to your professional sector.

Which countries can I travel to?

You can travel to EU countries:

Belgium, Bulgaria, Czechia, Denmark, Germany, Estonia, Ireland, Greece, Spain, France, Croatia, Italy, Cyprus, Latvia, Lithuania, Luxembourg, Hungary, Malta, the Netherlands, Austria, Poland, Portugal, Romania, Slovenia, Slovakia, Finland, Sweden, and the United Kingdom.

In the context of Brexit, eligibility of mobilities to the UK cannot be guaranteed.

When can I travel?

You can travel in the period from 15 December 2019 to 15 March 2020, and for a duration from 5 to 28 days.

In exceptional cases, but only on a condition of convincing substantiation, the following types of mobilities may be funded:

- Mobility that includes trips to several EU countries
- Mobility that consists of more than one separate trips
- Mobility longer than 28 days

Who prepares my mobility?

You prepare your international mobility yourself:

- It is your responsibility to establish ties and, if applicable, make the necessary agreements with a host/partners in a EU country
- It is on you to develop, plan, and arrange for your travel itinerary and activities within the mobility.

What are the maximum amounts of grants?

Maximum amounts of grants:

- EUR 2,000 (for trips of 5-14 days),
- EUR 4,000 (for trips of 15-28 days).

If you have a disability or special needs, you could receive a financial supplement covering additional expenses to accommodate your special needs. In this case, the maximum amounts of grants can be exceeded. The list of additional expenses and their explanation must be indicated in the mobility budget.

What expenses can be funded by a mobility grant?

- International travel expenses (tickets for flight/train/bus)
- Transportation in the destination country
- Accommodation (accommodation expenses cannot exceed established **hotel rates**)
- Food expenses (food expenses cannot exceed established **food expenses rates**)
- Registration fees (conference or forum fees, etc.)
- Visa fees (if required)
- Medical insurance (if required)
- Other costs directly related to the implementation of the mobility

What expenses cannot be funded by a mobility grant?

- Expenses which were not indicated in the mobility budget submitted with the application
- Expenses which are not directly related to the mobility
- Expenses which are already covered by other grants and programmes
- Expenses for mobilities which already took place

What do I need to have?

- You must have a biometric passport
 - or ability to acquire a biometric passport in time before start of travel

- and/or ability to receive a visa to an EU member state (it is your responsibility to obtain all necessary visas and travel documents).
- You must be admissible to the EU.

What do I need to apply?

IMPORTANT: Grants will be paid only to juridical persons who have the right to receive charitable assistance (e.g. natural person-entrepreneur, limited liability company, etc.)

If you have the status of a **private person-entrepreneur**, you will be able to receive the grant directly. If you do not have this status, please provide information about a **sending organisation** who will be able to receive the grant for your individual mobility on your behalf (registrations documents of a private person-entrepreneur (ФОП) or a sending organisation will have to be attached with the application)

If you encounter problems with this question, please get in touch with us via email yuriy.kirushok@houseofeurope.org.ua

How do I apply for mobility grants?

To apply for a mobility grant, please submit an application along with the necessary supporting documents on the House of Europe online platform: <https://houseofeurope.grantplatform.com/>

You must submit your application (button 'Submit entry') **by 14 November 2019, 15.00 Kyiv time.**

Technical information regarding filling out the electronic application

- You have to register on the online-platform to be able to fill in the electronic application
- Your email is required to register on the online-platform

- This email address will be used as an official channel of communication with you, so we ask you to register on the online-platform with an email address the you check regularly
- An electronic application consists of the following tabs: ‘Details’, ‘Questions’, ‘Criteria’, ‘Attachments’, ‘Declaration’
- 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 filled
- To submit an application, please press the button ‘Submit entry’
- Once you click ‘Submit entry’, the application is forwarded for review, and you will not be able to make changes or upload files any more
- If, after clicking ‘Submit entry’, you do not receive an automatic confirmation, your application has not been submitted. In that case, please check again, and/or get in touch with us via email yuriy.kirushok@houseofeurope.org.ua
- Please submit your application in advance, as there may be additional load on the online platform shortly before the deadline.
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What information will I need to provide in the electronic application?

Open call (field ‘Open call’)
<p>Please correctly choose your professional sector</p> <ul style="list-style-type: none"> ▪ “Culture and Creative Industries” or ▪ “Education” <p>After this, you will be redirected to the respective application form.</p>

Personal information (tab 'Details')
<ul style="list-style-type: none"> ▪ Surname, Name, Patronymic ▪ Gender ▪ Place of residence ▪ Post address ▪ Email ▪ Phone number ▪ Information about workplace
Additional questions (tab 'Questions')
Additional information regarding status, place of residence, work-place, etc.
Detailed information about the mobility (tab 'Criteria')
Mobility type: <ul style="list-style-type: none"> ▪ Conference, forum ▪ Internship ▪ Networking event ▪ Meeting with partners ▪ Other
Duration of your mobility <ul style="list-style-type: none"> ▪ Start and end date of the mobility
EU country you are traveling to as part of this mobility
Information about your host
Description of your mobility
Your motivation
Professional relevance of your mobility
Long-term results of your mobility

Your knowledge of languages/you plan how to communicate with your host/partners in a EU country

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

Confirmation from the host organisation in a EU country that they are ready to host you

- You need to upload a letter or an email or other official document which confirms that the host organisation is ready to host you (as part of your mobility)

Budget of the planned mobility

- Please calculate your budget using this [budget form](#). Indicate all expenses, which need to be covered by the House of Europe mobility grant.
- Food expenses cannot exceed established [food expenses rates](#). Accommodation expenses cannot exceed established [hotel rates](#).
- Grant beneficiaries are responsible for paying necessary taxes directly associated with the receipt of the grant. Please account for taxes when calculating the budget, and include them in the budget form.
- Important: Any changes in each budget line exceeding 20% of the original budget amounts must be agreed with House of Europe. If not, they will not be reimbursed.

CV

- We encourage you to use the Europass resume format to structure your CV. It is a clear and informative standard and will help you to present your information as clearly and completely as possible, and for the experts to evaluate it as objectively as possible:
<https://europass.cedefop.europa.eu/documents/curriculum-vitae>

Registration documents of a juridical person

- Please provide registration documents of a private person-entrepreneur (ΦΟΠ) or a sending organisation who will be able to receive the grant for your individual mobility on your behalf

Evaluation

Your application will go through two stages of assessment. First, your application will be checked whether it meets technical criteria.

If compliant with technical criteria, your application will be forwarded for a review by independent experts, who will evaluate it based on established and public selection criteria.

Main selection criteria	
Motivation	<ul style="list-style-type: none">▪ What is your personal and professional motivation to undertake this mobility?▪ What are the ultimate goals and expected outcome of your proposed mobility?▪ What long-term impact will the proposed mobility have on you?
Professional relevance	<ul style="list-style-type: none">▪ How is your trip connected to your professional work?▪ How relevant is the proposed activity to your professional development of the applicant?
Plan of activities/plausibility and feasibility	<ul style="list-style-type: none">▪ Is the proposed visit itinerary clearly developed and feasible?▪ How well-planned and well-organised are the activities within the mobility?▪ Is the proposed budget accurate, plausible and feasible?▪ What languages do you know? Will you be able to communicate effectively with your host organisation/partners? Is there a clear plan how a potential language barrier will be overcome?
Long-term results/sustainability	<ul style="list-style-type: none">▪ Do you plan to share the experience received during your trip with colleagues in the same professional sector in Ukraine?▪ Do you have a plan of follow-up activities?

Affinity with House of Europe goals/ values	<ul style="list-style-type: none"> Does the proposed mobility align with the overall House of Europe goals and values?
Additional selection criteria	
Geography and status	<ul style="list-style-type: none"> Do you reside in Donetsk or Luhansk Oblasts? Are you an internally displaced person? Do you reside in a rural area, smaller urban centre, or region with poor infrastructure?
Previous participation in similar grant programmes	<ul style="list-style-type: none"> Have you previously participated in international professional exchanges? Have you previously benefited from Goethe-Institut, British Council, Institut Français or České Centrum Priority will be given to first-time applicants, who have not previously participated in similar mobilities.

How will the grants be paid?

If your application is successful, you will be invited to sign a grant agreement with House of Europe. The grant agreement will stipulate rights and responsibilities of the grant beneficiary and House of Europe, as well as detailed grant conditions, including information on the grant payment, grant money transfer procedures, and reporting requirements.

Please note that payments will be made in the form of a bank transfer in UA hryvnias.

Once the grant agreement has been signed, 75% of the grant amount will be paid for you to undertake your mobility. The remaining 25% of the grant amount will be paid only after the grant beneficiary submits a report on their mobility (including the narrative report and financial report with all necessary financial documents).

If you fail to comply with the grant conditions and grant agreement requirements, you will have to return the grant funds to House of Europe.

Personal data protection

By submitting a mobility grant application, you agree for your personal data to be processed in compliance with GDPR requirements and Law of Ukraine about protection of personal data.

Contact

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

