

# Application guidelines

## Digital Labs: curators of exhibitions

### 1. House of Europe

House of Europe is an EU-funded programme fostering professional and creative exchange between Ukrainians and their colleagues in EU\*<sup>1</sup> 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.

1

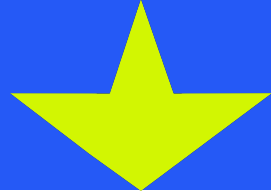
### 2. Digital Labs: curators of exhibitions

Digital Lab is an intensive programme for artists and curators who seek to showcase Ukrainian art worldwide.

In nine days, you will learn how to hold an exhibition abroad: find a space, transport the artworks, install the show, and launch a promo campaign to

---

<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.



gather a full house at the opening. We will discuss your portfolio and catalogue to ensure the exhibition travels to multiple countries.

Leaving the Lab, you will have a plan of an exhibition carefully revised by art curators and gallerists from all over Europe. 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: curators of exhibitions will take place from 9 to 17 April 2024.

### 4. What is the programme of the Digital Lab?

During the Digital Lab, you will:

- Learn how to cooperate with the exhibition spaces from the EU
- Improve your self-presentation skills and boost the quality of your portfolio
- Understand copyright
- Update your knowledge of working with audiences
- Discover new ways and sources of financing exhibitions
- Learn more about running successful advertising campaigns
- Familiarise yourself with successful cases of object placement
- Improve your knowledge of logistics
- Discover the latest trends in exhibition installation and de-installation
- Learn how to compile exhibition catalogues

### 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 design your exhibition and draft an action plan for its implementation.

#### **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.

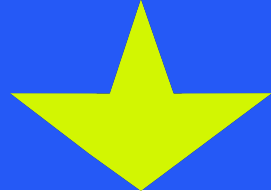
#### **9. What is the working language of the Digital Lab?**

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?**

- Curators
- Artists



## 11. What are the requirements for participants?

- Strong motivation
- At least two exhibitions in your portfolio: either as a curator or as an artist
- Ukrainian citizenship<sup>2</sup>
- Full age

Only individual applications are eligible, group applications are not.

## 12. How to apply?

Submit an application via our [online platform](#).

Please register and click the 'Start entry' button. After that, choose the chapter 'Digital Labs' and open call 'Digital Labs: curators of exhibitions'. Enter the name of your publishing house in the field 'Entry name'. Please find [an example of an application form](#).

4

You must submit your application using the 'Submit entry' button by [Tuesday 19 December 2023, 15.00 Kyiv time](#). Be careful, as you will not be able to submit the application after the deadline.

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

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

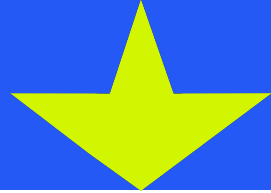
Please note that if you do not attach the requested documents, we cannot consider your application.

## 14. How many applications can I submit?

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

---

<sup>2</sup> In specific cases, we will consider applications from persons who do not have Ukrainian citizenship. You need to prove that you have been living in Ukraine for a long time. Please download the relevant documents (for example, permanent residence permit, etc.). We will make decisions on an individual basis.



## 15. 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.

## 16. 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 20 January 2024. 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.

5

## 17. Timeline

Deadline for application – 19 December 2023, 15.00 Kyiv time

Announcement of results – before 20 January 2024

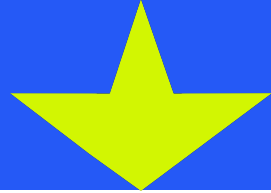
Digital Labs: curators of exhibitions – 9-17 April 2024

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

## 18. 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](#).



## 19. Personal data protection

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

## 20. Contact

If you have any questions, feel free to write to [mariia.savelova@houseofeurope.org.ua](mailto:mariia.savelova@houseofeurope.org.ua).