Application Guidelines
Cultural Heritage Digitalisation Grants

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. An additional priority is put on supporting the <mark>national minorities of Ukraine</mark>.

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. Cultural Heritage Digitalisation Grants

These grants are designed to support museums, archives, and NGOs in protecting Ukrainian cultural heritage. Get up to EUR 20,000 to digitise you

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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.
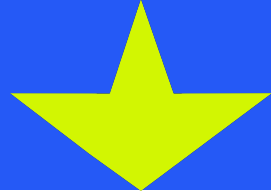
collection: from purchasing scanners and cloud storages to мexpert consultations and team fees

3. What is the grant amount?

From EUR 10,000 to EUR 20,000.

4. Which expenses are covered by the grant?

- Purchase or rent of equipment: scanners, cameras, servers, etc.
- Software: cloud storage, 3D modelling programmes, etc.
- External services and consultations
- Honoraria for the core team: managers, assistants, accountants, etc.

5. Which expenses cannot be covered?

- Travel expenses: tickets, hotel accommodation, etc.
- Event management and advertising
- Expenses not specified in the budget. If you need something that could not be predicted at the application stage, we will try to help
- Costs covered by other sources of funding
- Unreasonably expensive things.

6. Who can apply?

- Museums, archives, and other organisations that manage collections
- Non-profit public organisations focused on cultural heritage

7. What is needed to apply?

- A legal entity
- Work experience in the field of culture, particularly culture heritage
- A portfolio of projects, implemented during the full-scale invasion
- Strong team able to carry out the project even during the war

8. Who cannot apply?

- Profit organisations
- Natural persons
- Sole proprietors (FOP)
- Religious organisations
- Political organisations
- Military organisations
- Any organisations working in temporarily occupied territories

9. How much time do I have to complete the project?

You will have up to 6 months to carry out the project and finish the reporting. You will get the transfer in December 2024, and you have to finish the reporting in May 2025.

10. How and when will the grant be paid out?

We will transfer the funding to the bank account of your organisation in two instalments. The first payment is 80% of the grant. It will be credited to your account after signing the agreement.

The second payment will be 20% of the grant. You will receive money as soon as you implement the project and submit reports. It means you will need to cover part of the costs with your organisation funds. Once the reports are approved, we will issue a refund. If you budgeted fees, plan these payments from the second instalment.

You will receive money in UAH according to the Goethe-Institut in Ukraine exchange rate on the money transfer day.

11. How to apply?

Please submit an application via our online platform. The deadline is Friday 8 November 2024, 15:00 Kyiv time.

Please register, click the 'Start entry' button, choose the chapter 'Infrastructure Grants', and find an open call 'Cultural Heritage
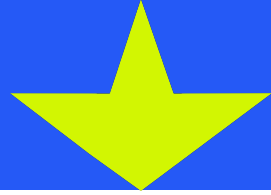
Digitalisation Grants'. Enter the title of your project in the field 'Entry name'. Please find an example of an application form here.

12. Which documents do I have to attach?

- Budget drafted in our template
- Other documents that will help us evaluate the application

13. How many applications can I submit?

- One legal entity can submit only one application. If you submit several applications, we will evaluate the last one.

14. 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 includes answers to all questions on the application form and has the mandatory attachments.

Second stage – expert evaluation. If your application passed technical review, independent experts will evaluate it according to the selection criteria.

15. What are the selection criteria?

Selection criteria

1.	Experience	• What non-digitalisation projects (e.g., exhibitions, educational programs, community outreach initiatives) has the organisation successfully completed after the beginning of full-scale invasion • What evidence is there that the team can effectively manage project timelines, budgets, and resources?
2.	Competence	• What relevant experience does the project team have in digitalizing collections or managing similar projects in the past? • What types of collections and projects does the organisation currently manage, and how do they demonstrate a commitment to preserving and promoting cultural heritage?
3.	Significance	• How does the collection contribute to the understanding of cultural, historical, or artistic topics, and what makes it important for preservation? • What potential impact will the digitisation of this collection have on public access, education, and scholarship in the relevant field?

4.	Technology	• What technology and methods will be used for digitalisation, and how have these been proven effective in similar projects? • Are there any partnerships or resources in place that will support the technical requirements of the project, such as access to software, hardware, or expertise?
5.	Budget	• How detailed and realistic is the proposed budget, and does it justify the requested funding in relation to the project's scope? • Are there any additional funding sources or cost-sharing arrangements that could enhance the financial stability of the project?
6.	Sustainability	• What plans are in place for the long-term preservation and maintenance of the digital assets created through this project? • How will the project ensure continued access and usability of the digital collection after the initial funding period ends?

7.	Visibility	• How will the outcomes of the digitalisation project be shared with the public and relevant communities to maximize engagement and use? • Are there strategies in place for promoting the digital collection, such as marketing, partnerships, or integration with existing platforms?
8.	Risks	• What potential risks have been identified that could impact the project's timeline, budget, or overall success? • What mitigation strategies are proposed to address these risks and ensure that the project stays on track?

16. What are the next steps?

- Your application will go through the technical review and assessment of grant applications by the experts. It takes up to 4 weeks.
- You will receive the results of the assessment through an e-mail sent after 30 November 2024. We will send a notification to the e-mail address you used to register on the online platform. Due to the large number of applications, we will not be able to comment on each decision.
- If your application is successful, we will ask you to send the information and documents needed to draw up the ==grant agreement==. In addition, we can ask to correct your budget.
- If you provide all the necessary information within seven days, we will conclude a grant agreement. It will determine the rights and obligations of the parties, as well as the exact amount of the grant and the agreement conditions. The agreement will also provide information about payments, the procedure for remittances and

reporting requirements. Drafting and signing of the agreement will take up to 3-4 weeks.

- You will receive the money transfer after signing the agreement.

17. What if my application is unsuccessful?

We receive more excellent applications than we can fund; thus not all the applications will be successful.

If your application was not selected, do not be upset. Apply for the next open call or choose another opportunity – dozens of grants, stipends and training are collected on our website.

18. Timeline

Deadline for consultations – Wednesday 06 November 2024, 15:00 Kyiv time

Deadline for application – Friday 08 November 2024, 15:00 Kyiv time

Announcement of results – after 30 November 2024

Carrying out of the project – December 2024–May 2025

19. Reporting

While implementing the project, you will have to submit several reports. There you will describe what you have done and justify the expenditures.
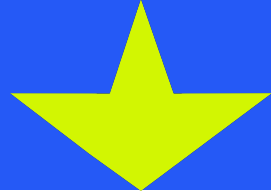
You will receive detailed instructions about the reporting rules during the grant agreement drafting and signing. If you have any questions about the reporting, we're here to help.

20. Personal data protection

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

21. Contact

If you have any questions regarding Digitalisation Grants, feel free to e-mail us at olena.onohda@houseofeurope.org.ua

We finish consultations two days before the deadline, so make sure to contact us before 6 November 2024, 15:00 Kyiv time.

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GOETHE INSTITUT

EUNIC
EU National Institutes for Culture