



Application guidelines

Stipends for professionals in culture and creative industries

1. House of Europe

House of Europe is an 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 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.

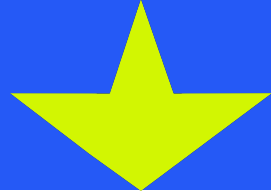
2. Online university stipends

Stipends support professionals in culture and creative industries in times of COVID-19 pandemic. You will receive UAH 3.000 for taking one of the free online courses from our selection.

Each week we issue up to 150 stipends. Applicants that will meet the technical criteria will receive the stipends. To meet the criteria, you have to prove that you work in the sphere of culture and creative industries and attach the certificate of completion of the online course. The deadline is rolling – each Friday at 15.00 Kyiv time.

3. Who can apply?

This opportunity is for professionals in culture and the creative industries. These include, but are not limited to:



- Managers, curators, cultural operators, experts, researchers, and cultural entrepreneurs in the fields of music, theatre, dance, design, fashion, visual arts and photography, audiovisual arts (including film), crafts, art market, museums, galleries, libraries, publishing and literature, festivals, creative hubs, cultural heritage, archives, restoration and conservation
- Artists and creative professionals working with music, theatre, dance, and other performing arts, visual arts and photography, audiovisual arts (including film), crafts, sculpture, media art, concept art, literature, advertising
- Architects, landscape architects, urban planners

We encourage to apply professionals currently employed in the field and those who have lost their job due to the COVID-19 pandemic. If you had the experience of working in culture and creative industries in the past 3 years – you are welcome to submit your application.

4. Who cannot apply?

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Professionals working in media and education.

Journalists reporting on arts and professors teaching at art institutions cannot apply for stipends.

5. What is the amount of the stipend?

You can get a stipend of UAH 3,000 for the completion of one of the online courses from our selection.

6. What are the eligible courses?

You must complete one of the online courses from our selection. You can check the [up-to-date list of eligible courses](#) on our website.

7. What is needed to apply?

Private entrepreneurs must submit:

- Certificate of completion of the course dated not earlier than 14 April 2020. [The certificate is issued by the online courses provider.](#)



- Extract from the Unified State Registry of Enterprises and Organisations to confirm that you work in the sector of culture and creative industries. The economic activity type must be in culture and creative industries.

Natural persons must submit:

- Certificate of completion of the course dated not earlier than 14 April 2020. **The certificate is issued by the online courses provider.**
- A document to confirm that you work or recently worked in the sphere of culture and creative industries. You can submit either:
 - A certificate of employment
 - An extract from the employment book
 - Other: a service agreement, a contract with an employer or another document certifying that you had the experience of working in culture and creative industries in the past 3 years.

B. How to apply?

- 3 To apply for a stipend, you should submit an application along with supporting documents via our **online platform**.

We accept applications for stipends on a rolling basis with a **weekly deadline on Friday at 15.00 Kyiv time**. If you apply before the weekly deadline, we will consider your application this week. If you apply after the deadline, your application will be considered next week.

Please mind that **you can receive the stipend only once.**

9. Do I have to register to apply?

- You have to register on the online platform to be able to fill in an electronic application.
- Your email address is required to register on the online platform (do not register with someone else's email address).
- 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.

10. How do I fill out the online application?

1. Open the [online platform](#)
2. Select the chapter ,Stipends for culture and creative industries’
3. Select the open call ,Week N call’
4. Type in your name and surname in Latin alphabet in the ,Entry name field’
 - 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.

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11. How the stipend winners will be selected?

To receive a stipend, you have to meet the technical criteria. Please prove that:

- You completed an online course from our selection
- You work in the sphere of culture and creative industries
- The submission of the application does not guarantee the award of the stipend. If the submitted documents are incomplete or do not meet our requirements, your application will be disqualified. Go through the application carefully before submitting it.
- Due to a large volume of applications, we will not be able to provide individual feedback to unsuccessful applicants.

12. What if the list of applicants exceeds the number of stipends?

Each week we issue up to 150 stipends. If the list of applicants exceeds the number of stipends, we will use the lottery to select the winner.



You can submit one application per weekly deadline. If your application is unsuccessful this week, you try next week. Mind that you have to fill in the application form on our [online platform](#) once again. However, you can apply with the same certificate on completion of the course.

13. What is next?

- We will communicate the results through an email within a week. If you will not receive the letter, please check the spam box or contact us via olga.kolykhanova@houseofeurope.org.ua.
- If your application is successful, we will send a notification email with a request that you provide your banking details, photocopies of passport and individual taxpayer identification number. We need the documents to transfer the money.
- If we do not receive all necessary documents by the deadline set, we reserve the right to cancel your stipend.
- We will transfer the money within 3-4 weeks from the day the application was submitted.

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14. Personal data protection

By submitting an application for an online university stipend, you agree for your personal data to be processed in compliance with GDPR requirements and the law of Ukraine on the protection of personal data.