

Application Guidelines

International Mobility Grants

1. House of Europe

House of Europe is a programme funded by the EU and implemented by Goethe-Institut Ukraine 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 national minorities of Ukraine.

This encompasses 15+ separate programme lines enabling Ukrainians to carry out personal projects, or to enrol in courses, conferences, and internships in the EU and the UK. The programme funds cultural cooperation and literature translation between Ukraine and the EU and the UK, along with the revitalisation of cultural infrastructure. House of Europe supports the safeguarding of Ukrainian cultural heritage, the development of creative businesses and media projects, and the holding of cultural events outside the Kyiv bubble. Various learning and matchmaking opportunities, such as Digital Labs, workshops, discussions, conferences, and hackathons, are offered.

2. What is an International Mobility Grant?

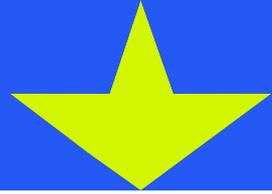
The International Mobility Grant is your chance to get funding for a skill-building trip to the EU*. You can get up to EUR 4,000 to visit a conference, present a project, meet European colleagues, or participate in an internship. As long as the journey will advance your career, we can cover most of the expenses: travel, accommodation, food, visa, medical insurance, and registration fees.

To receive a grant, you have to work in culture and creative industries, education and youth work, or media.

3. What are the peculiarities of mobilities we support?

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.





- Travel to the EU*. You can visit teammates in Ukraine next time, this trip is for valuable ideas and creating ties with EU* colleagues.
- Travel on your own. Colleagues cannot join you at the conference, but you can always share the brightest discoveries upon arrival.
- Travel according to your own itinerary. Mobility Grants are all about you. You design the journey from A to Z for it to address your professional needs.

4. What can be the purpose of mobility?

You can travel to EU* to:

- Present and discuss your work
- Do research
- Do internships
- Attend professional event: conference, networking, festival
- Meet with partners to plan your project
- Do something else that will contribute to your professional development.

5. Who can apply?

Professionals that:

- Are of full age
- Are citizens of Ukraine
- Currently reside in Ukraine (except for the temporarily occupied territories)
- Have a biometric passport or will be able to receive a visa to a country of their travel

6. What sectors are supported by these grants?

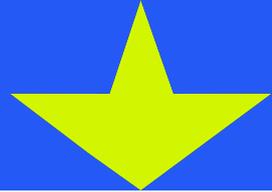
- Culture and creative industries
- Education and youth work
- Media

7. And more particularly?

We have defined a detailed list of target groups for each sector.

<p>Culture and creative industries</p>	<ul style="list-style-type: none"> ■ Managers, curators, cultural operators, experts, researchers, and entrepreneurs in the fields of music, theatre, dance, film, design, fashion, visual arts and photography, audio-visual arts, crafts, art market, museums, galleries, libraries, publishing and literature, festivals, creative hubs, cultural heritage, archives, restoration and conservation
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	<ul style="list-style-type: none"> ■ Artists and creative professionals working in the fields of music, theatre, dance, film, and other performing arts, visual arts and photography, audio-visual arts, crafts, sculpture, media art, concept art, literature ■ Architects, landscape architects, and urban planners
Education and youth work	<ul style="list-style-type: none"> ■ Member of the teaching staff and heads of preschools, secondary schools, vocational education institutions, training institutions, universities, postgraduate further education institutions, non-formal education institutions ■ Managers and employees of youth centres, youth non-profit organisations, hubs and clusters ■ Youth workers of the united territorial communities, regional, district and municipal state organisations
Media	<ul style="list-style-type: none"> ■ Managers, journalists and editors of regional and local media ■ Culture journalists ■ Economic journalists ■ Investigative journalists and fact-checkers

Didn't find yourself on the list? Write to roksolana.khanas@houseofeurope.org.ua and we will tell you whether you should apply.

8. I am a man. Will you help men with documents for international travel?

We cannot guarantee you a travel permit, but we can make an official letter confirmation about the receiving grants and funding of your trip. You will need to submit the permit documents yourself.

9. Do I need a FOP to apply?

Not necessarily. You can apply as a natural person, a sole proprietor (FOP) or in collaboration with an organisation.

10. What are the peculiarities of applying with each legal form?

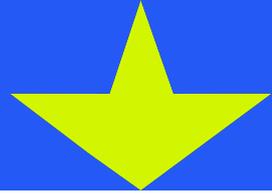
As a natural person:

- Tax of 23%, which will be withheld from the amount of the grant. The tax consists of personal income tax (18%) and military duty (5%).

As a sole proprietor (FOP):

- Economic activity codes must correspond to sector you are working in
- FOP must be registered on your name: we will not be able to transfer the money to your family member or friend.





- Do not forget that you will have to pay the taxes. Please note that even in the case of a simplified system, the grant may be subject to taxation at the rate of 23%. To find out what the amount of tax will be for you, consult a tax advisor.

In collaboration with an employer or organisation:

- Organisation will apply on your behalf and will be the responsible party in the project implementation, including reporting. The application, grant management, and travel are in your responsibility.
- Organisation must be a registered legal entity with the right to receive targeted assistance for project implementation: NGO, Limited Liability Company, state university, charity fund, etc.
- Don't forget to receive an informed consent from the head of the applying organisation
- It is organisation's responsibility to pay tax on the grant.

11. When can I travel?

Between 15 July 2025 and January 2026.

12. How long can my journey last?

Plan one trip that will last from 5 to 28 days. We cannot support multiple trips at different times.

13. What is the amount of a grant?

You can get up to EUR 4,000.

People with disabilities can get more. Tell us about additional costs in the application – we will try to help.

14. Which expenses are covered by the grant?

- Travel: tickets for trains, buses and planes, fuel for car
- Costs of stay: accommodation, food, public transport
- Registration fees, tickets, accreditations, etc.
- Visas
- Medical insurance

15. How much can I spend on travel?

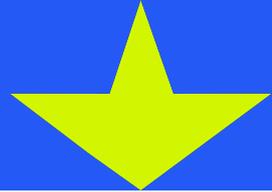
Depends on the distance to the destination:

- Up to 499 km – 180 EUR
- From 500 to 1499 km – 275 EUR
- From 1500 to 2499 km – 360 EUR
- Over 2500 km – 530 EUR

Use [the European Commission's distance calculator](#) to determine the distance from your city to your destination.

For example, you are traveling from Khmelnytskyi to Dortmund. The calculator says that there are 1396.33 km between these cities, so you can spend up to 275 EUR on tickets.





16. How much can I spend on accommodation?

Depends on the duration of the mobility:

- From 5 to 14 days – 120 EUR per day
- From 15 to 28 days – 70 EUR per day

17. How much can I spend on other expenses?

We will cover the full cost of visas, insurance policies and tickets to professional events.

18. Which expenses cannot be covered?

- Not indicated in the application
- Not directly related to the mobility
- Covered by other grants and programmes
- Expenses for journeys that happened before signing the grant agreement
- Taxes

19. How to report for a grant?

After coming back from the trip you will have two weeks to:

- Fill in a narrative report. Describe the trip, tell if everything went well, share your thoughts and conclusions and attach 3-4 photos. To make it easier for you, we will share a template.
- Attach documents that will confirm travel expenses. These are tickets, gas receipts, hotel receipts, event tickets, insurance policies, etc.

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

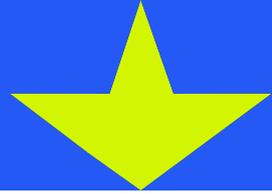
We will transfer the funds in two instalments.

The first instalment of 75 % of the grant is sent upon signing the grant agreement.

The rest of the amount will be sent after you return from your trip and submit your final report. This means that you will need to cover part of the costs with your own funds. We will reimburse them immediately after we approve the report.

When receiving funds to the account of a natural person, from the total amount of the grant, taxes will be withheld: personal income tax (18%) and military duty (5%). When receiving funds to the FOP or the account of the organisation, paying taxes in accordance with current legislation is the responsibility of the account holder.





The amount of grant will be paid in UAH according to our currency exchange rate as of the day of the money transfer.

21. How to apply?

Submit your application via our [online platform](#). The deadline is Wednesday 21 May 2025, 15:00 Kyiv time.

Please register, click the 'Start entry' button, choose the chapter 'Individual grants' and find an open call 'Mobility grants' for your professional sector. Enter your name and surname in the field 'Entry name'. You can download a sample of the application form on the [main page of our online platform](#).

You can ask us your questions by mail. Please contact us by 15:00 Kyiv time on Tuesday 20 May 2025 to get the answer.

22. Which documents do I have to attach?

- Budget of your journey, drafted in [our template](#)
- Scans of the first pages of passport and registration
- CV in Ukrainian of 2 pages maximum. Elaborate on your professional experience, education, internships, scholarships and fellowships.
- Budget of the project drafted in our template.
- Confirmation from the EU* partner: a conference programme with your name among the speakers, an invitation to an internship, a letter from a partner, etc. The language – English or another EU language, supplemented by a Ukrainian translation.

23. How many applications can I submit?

- You can submit only one application for an International Mobility Grant.
- Have you already received our International Mobility Grant in 2023-2025? Please give other change agents a chance to benefit from our grant.

24. How will my application be evaluated?

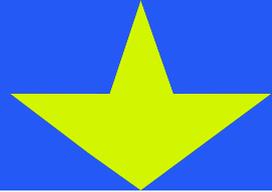
Your application will go through two stages of assessment.

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.

25. What are the selection criteria?

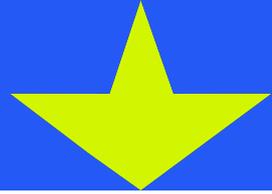




Selection criteria		
Motivation	<ul style="list-style-type: none"> • What is the personal and professional motivation of the applicant? • How clear and realistic are the purpose and expected results of the mobility? • To what extent does the profile and activities of the EU* partner correspond to the goal of the applicant? • Access the level of established connections with the EU* partner. 	Maximum 20 points
Professional relevance	<ul style="list-style-type: none"> ■ How is mobility related to the applicant's professional activity? ■ How relevant is mobility for the professional development of the applicant? ■ To what extent does the mobility correspond to the professional experience of the applicant? 	Maximum 15 points
Plan	<ul style="list-style-type: none"> ■ Is the mobility programme clearly defined and realistic? How well planned and organised are the mobility activities? ■ Is the budget accurate, credible, and realistic? ■ Will the applicant be able to effectively communicate with partners? Will the language barrier get in the way? 	Maximum 15 points
Long-term results	<ul style="list-style-type: none"> ■ Does the applicant plan to share new experience with his/her professional sector in Ukraine? ■ Does the applicant have a post-mobility action plan? 	Maximum 10 points
Affinity with the House of Europe tasks and goals	<ul style="list-style-type: none"> ■ Does mobility correspond to the focus of the programme: to encourage professional and creative exchange between Ukrainians and their colleagues in EU*? ■ To what extent will mobility contribute to shape the mobility participant as a change agent for his/her community or team? 	Maximum 10 points
Additional selection criteria		
Geography	<ul style="list-style-type: none"> ■ Is the project organiser working in a rural area, smaller urban centre, region with insufficiently developed infrastructure? 	Maximum 5 points

26. What are the next steps?





- In May-June 2025, your application will go through the technical review and expert assessment.
- You will receive the results of the after 24 June 2025. We will use the email address you indicated while registering on the online platform. Due to the large volume of applications, we are not able to provide each applicant with an explanation of the decision and individual feedback.
- If your application is successful, we will ask you to fill in a self-declaration form to make sure you share our values: respect for intellectual rights, tax legislation, etc. If any questions arise, we will be there to help.
- We will also ask you to provide additional documents for the preparation of grant agreement. If we do not receive all necessary documents by the deadline, we can cancel your grant.
- A month or two before the trip, we will sign the agreement. The first instalment of the grant will be transferred to your account within 30 days of signing.
- If you need to secure a ticket for the event, please contact us after the selection results are announced. We will do our best to prioritise the agreement with you.

27. What if my application is unsuccessful?

We receive a larger number of 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.

28. Timeline

Deadline for consultations – **Tuesday 20 May 2025, 15:00 Kyiv time**

Open call deadline – **Wednesday 21 May 2025, 15:00 Kyiv time**

Announcement of results – **after 24 June 2025**

Please keep in mind that these dates are not set in stone and may change slightly. We will warn you in advance so you can plan your time.

29. Personal data protection

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

30. Contacts

If you have any questions regarding International Mobility Grants, feel free to write to roksolana.khanas@houseofeurope.org.ua. We will do our best to help you.

We finish consultations one day before the deadline, so make sure to contact us no later than Tuesday 20 May 2025, 15:00 Kyiv time.

