Application guidelines
Hatathon grants closed call

1. About House of Europe

House of Europe is a new EU-funded programme fostering professional and creative exchange between Ukraine and the EU*[1] in the sectors of culture and the creative industries, education, health, media, social entrepreneurship, and youth.

The main focus of House of Europe is on cultivating mobility, exchange, and collaboration opportunities for Ukrainian professionals with EU* countries. The programme aims to enable attendance at capacity building events, the exchange of experience and the development of international cooperation projects alongside partner organisations.

2. What are the Hatathon grants?

This is a closed call, open exclusively to top 20 projects[2] of Hatathon.

3. Who can apply?

Organisations, which represent teams that were scored as top 20[2] during the Hatathon. They must apply with the project they developed during the Hatathon or its direct continuation. Different projects even from the same team will not be considered.

Hatathon grants can only be awarded to registered, non-profit, non-governmental organisations. Private persons (including registered entrepreneurs) cannot apply.

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[1]Here and further in the text whenever marked with *: plus the United Kingdom

[2]If a top 20 project does not submit an application or if the total available grant amount is not requested, House of Europe reserves the right to invite runners-up projects, in the order of their scoring during the Hatathon, to submit applications.
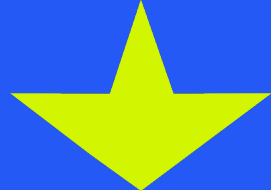
During the Hatathon, diverse and inspired teams came together to develop projects ideas. As long as the members of your team have proven experience in implementing projects in the sphere of culture, we do not require the applying organisation itself to have it. Given that some of the teams just formed during the Hatathon, this opportunity is open also for newly-registered organisations, as long as you can demonstrate long-standing and relevant experience in implementing cultural projects of your team members.

4. Duration of the project

Duration of the project must be from 3 to 12 months from the moment of the signing of the contract. Any changes or prolongations must be negotiated in advance and may be granted only in exceptional cases.

5. What is the maximum amount of a grant?

The amount for Hatathon grants can be up to EUR 25,000.

6. How and when will the grants be paid out?

If your application is successful, upon signing of the contract, the funding will be transferred to the bank account of your organisation in several instalments. No payments will be done in cash.

The amount of grant will be paid in UAH according to the current exchange rate (on the day of the transfer) of the German Embassy in Ukraine. The first instalment of the grant will be paid within 30 days from the signing of the contract.

The size, number and dates of transfers will be agreed upon signing of the contract.

The final instalment will be paid once the reporting on the project is completed and accepted by the House of Europe team. You will receive detailed instructions about the reporting once at the time of signing the grant contract. House of Europe team will be available for the consultations throughout the entire duration of your project.
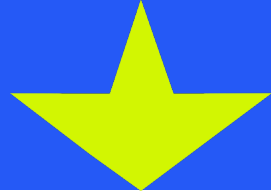
7. What expenses may be covered by Hatathon grants?

- Staff costs

- Costs of services (external expertise, especially digital services, translation, design, production costs, etc.) are not limited

- Administration costs (rent of space/equipment for relevant events, consumables/materials, etc.)

- Rent of equipment is permitted and not limited

- Travel expenses are permitted, but may not exceed 10% of the grant

8. Which expenses are ineligible?

- Ongoing organisational costs (including office rent)

- Costs covered by other sources of funding
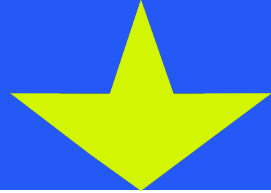
- Purchase of equipment/renovations

Any changes in the financial planning that exceed 20% of the original budget line must be agreed with House of Europe in advance. If not, they will not be reimbursed. Successful applicants will be provided with detailed instructions on managing and reporting their expenses.
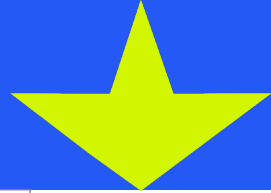
9. Application process

To apply, you will need to fill out the concept note for your project idea and submit it through the online application system before the deadline on Tuesday 26 May 2020, 15.00 EET (Kyiv time).

First, the applications will be reviewed technically to confirm that they were made on time and include answers to all relevant questions of the application form.
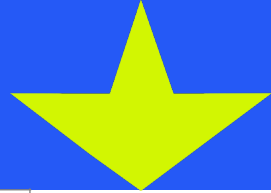
After that, the independent experts of House of Europe will evaluate each application according to the following criteria:

Selection criteria	
Relevance	▪ The specificity of the solution offered by project will be evaluated with regards to Covid-19-related challenges – as opposed to any-time projects with no such specific relevance. ▪ What needs does the project address or what problem does it solve? ▪ Will the cultural sector as a whole benefit from this project and, if yes, to what extent?
Innovativeness	▪ Is the idea of the project itself innovative, or has it been approached similarly in the past?
Digital component	▪ Do the digital tools the project is planning on using correspond to the goals of the project? ▪ Will the project contribute to digital competency of the organisations, audiences, sector as a whole? ▪ Is the project scalable? ▪ Does the project and its use of digital technologies generate added value that can benefit other projects or organisations in their artistic, cultural, or operational activities? ▪ Are digital technologies employed in a considerate, meaningful, and innovate way? ▪ Are aspects of IT safety, personal data ownership/protection, fair remuneration of creative work, etc. considered?

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Competence	▪ Do the applying organisation and the project team members have relevant experience in implementing culture projects, and if yes, how successful were they? ▪ Do the applying organisation and the project team members have the capacity or access to expertise to implement the digital component of the project?
Methodology	▪ How well are the project content and activities planned? ▪ How clear and realistic is the suggested action plan?
Budget	▪ Does the budget correspond to the planned scope of the project? ▪ Is the proposed budget accurate, credible, and realistic? ▪ Do the planned costs correspond to the project activities?
Sustainability	▪ What is the immediate expected tangible outcome of the proposed activity? ▪ Are there specific follow-up activities planned? ▪ Will the project stand on its own after the grant funding is over? Is there a post-project action plan?
Visibility and communication strategy	▪ Does the applicant have an idea and overview of ways to promote the project and to spread the information about its outcomes? ▪ Is there a visibility and communication strategy and/or plan?

| Impact	▪ Which audiences will be able to use project product, for what period, how accessible the digital product will be? ▪ Will the impact be limited to the cultural sector or will a wider audience also benefit?
Geography	▪ Is the applying organisation in Ukraine established in a rural area, smaller urban centre, or oblast centre in the periphery of the country?
Inclusion	▪ Is the project inclusive/accessible to people with special needs? ▪ Does the project raise awareness of inclusion? ▪ Is inclusion a main topic of the project?

10. How to apply?

To apply for a Hatathon grant, please submit an application along with the necessary supporting documents using the House of Europe online platform.

You must submit your application (button 'Submit entry') by Tuesday 26 May 2020, 15.00 Kyiv time (late applications will not be considered).
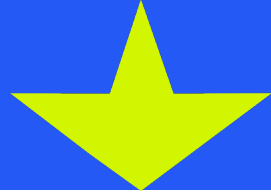
- You have to register on the online-platform to be able to fill in the electronic application.
- Your email is required to register on the online-platform (do not register with someone else's email).
- We will use this email as an official channel of communication with you, so we ask you to register on the online-platform with an email address that you check regularly.
- When registering, make sure to tick the field: "I agree to receive notification and communication emails or SMSs from House of Europe. You may withdraw your consent at any time." Please note that you will not be able to receive important communication from us regarding the status of your application if you do not provide your consent to receive notification and communication emails from House of Europe.

- Fill in the information in the online application in Ukrainian
- An online application consists of the following tabs:
  - Details
  - Questions
  - Criteria
  - Attachments
  - Declaration
- All tabs consist of mandatory and optional fields
- Optional fields are marked as 'optional'
- You cannot move to the next tab and save the application, if mandatory fields are not filled
- Please press the button 'Submit entry' to submit an application
- 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
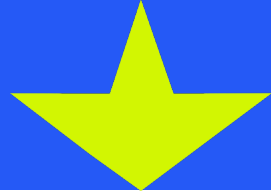
- If have not received an automatic confirmation, your application has not been submitted. In that case, please check again, and/or get in touch with us via email maria.ilyina@houseofeurope.org.ua and ilona.demchenko@houseofeurope.org.ua

- Please submit your online application in advance to avoid any technical issues closer to the deadline.

## 11. What information will I need to provide in the online application?

You have to provide the following information and documents in the online application form:

Field 'Chapter'
Please choose the right chapter (category): • Hatathon grants
Field 'Open call'
Please choose the right call: • Hatathon grants
Field 'Entry name'
• Enter your project name
General information (tab 'Details')
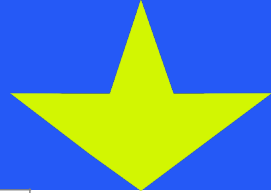
- Name of the project
- Full legal name of the applying organisation
- Legal status of the organisation
- Name of the project manager responsible for the project
- Email of the project manager
- Telephone of the project manager
- Postal address of the applying organisation (will be used to send the documentation)
- Website/blog (optional)
- Page of the organisation in the social media (optional)
- When was the organisation registered
- Do you plan to involve partners?
  If yes, please specify name of the organisation(s) and the country/ies (optional)
- Is your organisation or your organisation's members or staff currently involved in any court case? If yes, please provide details.
- Is any of your organisation's member or staff under criminal investigation or has been charged with a criminal offence? If yes, please provide details.
- Have members or staff of your organisation ever been convicted of any criminal offence? If yes, please provide details.
- Is your organisation currently bankrupt, subject to insolvency or winding-up procedures? If yes, please provide details.

**Detailed information about the project (tab 'Motivation')**
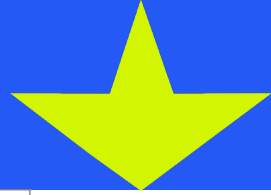
- Describe your project idea.
- What digital tools will you use in this project? Please give a list with explanation of how in particular you plan to use them.
- What do you expect to achieve as a result of this project (what are your objectives and the outputs that will contribute to the objectives)? Please be as specific as possible.
- What experience do your organisation or team members have of implementing cultural projects? Please describe them and provide relevant links.
- What experience do your organisation or your partners have of implementing digital projects? If any, please describe them and provide relevant links.
- What audiences do you plan to reach? How?
- How will you know you have achieved your project's objectives? Please briefly summarise your monitoring and evaluation plan and the success indicators you will use in the evaluation process.
- How will your project's achievements be sustained? What impact do you think the project will have on long-lasting cooperation, collaboration and/or networking between the project partners?
- How will you tell people about your project? Please outline your communications and dissemination strategy and the communications tools you will use.
- What are the main risks that could affect the successful completion of your project? How will you deal with each of them?
- Do you have other financial contributors to this project? If yes, please list them and indicate the amount / nature of their contribution.
- Has the applying organisation received other grants in the past 12 months? If yes, please specify them.

Attachments: Documents the applicant needs to upload to the online-platform: (tab 'Attachments')

- Budget
- Charter of applying organisation
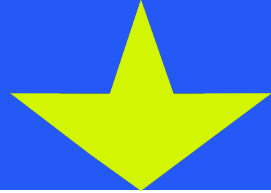- CV of project manager

Tab 'Declaration'
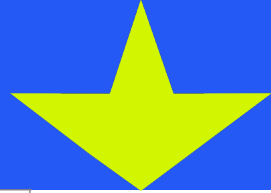
- Please confirm that you have read and understood the grant conditions and related policies.

12. Evaluation

- Several independent experts will evaluate each application. In the case of significant disparities in the evaluation of a particular project, additional external expertise can be requested.

- House of Europe reserves the right not to comment on the decision of the selection experts. Due to the volume of the applications, it would not be possible to provide feedback to each applicant.

- We kindly ask you to pay attention to the content of these guidelines and the online application form to be able to apply well prepared and in time.

- We encourage you to start working on the application as early as possible to be able to resolve any potential issues in time. You will be able to reach us with questions about the application form via this email [maria.ilyina@houseofeurope.org.ua.](mailto:maria.ilyina@houseofeurope.org.ua)

- We publish answers to frequently asked questions, so make sure to check the website regularly.

- Please keep in mind that on the last day before the deadline online application system will be working under significant pressure, which may cause hiccups. Try to finalise your application as early as possible to avoid that.

13. What are the next steps?

- The technical review and assessment of grant applications by independent experts takes up to 4 weeks

- The results of the assessment will be communicated through a broadcast email not earlier than 15 June 2020

- Due to the overwhelmingly large amount of applications, we are not able to provide each applicant with explanation of the decision and individual feedback

- If your application is successful, you will receive a notification to the email address, you used to register on the online platform, with an information about the following steps

- The grant agreement stipulates 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

- We invite you and your organisation to familiarise yourself with the template of the grant agreement and reporting requirements in advance. This will help to avoid delays in agreement signing process

14. Tentative timeline of the Hatathon grants programme

Publication of the open call – 5 May 2020
Deadline for applications – 26 May 2020
Evaluation by the independent experts – 28 May–15 June 2020

Please note that this timeline is only provided for your convenience and information and can be subject to changes.

15. Personal data protection

By applying for this opening you agree for your personal data to be processed in compliance with GDPR requirements.

Note that we will not be able to respond to queries sent after 22 May 2020.