



Application guidelines

Individual project grants

1. About House of Europe

House of Europe is an EU*¹-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.

1

2. Individual project grants

These grants support projects designed and led by individual professionals: from participation in long-wished-for online courses to launching their own educational projects. The initiative must be a powerful boost for professional and leadership skills, turning its manager into a change agent for their community.

To allow professional and cultural exchange, the project must include a meaningful involvement of a partner or organisation from an EU* country.

3. What sectors are supported by these grants?

- Culture and creative industries
- Education
- Health

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, and Sweden.



- Social entrepreneurship
- Media
- Youth work

Please check the detailed list of target groups [here](#).

4. Who can apply?

If you are a private entrepreneur with corresponding economic activity codes in your field, you may apply for a grant directly. Note that we cannot award grants to a third party with a status of a private person-entrepreneur. This means we will not be able to transfer the money to your family member or friend.

If you are a natural person, you must undertake an individual project in collaboration with a legal entity, that will apply on your behalf and will be the responsible party in the project implementation, including reporting.

2

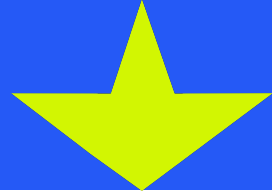
Only organisations, which have the right to receive grant support, are eligible to be an applying organisation: NGO, Limited Liability Company, state university, charity fund, etc. You must receive an informed consent from the head of the applying organisation to submit this grant application.

5. What is needed to apply?

- You must be a citizen of Ukraine, who currently resides in Ukraine.
- You must be at least 18 years of age.
- You must lead the project on your own. Group applications are not eligible.
- You can submit only one application within one open call.
- Several people from the same organisation can apply for funding, but we reserve the right to award a grant only to one individual from that same organisation.
- Grant recipients of the House of Europe mobility grant are not eligible for funding by the individual project grant.

6. What kind of activities can be funded?

- Participation in fee-based skill development programmes offered by organisations from the EU*: online courses, workshops, masterclasses, internships, mentoring programmes, etc.



- Participation in fee-based events offered by organisations from the EU*: online conferences, networking events, forums, residencies, etc.
- Conduction of online surveys in the EU*
- Remote research in archives, libraries, museums, institutes, laboratories in the EU*
- Design of skill development events for Ukrainian peers featuring experts from the EU*: online workshops, master classes, lectures, podcasts, blogs, etc.
- Design of projects to present your ideas and expertise to peers from the EU*: online workshops, masterclasses, lectures, digital exhibitions, performances, podcasts, blogs, etc.
- Design of events for peers from the EU* and Ukraine: online round-table discussions, hackathons, networking events, forums, conferences, etc.
- Development of creative, research, and educational projects in collaboration with colleagues from the EU*
- Other projects that do not fall under these categories, but will be beneficial for you, your organisation, or professional community

3

7. What else to keep in mind?

- **Your project must involve EU*.** We encourage the bilateral flow of experiences, so you can both learn from European experts and share your ideas with peers from the EU*.
- Due to the pandemic, you can only interact with the EU* remotely. Please avoid travels or in-person events, as we will not be able to fund them.
- Your project can consist of several activities as long as they are linked logically and form a cohesive unit. For example, you may participate in an online conference and afterwards hold a workshop to share new knowledge with peers.

8. What is the duration of the project?

You will have **up to six months to carry out the project. Make sure to design and implement it between 14 December 2020 and 15 June 2021.**

Any changes must be negotiated in advance and may be granted only in exceptional cases.

9. What is the amount of a grant?



The minimum amount of a grant is EUR 1,000. The maximum amount of a grant is EUR 4,000.

We do not request you to use your funds or funding provided by other organisations. However, this is also encouraged.

Any changes in the financial planning will need to be agreed in advance. Otherwise, we will not be able to reimburse them.

10. Which expenses are covered by the grant?

- External services costs: participation in events and online courses, professional consultations, mentoring, etc.
- Marketing costs: design, copywriting, video and photo production, social media marketing, etc.
- Administration costs: rent of space, equipment, etc.
- Digital materials and tools: purchase of software, etc.
- Remuneration for experts, facilitators, etc.
- Other costs directly related to the implementation of the project

4

Note that you are responsible for paying all necessary taxes. Please account for taxes when calculating the budget, and include them in the budget form if you want us to cover them.

11. Which expenses cannot be covered?

- Ongoing organisational costs, e.g. office rent, salaries
- Costs covered by other sources of funding
- Costs not indicated in the budget
- Purchase of equipment and renovation
- Coverage of the grant recipient's indebtedness
- Bank fees and commissions
- Taxi rides
- Costs or preparation of the grant application
- Project-related costs that occurred before the start of the project
- Other costs not directly related to the implementation of the project

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



We will transfer the funding to your private person-entrepreneurs bank account or the bank account of the organisation that applied on your behalf in two instalments.

The first instalment of 75 % of the grant is sent upon signing the grant agreement. To receive the second instalment of 25 % of the grant, you are expected to provide a final financial report on your project, backed with invoices or other forms of payment request and confirmation. The final instalment will be paid once all of the reporting on the project is completed.

The amount of grant will be paid in UAH according to the current exchange rate on the day of the transfer of the Goethe-Institut. Note that all expenses in the final financial report will be converted to EUR according to the internal exchange rate of Goethe-Institut.

The amount of the grant will be calculated based on your actual expenses. All unused grant funds must be returned to the House of Europe.

If you fail to comply with the grant conditions and grant agreement requirements, you will have to return the full grant amount to the House of Europe.

5

13. How to apply?

To apply you need to submit an application along with supporting documents via our [online platform](#).

You must submit your application using the 'Submit entry' button **no later than Wednesday, 21 October 2020, 15.00 Kyiv time**. Be careful with the deadline, as late applications will not be considered.

Please keep in mind that on the last day of the deadline, the online application system will be under significant pressure, which may cause technical problems. Try to finalise your application as early as possible to avoid any issues.

14. 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.

15. How do I fill in an online application?

Fill in the information in the online application in Ukrainian:

Field 'Chapter'
Individual grants
Field 'Open call'
Choose open call: <ul style="list-style-type: none"> ▪ Individual project grants
Select your professional sector: <ul style="list-style-type: none"> ▪ Individual project grants in the sector of culture and creative industries ▪ Individual project grants in the sector of education ▪ Individual project grants in health sector ▪ Individual project grants in media sector ▪ Individual project grants in the sector of social entrepreneurship ▪ Individual project grants in youth sector
Field 'Entry name'
Enter the name of your project
Tab 'Details'

6



- Name of your project
- Name, surname
- Gender
- Date of birth
- Place of residence
- Postal address
- Electronic mail address
- Phone number
- Place of work
- Position
- Full name of the partner organisation
- Postal address of the partner organisation
- Electronic mail address of the partner organisation
- Phone number of the partner organisation
- Authorised representative of the partner organisation

Tab 'Questions'

- Do you reside in Donets or Luhansk oblasts?
- Are you an internally displaced person?
- Are you a person with disability?
- Have you travelled internationally to participate in the professional exchange, internships or to study?
- Have you previously received funding from the House of Europe, Goethe-Institut, The British Council, Institut Français or Czech Centres?

Tab 'Motivation'

7



- Briefly describe the essence of your project.
- What is your personal and professional motivation to lead this project?
- What are the specific objectives of the proposed project?
- Please provide a detailed description of all activities of your project. How and why will you implement them?
- Please detail your project timeline: the stages and time of project activities implementation.
- Please list your partners/organisation from the EU*, engaged in your project: name, county, website, type of organisation's activities.
- How are the partners/organisation involved in your project?
- Have you established the ties with the partners/organisation?
- Select one or few priority topics your project is addressing from [the list](#).
- In what ways does your project align with the [priority topics](#)?
- In what way does your project contributes to your professional growth and changes in your organisation or professional community?
- Do you plan to share your knowledge and findings in your community or professional sector after the project completion? If yes, how?

8

Tab 'Attachments'

Please attach:

- CV
- Project budget
- Confirmation of participation in the project from an EU* organisation
- Copy of the extract from the Unified State Register of legal entities, private entrepreneurs and public associations

Tab 'Consent'

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



- All tabs consist of mandatory and optional fields. Optional fields are marked ,optional’.
- You cannot move to the next tab and save the application if mandatory fields have not been completed.
- 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 or get in touch with us via email at ask@houseofeurope.org.ua. Make sure to contact us before Friday, 16 October, 15.00.

16. What additional documents do I need to provide?

- CV of 2 pages maximum. Elaborate on your professional experience, education, internships, scholarships and fellowships.
- Budget of the individual project [in our template](#)
- Photocopy of private entrepreneurs’/applying legal entity’s extract from the Unified State Register of legal entities, private entrepreneurs and public associations
- Proof that your partner in the EU* is ready to collaborate. If you are unable to provide this document at the application stage, you will be required to provide it before the grant agreement signing, if it is applicable according to the nature of your project.

17. 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 is compliant with that, independent experts contracted by House of Europe will evaluate it according to the following criteria:

Selection criteria



<p>1. Motivation and objectives</p>	<ul style="list-style-type: none"> ▪ What is the personal and professional motivation of the applicant? Is it clearly explained? ▪ How clear and realistic are the set objectives? ▪ Do they correspond with the overall goal of individual project grants to contribute to professional skills and growth of the applicant? ▪ Are the proposed project and its activities relevant to the applicant's professional profile and their further growth in the sector?
<p>2. Plan of activities/ Plausibility and feasibility</p>	<ul style="list-style-type: none"> ▪ How good are the content and quality of the project activities and how well are they planned? ▪ How clear and realistic is the suggested project timeline? ▪ Do project activities include a meaningful engagement of the EU partners/host organisation? ▪ Has the applicant established connections with their EU partners/host organisation already? Do they have a proof of that? ▪ Does the applicant have the capacity or access to expertise to implement the project?
<p>3. Relevance</p>	<ul style="list-style-type: none"> ▪ How well is this project addressing one of the priority topics in the respective sector? ▪ How relevant are the proposed project and its activities for the respective sector?



<p>4. Multiplication and sustainability</p>	<ul style="list-style-type: none"> ▪ Will this project result in a relevant and lasting professional development of the applicant in their professional sector? ▪ Does the applicant have a potential as a multiplier? Can this project help to shape the applicant as a change agent for their community or workplace? Does the applicant outline concrete measures to pass on their knowledge and findings to others?
<p>5. Budget</p>	<ul style="list-style-type: none"> ▪ Is the proposed budget accurate, credible, and realistic? Does it correspond to the planned project's scope? ▪ Do the planned costs correspond to the project activities?
<p>Additional selection criteria</p>	
<p>4. Geography and status</p>	<ul style="list-style-type: none"> ▪ Is the applicant working in a rural area, smaller urban centre, or Oblast centre in the periphery? ▪ Priority is given to those applicants who work in the rural areas, smaller urban centres, or periphery Oblast centres. ▪ Is the applicant an internally displaced person?

11

1B. Exclusion criteria

Please note that we may not award a grant if you or your applying organisation are:

- Criminally convicted
- Under criminal investigation
- Arrested or charged and awaiting a trial
- Have a civil court judgement against you
- Bankrupt, subject to insolvency or winding-up procedures
- In breach of its obligations relating to payment of taxes or social security contribution
- Guilty of professional misconduct



- Violating intellectual property rights
- Attempting to obtain confidential information
- Guilty of fraud, corruption, conduct related to criminal organisation, money laundering or terrorist financing, terrorist-related offences

19. What are the next steps?

- The technical review and assessment of grant applications by independent experts will take up to 3-4 weeks.
- The results of the assessment will be communicated through a broadcast email not earlier than **12 November 2020**
- If your application is successful, we will send a notification email to the email address you used to register on the online platform, with a request that you provide a more detailed implementation, communication, and budget plan, as well as supporting documents.
- If you provide all documents by the established deadline, you or your organisation will be invited to sign a grant agreement
- If we do not receive all necessary documents by the deadline, we reserve the right to abstain from awarding a grant in support of your project
- If you provide all the necessary documents on time, we will conclude a grant agreement. The grant agreement signing process will take place in November 2020-January 2021.
- You can apply for other House of Europe opportunities. You can only receive individual project grant once.

12

20. Timeline

Launch of the open call – 1 October 2020

Deadline for consultations – 16 October 2020, 15.00

Deadline for application – 21 October 2020, 15.00

Expert evaluation of applications – 21 October-12 November 2020

Announcement of results – 12 November 2020 or later

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

21. What if my application is unsuccessful?



We receive a larger number of excellent applications than we can fund; thus, not all of the applications will be successful.

If you are not successful this time, you can and apply for the next round of open calls for individual project grants or choose another House of Europe opportunity on [our website](#).

22. Personal data protection

By applying for this opening you agree for your personal data to be processed in compliance with [GDPR requirements](#).

23. Reporting

We invite you to take a look at the templates of the reports in advance: [narrative report](#), [financial report](#).

13

You will receive detailed instructions about the reporting before you sign the grant agreement. We will be available for you to consult throughout the entire duration of your project.

24. Contact

Please direct questions regarding grants to the following email address: ask@houseofeurope.org.ua

We finish consultations four days before the deadline, so [make sure to contact us before Friday, 16 October 2020, 15.00](#).