

EUROPA NOSTRA AWARDS 2018

APPLICANT'S GUIDE Category Conservation

CONDITIONS OF ENTRY

Outstanding achievements in the conservation and enhancement of cultural heritage in Europe, in the following areas:

- Architectural heritage: single buildings or groups of buildings in rural or urban setting
- Building additions or alterations, or new building projects within historic areas
- Industrial and engineering structures and sites
- Cultural landscapes: Historic urban environments or townscapes, city or town squares and streetscapes
- Historic parks and gardens, larger areas of designed landscape or of cultural, environmental and/or agricultural significance
- Archaeological sites, including underwater archaeology
- Works of art and collections: collections of artistic and historic significance or old works of art
- Intangible cultural heritage¹
- Digitisation projects of cultural heritage²

Projects should have involved restoration or conservation of a structure or site, its adaptation to new uses, building additions or alterations, or new design in conservation areas.

The building / site / work(s) of art must be accessible to the public. Buildings or sites that are regularly visited or used by large numbers of people, for instance schools or office premises, are considered accessible. Private buildings or sites that are regularly open to visitors are considered accessible.

The project may include an interpretative display for cultural or educational purposes.

Completed phases of large-scale projects are eligible. Entrants should state in the description how the phase relates to the project as a whole, and indicate the overall project's expected completion date.

The project must have been completed within the past three years: September 2014 - September 2017.

¹ Intangible cultural heritage as practices, representations, expressions, as well as the knowledge and skills that communities, groups and, in some cases, individuals recognise as part of their cultural heritage (inter alia oral traditions and expressions, performing arts, social practices, rituals and festive events, knowledge and practices concerning nature and the universe and traditional craftsmanship). Source: [UNESCO](#)

² For more information on Digital Culture and Digitisation please visit <https://ec.europa.eu/digital-agenda/en/digital-culture>

General information

The deadline for submission of dossiers is 1 October 2017 (last date of sending).

Entry dossiers may be submitted in either English or French. No other language will be accepted.

Only the official 2018 Entry Forms provided through the Europa Nostra website (in English or French) will be accepted.

For a complete entry dossier:

- Fill in all sections of the entry form
- Include photographs and drawings with captions (no fold-outs larger than A3 format)
- When all sections of the entry form have been completed, create a pdf file of the entry form (including photographs, drawings and authorisations)
- Create one (1) digital folder containing:
 - the pdf file of the complete entry form
 - two (2) separate folders with the photographs; one folder must contain photos in **high** resolution and one in **low** resolution (see section "Photographs" below for more information)
- Copy the digital folder into a usb flash drive
- Print the complete entry dossier and bind it
- Send the printed dossier together with the usb flash drive by post to Mrs. Elena Bianchi, Programmes Coordinator, Lange Voorhout 35, 2514 EC, The Hague, The Netherlands.
- The deadline for sending the dossier is **1 October 2017**. This means that the last day to post the dossier is 1 October 2017, as indicated by the post office / courier's stamp.

Important information for completing the entry dossier

Title of the project

- Please provide two (2) project titles: one in the original language and one in English
- The titles should be no longer than 60 characters (letters) each
- In case your project is selected for an Award, we might use this title for publications and communication, therefore please make it as short, clear and representative of the project, as possible

Start and completion date of the project

- Please indicate the month and year of start and completion date of the project
- The project completion date should be within three (3) years prior to the deadline for submission of entries (between September 2014 and September 2017)
- If there is still a part of the project that is incomplete, please state what that is and whether there is a proposed deadline for its completion. The start of the project can be prior to 2014.

Brief description of the project (maximum 150 words)

We ask you to provide a text describing the importance of your project and a description of the object in question, in a maximum of 150 words. Europa Nostra might use this text in the annual Awards publication and / or other communication purposes. In this description, please include the following information:

- Title of the project
- Location of the project
- Dates of the project
- Overall aims of the project
- Brief description of the phases of the project
- Final results of the project

You can use the following text as an example of how to write the brief description:

The Church of Santa María la Mayor in Colmenar de Oreja, just outside of Madrid, was built in the latter part of the 13th century by the Order of Santiago, and was later extended in the second half of the 16th century.

The roof, the church tower and three entrance doorways, dating back to the 16th century and attributed to Juan de Herrera, were in serious state of deterioration and desperately needed to be restored. Archaeological research revealed a part of the original plan of the church and remnants of the choir destroyed in 1936. Consequently, the level of the pavement was lowered to its original level; the columns and the ribbed vaults were cleaned and consolidated, thus recuperating their original height. The remains of 16th century paintings were discovered above the altarpiece in the central nave and in the Presbytery, which were subsequently restored as well.

European dimension of the project

2018 is the European Year of Cultural Heritage. On this occasion, the Jury of each Category will give Special attention to any European dimension in a project.

Among such dimensions that may be taken into account are:

- Collaboration between organisations or individuals in two or more European countries on a particular project.
- Contribution to a developing sense of European identity or European social cohesion.
- Enrichment and deepening of symbolic meanings and aesthetic values drawn from European tradition.

Entrant

- The entrant will be the **only** contact person with Europa Nostra for all communication
- The entrant has to be aware of all the details of the project
- The entrant should provide a **direct, valid** email address and telephone number (please do not provide a general email address, e.g. info@...)
- The entrant is responsible for any communication with other parties involved (architect, owner, etc.)
- Entrant, owner and project leader can be the same person

Photographs

- You can send **up to 25 photographs** to support your dossier
- Please submit only essential photos of the project that detail conservation work, interior and exterior
- The photos should include ‘before’ and ‘after’ views, preferably from the same viewpoint. Photos ‘during’ works are also desired if available
- Photos should ideally be in both landscape and portrait formats
- Photos in colour are preferred
- Photo-collages of two or more photos will not be accepted
- Photos should not be sent as .pdf files or incorporated in a .doc file
- All images (photos and drawings) should be clearly captioned in the entry dossier
- All photos should be included both in the printed dossier and in the pdf file of the dossier (incorporated in the relevant section)
- All photos should be included in the digital folder as **individual** jpeg or tiff files (see section “Digital photo folders” below)

Digital photo folders:

- In the USB flash drive, create two (2) photo folders and name them “low res” and “high res” respectively
- Within these two folders create three (3) separate sub-folders:
 - Before: Folder containing photos before the restoration work
 - After: Folder containing photos after the restoration work
 - During: Folder containing photos of the restoration work procedure, techniques, etc. (if available)
- Select the photos you wish to send (before – after – during). Please make sure that you send the same photos in low and high resolution

- Place the low resolution photos in the “low res” folder and the high resolution photos in the “high res” folder; the size of the high resolution photos should be between 2MB – 10MB for each photo
- Do not create more than three (3) sub-folders or other additional folders
- Include a separate document with captions that clearly explain each photo sent; the caption should serve as a short title and indicate whether it is before, after or during the restoration
- The photo itself must not have any text, logo or any other external element written on it
- Photo files should not include symbols (e.g. ©) or special characters that are not used in the English language (e.g. ø, ç). Ideally, photo titles should include a number and / or a keyword (e.g. 1_After)

Note: It is very important that we receive the best and most representative photos of your project in high resolution and preferably in the indicated sizes. The photos may be used for communication purposes in the future, therefore it is necessary that they are good quality, a good size and that they are suitable for printing.

Digital folder - USB flash drive

Please submit your digital entry dossier in a usb flash drive. The usb should include:

- The pdf file of the complete entry dossier (including photos and drawings)
- One (1) folder containing **low resolution photos** in jpeg format
- One (1) folder containing **high resolution photos** (size 2MB - 10MB) **in jpeg or tiff format**

Declarations

1. **Declaration of Entrant** should include the entrant's signature and the date of signing
2. **First submission / resubmission:** please state whether this is the first time the project has been entered for a Europa Nostra Award or whether it is a resubmission. If it is a resubmission, please write the previous registration number(s) and title of the project (e.g. HA-2014/NL/01, National Museum)
3. **Declaration of Owner** should include the owner's signature and the date of signing (where not available, the Owner's legal representative)
4. **Copyright authorisation by Licensor** should be signed by the person who has the rights to the building / site / work of art
5. **Copyright authorisation by Photographer** should include the photographer's signature and the date of signing. If there is more than one photographer, please copy and paste the relevant section and enter all names and signatures separately, also indicating which photos belong to whom. If the photographer's details are not available, please indicate the person who has the rights to the photos

Supplementary material

A modest amount of supplementary material may be sent but it cannot be guaranteed that the jury will study it. This material may be also sent in other languages.