

EUROPA NOSTRA AWARDS 2018

APPLICANT'S GUIDE

Category Dedicated Service by Individuals or Organisations

CONDITIONS OF ENTRY

Open to individuals or organisations whose contributions over a long period of time (minimum 5 years) demonstrate excellence in the protection, 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

The contribution should far exceed normal expectations in the given context. It should be of a standard which would be considered outstanding in the European context and may have a European impact.

- Entries must be nominated by a third party only. Nominations may not be submitted by a family member of a nominated individual or by a member / employee of a nominated organisation
- Nomination of an artist may not be accepted
- Entries must be supported by a minimum of three (3) letters of recommendation from persons not directly connected or related to the nominee, and other than the nominator

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.

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](#)

For a complete entry dossier:

- Fill in all sections of the entry form
- Include photographs with captions
- When all the sections of the entry form have been completed, create a pdf file of the entry form (including photographs, authorisations and recommendation letters)
- 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

Brief description of the dedicated service of the nominee (maximum 150 words)

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

- Name of the nominee
- Overall works and/or activities the nominee has been engaged in
- Contribution made by the nominee to European heritage

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

The mission embarked upon by Dr Glenn Murray is as unique as the cultural heritage monument he single-handedly set out to rescue 22 years ago. An avid coin collector since the age of seven, his lifelong passion has taken him from searching for coins to researching historic mint buildings and coining technologies. In 1987, Dr Murray learned of the abandoned and forgotten Segovia Mint, built in 1583 by the famous architect, Juan de Herrera, with its complex mechanical minting technique developed in 1551 in Augsburg, Germany. The native Californian immediately recognised its potential and without hesitation set up residence in Spain for the sole purpose of creating cultural awareness for the restoration of the site, currently underway.

While this award recognises Dr Murray's gargantuan efforts, he prefers to point the spotlight towards the building itself which he has shown to be the “world's oldest, most sophisticated and complete industrial manufacturing plant still standing today”.

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.

Nominee

- The nominee will be the **only** contact person with Europa Nostra for any communication after the final results
- The nominator should provide a **direct, valid** email address and telephone number of the nominee (please do not provide a general email address, e.g. info@...)
- The nominee is responsible for any communication with other parties involved in the project

Three letters of recommendation

- Please submit a minimum of three (3) letters of recommendation stating the scope and impact of the nominee's dedicated service to heritage conservation
- The letters may be written in either **English** or in **French**. No other language will be accepted
- These letters should be provided by three persons that are not directly connected or related to the nominee (individual or organisation), and other than the nominator

Photographs

- You can send **up to 25 photographs** to support your dossier:
 - **Up to twenty (20) good quality photos** of the heritage work and its result
 - **Five (5) recent, good quality photos** of the nominee (person or group)
- 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 photos 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
- Select the photos you wish to send. 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 each photo
- Include a separate document with captions that clearly explain each photo sent; the caption should serve as a short description title
- 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, photos titles should include a number and / or a keyword (e.g. 1_Nominee)

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 recommendation letters)
- 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 Nominator** should include the nominator'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 European Union Prize for Cultural Heritage / 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 Nominee** should include the nominee's signature and the date of signing
4. **Copyright authorisation by Photographer** should include the photographer's signature and the date of signing. If there is more than one photographer, please enter all names and signatures separately, and indicate 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.