

EUROPA NOSTRA AWARDS 2018

APPLICANT'S GUIDE Category Research

CONDITIONS OF ENTRY

Outstanding achievements in the conservation and enhancement of cultural heritage 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

The project must have been completed within the past three (3) years: September 2014 - September 2017.

Note: If the study is a preliminary research carried out before a now completed intervention, please submit the entry as a Category Conservation project only.

General information

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

Entry dossiers must 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 the sections of the entry form
- Include photographs and/ or 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 all photographs and/ or drawings, and authorisations)

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>

- 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)
 - a digital copy of the original study / research (if applicable)
- Copy the digital folder into two usb sticks
- Print and bind two (2) copies of the complete entry dossier
- Include a printed copy of the original study
- Send the printed dossiers together with the usb flash drives by post to Europa Nostra Mrs. Elena Bianchi, Programmes Coordinator, Lange Voorhout 35, 2514EC, 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. 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 or for 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 Bedestan is one of the most important historical buildings in Nicosia, reflecting the multicultural life and many historical periods of the city. Contained within the city walls, the Bedestan was originally a 12th century Byzantine church, later used as a covered market place.

The study's aim is to enhance the building through historical research and diagnostic investigations prior to the assessment for static consolidation, conservative restoration and re-qualification, and finally, through the re-insertion of the monument into the urban setting of the historic centre of the city.

The overall result is a showcase project which ensures continuity between the past, present and future needs of the building. The study, the restoration research and the re-use of the Bedestan are part of various initiatives within the wider framework of the "Rehabilitation of Old Nicosia".

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
- He / she 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 (institutions, author/owner, etc.)
- Entrant can be different from the Author

Photographs

- You can send up to 25 photographs to support your dossier
- Please submit only essential photos that detail the project and any relevant aspects of the work
- 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 photos should be clearly captioned in the entry dossier
- All photos must be included both in the printed dossier and in the pdf file of the dossier (incorporated in the relevant section)
- All photos must be also 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 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, and be accompanied by a document explaining each caption (e.g. 1_Research)

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)
- A digital copy of the original study / reserach (if applicable)
- 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 by Author / Owner** should include the author’s / owner’s signature and the date of signing (where not available, the Author’s / Owner’s legal representative)
4. **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.