

**EUROPA NOSTRA AWARDS 2018**

**ENTRY FORM Category: Education, Training and Awareness-Raising**

This form should constitute part of a detailed entry dossier and should be submitted by **1 October 2017** (last date of sending) to:

Europa Nostra

Elena Bianchi

Programmes Coordinator

Lange Voorhout 35

2514 EC The Hague, The Netherlands

Note: This form is only for entries submitted from the following countries: Andorra, Armenia, Azerbaijan, Belarus, the Holy See, Kosovo, Liechtenstein, Monaco, the Russian Federation, San Marino, Switzerland, Turkey and Ukraine

**Please do not modify the format of the Entry Form**

**COMPLETE in English, PRINT, SIGN and SEND**

# Title of the project (in original language and translation, maximum 60 characters / letters)

Title in original language:

Title in English:

# Website of the project

# Social media used by the project (Facebook, Twitter, Instagram or others)

# Is the project available on the Europeana portal? (for digitisation projects only)

# Type (check one only as applicable)

[ ]  Education

[ ]  Training

[ ]  Awareness-raising

[ ]  Digitisation project of cultural heritage

# Start date of the project

# Completion date of the project (for digitisation projects ONLY)

# Completion date should be between September 2014 and September 2017)

# Brief description of the project (maximum 150 words)

# Entrant (one person ONLY)

Name (title - first name - last name):

Function:

Organisation:

Address (street name and number - postal code - town - country):

Email:

Telephone (incl. country code):

Mobile phone (incl. country code):

Website:

**Note: All communication will be made electronically, please make sure to enter a valid and direct email address.**

Project leader

Name (title - first name - last name):

Function:

Organisation:

Address (street name and number - postal code - town - country):

Email:

Telephone (incl. country code):

Mobile phone (incl. country code):

# Other participants (Name - title / first name / last name -, organisation and role in project)

# Concise summary (1 page only)

**The summary should include: aims and implementation of the project, its results, its costs (in Euro), European context, and community impact.**

# Detailed description (maximum 1500 words)

**A - Scope of the project:**

1. **Aims and objectives**
2. **Research**
3. **Stages of implementation**
4. **Context in which project was undertaken**

# Detailed description (maximum 1500 words)

**B –**

1. **Results achieved**
2. **State clearly if the project is completed or whether it still needs to be completed**
3. **Detail any future follow-up of the project**

# Detailed description (maximum 1500 words)

**C – Costs related to the development and / or implementation of the project in the last years**

**a. Annual costs (in Euro)**

**b. Financial and management arrangements**

**c. Funding / type of funding**

**d. Funding coming from the EU or EEA / Norway grants**

**e. Difficulties overcome in the process of completing the project**

**f. Contributions and involvement of each partner should be clearly indicated)**

# Detailed description (maximum 1500 words)

**D - European context and community impact (how did cultural heritage benefit from the project?)**

1. **Evidence of influence at local, national and regional level**
2. **Involvement of youth, community and/or non-traditional audiences**
3. **Contribution to intercultural dialogue and to the protection of cultural diversity**
4. **Long term impact of the project**

# Detailed description (maximum 250 words)

**E – European dimension of the project. Please include details of the project’s link to Europe and, if applicable, how it connects to a wider European network. Describe how it represents or helps construct European identity or European social cohesion. Include evidence of its influence and impact at European level.**

**.**

# Detailed description (if applicable, maximum 150 words)

**F – Participation in the programme / project**

1. **Number of participants / audience / users per year**
2. **Opening hours, (special) visiting arrangements**

# Photographs with captions

**Please insert a maximum of 25 good quality photos, including captions. The photos should clearly reflect the spirit of the project and should be used to illustrate its aspects. Snapshots will only be accepted in case of a digitisation project (see relevant photo section in "Applicant's Guide").**

**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 a keyword (e.g. 1\_Seminar), and be accompanied by a document explaining each photo (e.g. 1\_Summer seminar on heritage tools).**

# Bibliography

# File storage device (USB flash drive)

**Please submit your digital entry dossier in a USB flash drive; the digital folder should include:**

* The PDF file of the complete entry dossier (including photos)
* 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

# Declaration of entrant

I wish to submit the above-named entry to the 2018 Europa Nostra Awards.

I have enclosed the required documentation (see Applicant's Guide) and agree to the conditions set up by the Awards scheme.

I confirm that I have obtained permission from the owners of the copyright for Europa Nostra, to freely use the photographs and material submitted (and others subsequently requested) for all purposes of communication, publication and promotion of the Awards.

**Name, signature and stamp of ENTRANT:**

**Date:**

# First submission / Resubmission

□ I confirm that this is the first time that this project has been submitted for the Europa Nostra Awards

□ I confirm that this is a resubmission of this project for Europa Nostra Awards. The registration number and title of the previous submission was: **HA-** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and signature of ENTRANT:**

# Declaration of the project leader

I, …………………………….., project leader of the above-mentioned entry, consent to the submission of the project for the 2018 Europa Nostra Awards.

**Signature of the PROJECT LEADER:**

**Date:**

# Copyright authorisation (please complete / modify the highlighted sections as appropriate)

|  |  |
| --- | --- |
| **The Licensor – Photographer:** | **Name:****Address:**[state here the name of the photographer or person that has the rights to the photos] |
|  |
| Upon request from **Europa Nostra**, having its seat at Lange Voorhout 35 NL - 2514 EC Den Haag, acting for its own benefit (hereinafter referred as "**the Licensee**"); |

And with reference to the work (hereinafter the "**Work**"):

|  |
| --- |
| **Author(s):** [name of photographer]**Title or description:** [state here the project for which the photos were taken]**Photographs taken:**[state here the photos taken] |

Hereby:

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**......................................................................**

**[state here the mention requested by the Photographer, e.g. : © [Name], [Year] ]**

1. The present authorisation is unlimited in time and space.
2. The Photographer warrants that it has the full right and title to license directly to the Licensee the rights stipulated herein.
3. Rights and liabilities of the parties, insofar as they are not expressly covered by this authorisation, shall be established according to the Dutch law. Any dispute, whether as to the express terms of this authorisation or otherwise, shall be determined by the competent court of the Netherlands.

**Place:**

**Date:**

**Signature and name:**

**Note: Please copy and paste this section if more than one photographer is involved in the project.**

**How did the entrant find out about the Europa Nostra Awards?**

* Europa Nostra Website
* Europa Nostra Newsletter
* Europa Nostra social media (Twitter, Facebook, etc)
* Other Website (please specify) ……………………….
* Press (please specify) …………………………………
* Heritage organisation (please specify) ………………
* Word of mouth
* Other (please specify) ………………………………….

# Checklist

# (please check that you have completed all sections of the form and that you have included all following items; this should help you to prepare a complete dossier in compliance with the Conditions of Entry)

[ ]  1 **printed and bound copy** of the entry dossier which must include:

* Cover-page with the name and a photograph of the project
* The full, completed and signed entry form
* Photographs with captions (maximum 25 photographs)
* Declaration from project leader, authorisation from Photographer(s)

[ ]  1 **digital copy** of the entry dossier in a USB flash drive, which must include:

* The PDF file of the complete entry dossier (cover-page, entry form, photographs, authorisations)
* 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

**The printed and digital copies should be submitted together.**

**Dossiers which fail to fulfil all requirements will be rejected and not presented to the jury.**