



**EUROPEAN HERITAGE AWARDS /**

**EUROPA NOSTRA AWARDS 2019**

**ENTRY FORM**

**Category Conservation**

This form should constitute part of a detailed entry dossier and should be submitted by **15 November 2018** (last date of receipt) to:

Europa Nostra

Elena Bianchi

Programmes Coordinator

Lange Voorhout 35

2514EC The Hague, The Netherlands

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

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

**Title of the project** (maximum 60 characters / letters)

Title in original language:

Title in English:

# Name and complete address of the project

Name of building / site / work of art:

Address:

# GPS co-ordinates of the project (Decimal Latitude and Decimal Longitude, separated by a comma. The degree symbol can be omitted, for example: 37.975258, 23.736633)

**Website of the project**

**Social media used by the project (Facebook, Twitter, Instagram or others, if applicable)**

**Is the project available on the Europeana portal?** (For digitisation projects only)

**Former and new use of the building** (if applicable)

**Type** (check one only, as applicable)

☐ Building conservation

☐ Archaeology / sub-marine archaeology

☐ Building conservation areas and urban design

☐ Landscape, historic parks and gardens

☐ Works of art and collections

☐ Digitisation project of cultural heritage

☐ Other (please specify)

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**Start and completion date of the project** (completion date should be between October 2015 and October 2018)

**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.**

**Owner**

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):

**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 the project)

**Concise summary** (1 page only)

**The summary should include: aims of the project and its results, partners involved, implementation, budgetary constraints, phases of development, funding arrangements, approximate total cost, and the qualities which make it outstanding in a European context.**

**Detailed description** (maximum 1000 words)

**A – Description of the heritage, including historical background with dates; value and significance; heritage protection status**

**Detailed description** (maximum 1000 words)

**B – State of conservation and use of the heritage before the project commenced**

**Detailed description** (maximum 2000 words – PLEASE COMPLETE ALL SECTIONS)

**C –**

**a. Scope of the project: aims and objectives**

**b. Historical and technical research**

**c. Stages of implementation**

**d. Design and conservation work carried out**

**e. Context in which the project was undertaken**

**f. Design and technical problems involved and their chosen solutions both before and during the work**

**g. Use of appropriate building and conservation techniques**

**h. Use of traditional crafts and skills**

**i. Use of appropriate materials**

**j. Results achieved**

**k. Provisions for future use and maintenance**

**l. Response to urban or landscape context**

**m. State clearly if any related work still needs to be completed**

**n. Give a short justification for the decisions taken**

**Detailed description** (maximum 500 words)

**D – Costs (Contributions and involvement of each partner should be clearly indicated)**

**a. 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**

**Detailed description** (maximum 500 words)

**E – Contribution of the project to the conservation and enhancement of the cultural heritage:**

1. **Impact on conservation policy and practice**
2. **Preservation and/or enhancement of the historical, cultural, environmental, educational and/or social value of the site**

**Detailed description** (maximum 500 words)

**F – In case the project can be considered innovative, please describe the factors which make it so.**

**Detailed description** (maximum 250 words)

**G – European dimension of the project.**

**Please include details of the building / site / work of art / 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.**

**Detailed description** (maximum 150 words)

**H –**

1. **Accessibility of the building / site / work of art / project**
2. **Visitors / users per year**
3. **Opening hours, (special) visiting arrangements**

**Photographs with captions**

**Please insert here a maximum of 25 good quality photos, showing clearly the overall situation and important details of the project.**

**Photos must include BEFORE and AFTER views and these should be from the same viewpoint. Wherever possible, please also include photos of the works in progress and of technical details (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, photo titles should include a number and a keyword (e.g. 1\_After) and be accompanied by a document explaining each photo (e.g. 1\_After: Living room in first floor).**

**Drawings A4 format (no fold-outs larger than A3 format)**

* A location-plan, preferably to the scale of 1:10,000, on which the building or site is clearly marked
* A site-plan
* Plans, section and elevation drawings, showing pre- and post-restoration conditions. All alterations / new additions should be clearly marked

# Reference letters

**Please include a minimum of three (3) reference letters (in English or French) in support of the entry.**

* These letters should be provided by persons other than the entrant
* The reference letters should be addressed to the Heritage Awards Jury

**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 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

**Declaration of entrant**

I wish to submit the above-named entry to the 2019 European Heritage Awards / Europa Nostra Awards.

I have enclosed the required documentation (see Applicant's Guide) and agree to the conditions and the privacy policy 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 European Heritage Awards / Europa Nostra Awards.

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

**Name and signature of ENTRANT:**

**Declaration of owner**

I, …………………………….., owner of………………..……………………….., consent to the submission of the above-mentioned property / project for the 2019 European Heritage Awards / Europa Nostra Awards.

**Signature of the OWNER:**

**Date:**

**Copyright authorisation** (highlighted sections must be completed)

|  |  |
| --- | --- |
| **The Licensor:** | **Name:****Address:****Function:**[state here the name of the person who has the rights to the building / site / work of art] |
|  |
| Upon request from **Europa Nostra**, having its seat at Lange Voorhout 35 NL - 2514 EC The Hague, acting for its own benefit and for the benefit of its partner in implementing the Awards scheme (hereinafter referred together as "**the Licensees**"); |

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

|  |
| --- |
| **Author(s):** [original author, such as architect, painter]**Title or description:** [in case the Work is a building, this authorisation covers its image, both inside and outside, unless otherwise detailed] |

Hereby:

* Subject to the conditions hereinafter specified, grants to the Licensees a royalty-free, non-exclusive authorisation to reproduce, extract, print, publish, make available the Work or parts thereof on any media, including print, digital and electronic forms. The Licensor also license to the Licensees the right to integrate and incorporate the Work or parts thereof into any existing or future work, as well as the right to store and archive the Work in any form or medium. This authorisation also includes the right for the Licensees to grant any of the rights stipulated before to third parties.
* All intellectual property rights in the Work - including but not limited to patent, trademark rights and copyright - rest exclusively with the Licensor.
* The Licensees commit themselves to acknowledge the Licensor, whenever possible, as follows:

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

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

* The present authorisation is unlimited in time and space.
* The Licensor warrants that it has the full right and title to license directly to the Licensees the rights stipulated herein.
* Rights and liabilities of the parties, insofar as they are not expressly covered by this authorisation, shall be established according to the law of the European Union and, where necessary by the substantive law of Belgium. Any dispute, whether as to the express terms of this authorisation or otherwise, shall be determined by the competent court of Belgium.

**Place:**

**Date:**

**Signature and name:**

**Copyright authorisation** (highlighted sections must be completed)

|  |  |  |
| --- | --- | --- |
|  | **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 The Hague, acting for its own benefit and for the benefit of its partner in implementing the awards scheme (hereinafter referred together as "**the Licensees**"); |

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

|  |
| --- |
| **Author(s):** [name of photographer]**Title or description:** [state the specific building / project for which the photos were taken. In case the Work is a building, this authorisation covers its image, both inside and outside, unless otherwise detailed]**Photographs taken:**[state here the photos taken] |

Hereby:

* Subject to the conditions hereinafter specified, grants to the Licensees a royalty-free, non-exclusive authorisation to reproduce, extract, print, publish, make available the Work or parts thereof on any media, including print, digital and electronic forms. The Photographer also license to the Licensees the right to integrate and incorporate the Work or parts thereof into any existing or future work, as well as the right to store and archive the Work in any form or medium. This authorisation also includes the right for the Licensees to grant any of the rights stipulated before to third parties. These rights are always in connection to the Awards scheme and, whenever possible, upon prior communication with the Photographer.
* All intellectual property rights in the Work - including but not limited to patent, trademark rights and copyright - rest exclusively with the Licensor – Photographer
* The Licensees commit themselves to acknowledge the Photographer, whenever possible, as follows:

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

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

* The present authorisation is unlimited in time and space.
* The Photographer warrants that it has the full right and title to license directly to the Licensees the rights stipulated herein.
* Rights and liabilities of the parties, insofar as they are not expressly covered by this authorisation, shall be established according to the law of the European Union and, where necessary by the substantive law of Belgium. Any dispute, whether as to the express terms of this authorisation or otherwise, shall be determined by the competent court of Belgium.

**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 European Heritage Awards / 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
* Drawings, A4 format (no fold-outs larger than A3 format)
* Photographs with captions (maximum 25 photographs)
* Declaration of Owner, authorisation from Licensor, 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, drawings, 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.**

**Please make sure that you are eligible to apply for a**

**European Heritage Awards / Europa Nostra Award.**

**Click** [**here**](http://www.europeanheritageawards.eu/apply/) **for the list of eligible countries.**

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