

**EUROPA NOSTRA AWARDS 2019**

**ENTRY FORM**

**Category Dedicated Service by Individuals or Organisations**

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

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**

# Nominee (individual or organisation)

Name (title - first name - last name):

Function:

Organisation:

Contact person (in case the Nominee is an organisation):

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

Email:

Telephone (incl. country code):

Mobile phone (incl. country code):

Website:

In the case of organisations only, social media used by the nominee (Facebook, Twitter, Instagram or others):

# Nominator

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):

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

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

# Concise summary (1 page only)

**The summary should include the achievements of the nominee and contribution to the conservation and enhancement of cultural heritage (please specify also the time span) as well as the qualities, which make it outstanding and excellent in a European context.**

# CV or presentation of the nominee (maximum 1000 words)

**A curriculum vitae (CV), if the nominee is an individual, or a presentation if the nominee is an organisation, including its structure, mission, activities and accomplishments.**

# Detailed description (maximum 2000 words)

**Detailed history and description of the nominee’s contribution to the conservation and enhancement of cultural heritage in Europe including conservation and awareness-raising projects, difficulties encountered.**

# Detailed description (maximum 250 words)

**Value and significance of the service at European level. Please include details of the nominee’s link to Europe and, if applicable, how he/she/they connect(s) to a wider European network. Describe how the nominee represents or helps construct European identity or European social cohesion.**

# Detailed description (maximum 250 words)

**In case the nominee’s service can be considered innovative, please describe the factors which make it so.**

# Photographs with captions

**Please insert here a maximum of 25 good quality photos in total, including the relevant captions. More specifically:**

* **Up to twenty (20) good quality photos** of the heritage work and its results
* **Five (5) recent, good quality photos** of the nominee (person or group)

(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, and be accompanied by a document explaining each caption.**

# Reference letters

**Please include a minimum of three (3) reference letters (in English or French) stating the scope and impact of the nominee's dedicated service to heritage conservation.**

* The letters should be provided by persons other than the nominator
* The 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 reference 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

# Declaration of nominator

I wish to submit the above-named entry to the 2019 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 the NOMINATOR:**

**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 the Europa Nostra Awards. The registration number and title of the previous submission was: **HA-**\_\_\_\_\_\_\_\_\_\_\_\_

**Name and signature of NOMINATOR:**

# Declaration of nominee

I …………………………….. , consent to the nomination made by the above-named nominator for the 2018 Europa Nostra Awards.

**Signature of the NOMINEE:**

**Date:**

# Copyright authorisation (highlighted sections must be completed)

|  |  |
| --- | --- |
| ***The Licensor –Photographer*** | **Name:**  **Address:**  **Function:**  [state here the name of the person who 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 (hereinafter referred as "****the Licensee****");* | |

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

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

Hereby:

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3. The Licensee commits to acknowledge the Photographer, whenever possible, as follows:   
     
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   **[state here the mention requested by the Photographer, e.g. : © [Name], [Year] ]**
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5. The Photographer warrants that it has the full right and title to license directly to the Licensee the rights stipulated herein.
6. 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 nominee
* The full, completed and signed entry form
* Photographs with captions (maximum 25 photographs)
* Authorisation from photographer(s)
* Letters of recommendation

☐ 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, authorisation from photographer(s), letters of recommendation)
* 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.**