

**EUROPA NOSTRA AWARDS 2019**

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

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**

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

Title in original language:

Title in English:

# Website of the initiative

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

# Is the initiative 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 initiative

# Brief description of the initiative (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 initiative)

# Concise summary (1 page only)

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

# Detailed description (maximum 1500 words)

**A - Scope of the initiative:**

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

# Detailed description (maximum 1500 words)

**B –**

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

# Detailed description (maximum 1500 words)

**C – Costs related to the development and / or implementation of the initiative in the last years, please clearly indicate the contributions and involvement of each partner.**

**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 initiative**

# Detailed description (maximum 1500 words)

**D - Community impact**

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

# Detailed description (maximum 250 words)

**E – European dimension of the initiative. Please include details of the initiative’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 (maximum 500 words)

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

# Detailed description (if applicable, maximum 150 words)

**G – Participation in the programme / initiative**

1. **Number of participants / audience / users per year**
2. **Opening hours, (special) visiting arrangements**
3. **In the case of websites and digital platforms, please provide information regarding visitor numbers and online interaction.**

# Photographs with captions

**Please insert a maximum of 25 good quality photos, including captions. The photos should clearly reflect the spirit of the initiative and should be used to illustrate its aspects. Snapshots will only be accepted in case of a digitisation initiative (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).**

# Videos (if any)

**Please provide link to online videos presenting the initiative.**

# Bibliography

# 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)
* 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 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 initiative has been submitted for the Europa Nostra Awards

□ I confirm that this is a resubmission of this initiative 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 2019 Europa Nostra Awards.

**Signature of the PROJECT LEADER:**

**Date:**

# 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 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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2. All intellectual property rights in the Work - including but not limited to patent, trademark rights and copyright - rest exclusively with the Licensor – Photographer.
3. The Licensee commits to acknowledge the Photographer, whenever possible, as follows:

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

**[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 initiative.**

**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 initiative
* 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.**