

**EUROPA NOSTRA AWARDS 2019**

**ENTRY FORM**

**Category Research**

This form should constitute part of a detailed entry dossier and should be submitted **in duplicate** 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 project (in original language and translation, max. 60 characters / letters)

Title in original language:

Title in English:

# Author(s)

# Website of the project

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

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

# Type (check one only as applicable)

☐ Study ☐ Results of research

☐ Scientific publication ☐ Preliminary research prior to restoration

☐ Master plan / Conservation plan ☐ Digitisation project of cultural heritage

# Start and completion date of the project (completion date should be between October 2015 - 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.**

# Author / 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):

Website:

# Concise summary (1 page only)

**The summary should include aims of the project and its results, as well as the qualities which make it outstanding in a European context.**

# Detailed description (between 5000 and 10000 words)

**A – The detailed description should include the following aspects:**

1. **Objectives**
2. **Main frames of reference**
3. **Methods**,
4. **argumentation and findings**
5. **Contribution of the study to the conservation and enhancement of cultural heritage**
6. **Impact on conservation policy and practice**
7. **Historical, cultural, environmental, educational and / or social value**
8. **European added-value**
9. **The surrounding context, both locally and nationally and the state of the field at the time of conducting the research**
10. **Specification of the study's tangible effects in the field of cultural heritage**

# Detailed description (between 5000 and 10000 words)

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

# Detailed description (maximum 250 words)

**C – Costs related to the development and/or implementation of the project in the last years. 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 (for digitisation projects ONLY – maximum 1500 words)

**D – 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.**

# Résumé of author / owner (maximum 1 page)

# Photographs / Illustrations with captions

**Please insert a maximum of 25 good quality photos, including the relevant captions, showing clearly the overall situation and important details of the project. 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, photo titles should include a number and /or a keyword, and be accompanied by a document explaining each caption.**

# Bibliography (of the author’s articles)

# Reviews (If applicable, any reviews of the study / project should be included)

# 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
* The complete original study (in the original language and English translation if available)
* 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 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 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 ENTRANT:**

# Declaration of the author(s) / owner(s)

I,……………………………………………..…., author / owner of…………………………………give permission for the above-mentioned entry to be submitted to the 2019 Europa Nostra Awards.

**Signature of AUTHOR(S) / OWNER(S):**

**Date:**

# Copyright authorisation (highlighted sections must be completed)

|  |  |
| --- | --- |
| **The Licensor – Photographer:** | **Name:**  **Address:**  [state here the name of the photographer or 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 here the specific 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:

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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)

☐ **Two (2)** **separate,** **printed and bound copies** of the entry dossier, which each must include:

* Cover-page with the name and a photograph of the project
* The full, completed and signed entry form
* A printed copy of the original study
* Photographs with captions (maximum 25 photographs)
* Declarations of Entrant and Author / Owner, authorisation from Photographer(s)

☐ **Two (2) USB flash drives**, which each must include:

* The PDF file of the complete entry dossier (cover-page, entry form, photographs, authorisations)
* The PDF file of the original study (and English translation if available)
* 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.**