



## EUROPA NOSTRA AWARDS 2020

### APPLICANT'S GUIDE Category Dedicated Service by Individuals or Organisations

#### General information

Entry dossiers may be submitted in either English or French. No other language will be accepted.

Only the official 2020 Entry Forms provided through the Europa Nostra website (in English or French) will be accepted.

For a complete entry dossier:

- Fill in all sections of the entry form
- Include photographs with captions
- When all the sections of the entry form have been completed, create a pdf file of the entry form (including photographs, authorisations and recommendation letters)
- Create one (1) digital folder containing:
  - the pdf file of the complete entry form
  - two (2) separate folders with the photographs; one folder must contain photos in **high** resolution and one in **low** resolution (see section "Photographs" below for more information)
- Copy the digital folder into a usb flash drive
- Print the complete entry dossier and bind it. Please avoid the use of plastic when binding your dossier and use recycled/recyclable materials wherever possible.
- Send the printed dossier together with the usb flash drive by post to Mrs. Elena Bianchi, Programmes Coordinator, Lange Voorhout 35, 2514 EC, The Hague, The Netherlands

The deadline for sending the dossier to the office of Europa Nostra is **1 October 2019**. This means that the last day to post the dossier is 1 October 2019, as indicated by the post office / courier's stamp

#### Important information for completing the entry dossier

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

We ask you to provide a text describing the importance of the work of your nominee in a maximum of 150 words. Europa Nostra might use this text in the annual Awards publication or for other communication purposes. In this description, please include the following information:

- Name of the nominee
- Overall works and/or activities the nominee has been engaged in
- Contribution made by the nominee to European heritage

You can use the following text as an example of how to write the brief description:

*The mission embarked upon by Dr Glenn Murray is as unique as the cultural heritage monument he single-handedly set out to rescue 22 years ago. An avid coin collector since the age of seven, his lifelong passion has taken him from searching for coins to researching historic mint buildings and coining technologies. In 1987, Dr Murray learned of the abandoned and forgotten Segovia Mint, built in*

1583 by the famous architect, Juan de Herrera, with its complex mechanical minting technique developed in 1551 in Augsburg, Germany. The native Californian immediately recognised its potential and without hesitation set up residence in Spain for the sole purpose of creating cultural awareness for the restoration of the site, currently underway.

While this award recognises Dr Murray's gargantuan efforts, he prefers to point the spotlight towards the building itself which he has shown to be the "world's oldest, most sophisticated and complete industrial manufacturing plant still standing today".

#### Nominee

- The nominee will be the **only** contact person with Europa Nostra for any communication after the final results
- The nominator should provide a **direct, valid** email address and telephone number of the nominee (please do not provide a general email address, e.g. info@...)
- The nominee is responsible for any communication with other parties involved in the project

#### Three letters of recommendation

- Please submit a minimum of three (3) letters of recommendation stating the scope and impact of the nominee's dedicated service
- The letters may be written in either **English** or in **French**. No other language will be accepted
- These letters should be provided by three persons that are not directly connected or related to the nominee (individual or organisation), and other than the nominator

#### ILUCIDARE Special Prizes

For further information about ILUCIDARE you may refer to the dedicated website <https://ilucidare.eu/>. The website includes full definitions of cultural heritage-led diplomacy and cultural heritage-led innovation: <https://ilucidare.eu/about/heritage-led-innovation-and-diplomacy>.

#### Photographs

- You can send **up to 25 photographs** to support your dossier:
  - **Up to twenty (20) good quality photos** of the heritage work and its result
  - **Five (5) recent, good quality photos** of the nominee (person or group)
- Photos in colour are preferred
- Photo-collages of two or more photos will not be accepted
- Photos should not be sent as .pdf files or incorporated in a .doc file
- All photos should be clearly captioned in the entry dossier
- All photos should be included both in the printed dossier and in the pdf file of the dossier (incorporated in the relevant section)
- All photos should be included in the digital folder as **individual** jpeg or tiff files (see section "Digital photo folders" below)

#### *Digital photo folders:*

- In the USB flash drive, create two (2) photo folders and name them "low res" and "high res" respectively
- Select the photos you wish to send. Please make sure that you send the same photos in low and high resolution
- Place the low-resolution photos in the "low res" folder and the high-resolution photos in the "high res" folder; the size of the high-resolution photos should be between 2MB – 10MB each photo
- Include a separate document with photo credits and captions that clearly explain each photo sent; the caption should serve as a short description title
- The photo itself must not have any text, logo or any other external element written on it
- 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 / or a keyword (e.g. 1\_Nominee)

**Note: It is very important that we receive the best and most representative photos of your nomination in high resolution and preferably in the indicated sizes. The photos may be used for communication purposes in the future, therefore it is necessary that they are good quality, a good size and that they are suitable for printing.**

**It is equally important that you correctly fill in the form which grants Europa Nostra permission to reproduce the photos for communication purposes. Your dossier will not be considered complete if this form is not filled in. Please see the completed form at the end of this guide as an example of how this form should be filled in.**

#### Digital folder - USB flash drive

**Please submit your digital entry dossier in a usb flash drive.** The usb should include:

- The pdf file of the complete entry dossier (including photos and recommendation 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**

#### Declarations

1. **Declaration of Nominator** should include the nominator's signature and the date of signing
2. **First submission / resubmission:** please state whether this is the first time the project has been entered for a Europa Nostra Award or whether it is a resubmission. If it is a resubmission, please write the previous registration number(s) and title of the project (e.g. HA-2014/NL/01, National Museum)
3. **Declaration of Nominee** should include the nominee's signature and the date of signing
4. **Copyright authorisation by Photographer** should include the photographer's signature and the date of signing. If there is more than one photographer, please copy and past the relevant section (in order to add another page to the form) enter all names and signatures separately, and indicate which photos belong to whom. If the photographer's details are not available, please indicate the person who has the rights to the photos. Please look at the sample at the end of this guide to see how to correctly fill in this form or contact us if you need assistance.

#### Supplementary material

A modest amount of supplementary material may be sent with your entry but it cannot be guaranteed that the jury will study it. This material may also be sent in other languages.

The Licensor –  
Photographer:

Name: Jane Smith

Address: National Gallery, 1 South Avenue, 1253 CD City, Country

[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):

Jane Smith

Title or description:

National Gallery

Photographs taken:

3a\_Before, 3b\_During, 5a\_Before

Hereby:

1. Subject to the conditions hereinafter specified, grants to the Licensee 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 licenses to the Licensee 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 Licensee 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.
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:

© National Gallery, 2016

4. The present authorisation is unlimited in time and space.
5. The Photographer warrants that they have 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: City

Date: 01/11/2018

Signature and name:

Jane Smith



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