



EUROPA NOSTRA AWARDS 2020

APPLICANT'S GUIDE Category Education, Training and Awareness-Raising

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

Title of the initiative

- Please provide two (2) titles: one in the original language and one in English
- The titles should be no longer than 60 characters (letters) each
- In case your initiative is selected for an Award, we might use this title for publications and communication, therefore please make it as short, clear and representative of the initiative, as possible

Start (and completion) date of the initiative

- Indicate the start date of the initiative
- Indicate the completion date (in the case that the initiative was recently finished or has a proposed deadline for its completion (e.g. Campaign))

Please note that the initiative should be sufficiently advanced to have shown tangible results at the time of application.

Brief description of the initiative (maximum 150 words)

We ask you to provide a text describing the importance of your initiative and a description of the object in question, in a maximum of 150 words. Europa Nostra might use this text for the publication on award-winning

initiatives and / or any other communication purposes. In this description, please include the following pieces of information:

- Title of the initiative
- Location of the initiative
- Dates of the initiative
- Overall aims of the initiative
- Brief description of the phases of the initiative
- Final results of the initiative

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

The Cultural Awareness Foundation developed this heritage education programme in collaboration with pedagogues, psychologists, art historians and educators. Targeting elementary school children in Istanbul, Cultural Ants is an original education model that utilises cultural values as an intellectual stimulant. In this model, with the aim of raising children's awareness and sensibility to cultural heritage, specially-trained university student volunteers show children Istanbul's historical sites and provide information about the city's historical heritage in an active and entertaining fashion.

As the children are at the age of being most receptive to positive stimulus coming from older youth, efficiency and permanence of knowledge transferred to the children is better sustained. In addition, often coming from the most socio-economically disadvantaged families, these children may perceive the educated youth as role models. Through this model, the project is also able to reach families who are in most need for stronger integration into urban life.

Entrant

- The entrant will be the **only** contact person with Europa Nostra for all communication
- The entrant has to be aware of all the details of the initiative
- The entrant should provide a **direct, valid** email address and telephone number (please do not provide a general email address, e.g. info@...)
- The entrant is responsible for any communication with other parties involved in the initiative
- Entrant and project leader can be the same person

Letters of recommendation

- Please submit a maximum of three (3) letters of recommendation stating the scope and impact of the initiative
- 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 initiative

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
- Please submit only essential photos that detail the initiative, people involved or any other relevant aspects
- Photos should ideally be in both landscape and portrait formats
- Photos in colour are preferred
- Screenshots are allowed as long as they are in the correct resolution and are submitted along with other photos
- 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 must be included both in the printed dossier and in the pdf file of the dossier (incorporated in the relevant section)

- All photos must be also included in the digital folder as **individual** jpeg or tiff files (see section “Digital photo folders” below)

Digital files:

- 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 title and indicate whether it is before, after or during the restoration
- 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, photo titles should include a number and / or a keyword, and be accompanied by a document explaining each caption (e.g. 1_SummerSeminar)

Note: It is very important that we receive the best and most representative photos of your initiative 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 Entrant** should include the entrant’s signature and the date of signing
2. **First submission / resubmission:** please state whether this is the first time the initiative 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 initiative (e.g. HA-2014/NL/01, National Museum)
3. **Declaration of Project Leader** should include the project leader’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 also 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.