



## EUROPA NOSTRA AWARDS 2020

### APPLICANT'S GUIDE Category Research

#### General information

Entry dossiers must 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 the sections of the entry form
- Include photographs and/ or drawings with captions (no fold-outs larger than A3 format)
- When all sections of the entry form have been completed, create a pdf file of the entry form (including all photographs and/ or drawings, 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)
  - a digital copy of the original study / research (if applicable)
- Copy the digital folder into two usb sticks
- Print and bind two (2) copies of the complete entry dossier. Please avoid the use of plastic when binding your dossier and use recycled/recyclable materials wherever possible.
- Include a printed copy of the original study
- Send the printed dossiers together with the usb flash drives by post to Europa Nostra Mrs. Elena Bianchi, Programmes Coordinator, Lange Voorhout 35, 2514EC, 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 dossier

##### Title of the project

- Please provide two (2) project titles: one in the original language and one in English
- The titles should be no longer than 60 characters (letters) each
- In case your project 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 project as possible

##### Start and completion date of the project

- Please indicate the month and year of start and completion date of the project
- The project completion date should be within three (3) years prior to the deadline for submission of entries (between October 2016 and October 2019)
- The start of the project can be prior to 2016.

##### Brief description of the project (maximum 150 words)

We ask you to provide a text describing the importance of your project and a description of the object in question 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:

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

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

*The Bedestan is one of the most important historical buildings in Nicosia, reflecting the multicultural life and many historical periods of the city. Contained within the city walls, the Bedestan was originally a 12<sup>th</sup> century Byzantine church, later used as a covered market place.*

*The study's aim is to enhance the building through historical research and diagnostic investigations prior to the assessment for static consolidation, conservative restoration and re-qualification, and finally, through the re-insertion of the monument into the urban setting of the historic centre of the city.*

*The overall result is a showcase project which ensures continuity between the past, present and future needs of the building. The study, the restoration research and the re-use of the Bedestan are part of various initiatives within the wider framework of the "Rehabilitation of Old Nicosia".*

#### Entrant

- The entrant will be the **only** contact person with Europa Nostra for all communication
- He / she has to be aware of all the details of the project
- 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 (institutions, author/owner, etc.)
- Entrant can be different from the Author

#### Letters of recommendation

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

#### 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 project and any relevant aspects of the work
- 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 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 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\_Research)

**Note: It is very important that we receive the best and most representative photos of your project 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)
- A digital copy of the original study / research (if applicable)
- 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 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 by Author / Owner** should include the author’s / owner’s signature and the date of signing (where not available, the Author’s / Owner’s legal representative)
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 the dossier 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.