



Creative
Europe



EUROPA NOSTRA AWARDS 2021

ENTRANT'S GUIDE Category Conservation

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

Only the official 2021 Entry Forms provided through the Europa Nostra website (in English or French) will be accepted.

Entry dossiers will not be returned but will instead be stored in the archives of the Europa Nostra Awards which is located in Austria at Donau-Universität Krems.

A project/entry **may be submitted in one category only**. Please carefully read the Call for Entries for more details about the areas and categories. If you are not sure which category is the most appropriate for your project, please contact awards@europanostra.org or +31 70 302 40 52.

Please make sure that your country is eligible to apply for a Europa Nostra Award. Click [here](#) for the list of eligible countries.

How to fill in the Entry Form

GENERAL INFORMATION

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 a Europa Nostra Award or an ILUCIDARE Special Prize, we might use this title for publications and communication, therefore please make it as short, clear and representative of the project as possible.

PHOTOGRAPHS and VIDEOS

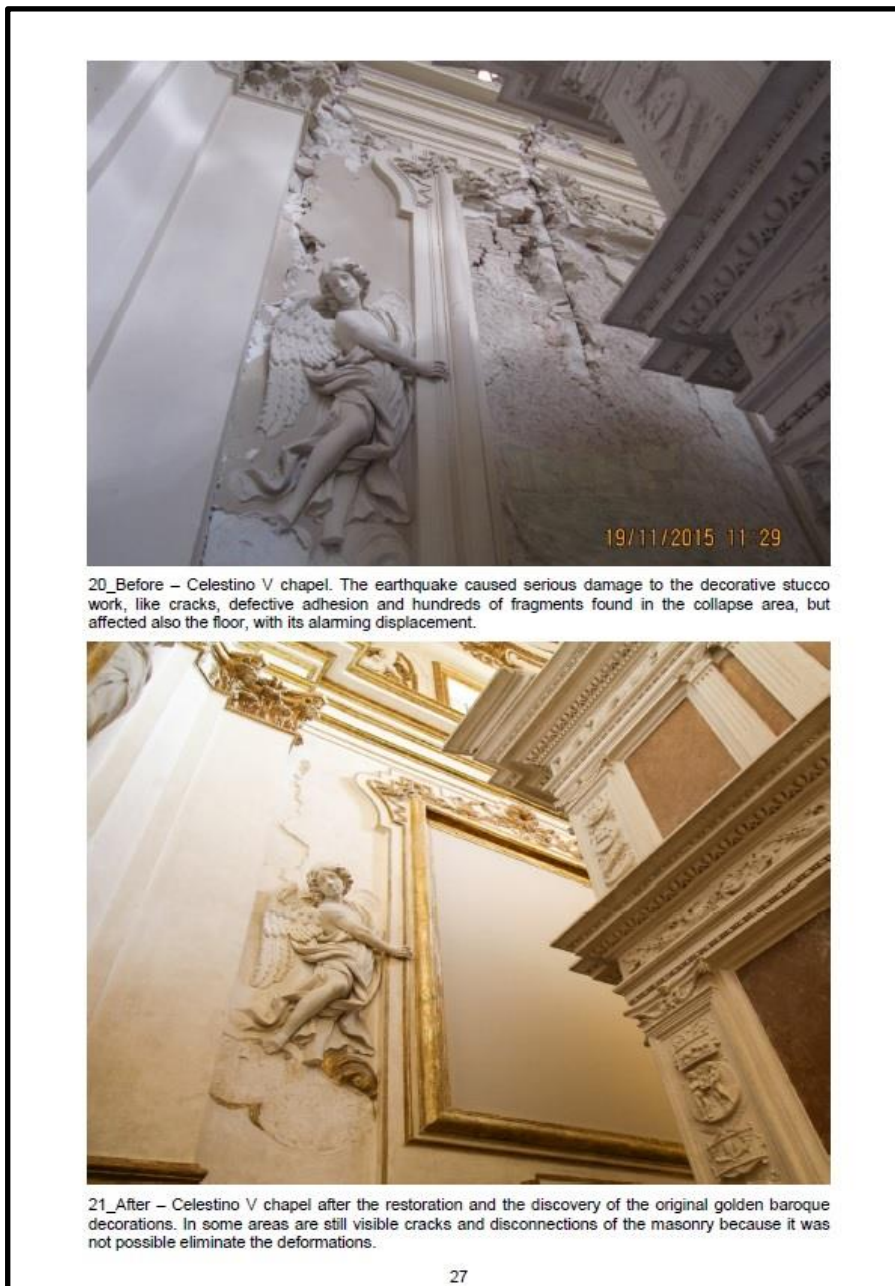
PHOTOGRAPHS

It is very important that you select the best and most representative photos of your project

- You can send up to 30 photographs to support your dossier
- Please submit only essential photos of the project that detail conservation work, interior and exterior
- The photos should include 'before' and 'after' views, these should be from the same viewpoint. Please also include photos of the works in progress and of technical details.
- Photos should ideally be in both landscape and portrait formats
- Photos in colour are preferred
- Photo-collages of two or more photos are accepted only as part of the entry dossier (the folder with photos on the USB Flash Drive should contain only single files – no collages)
- All images (photos and drawings) 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 photo section)

Good example of before and after photos (with captions) in an entry dossier:



DIGITAL PHOTO FOLDERS SAVED ON THE USB FLASH DRIVE

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 and 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.

How to save the photos on the USB Flash Drive:

- Create one (1) folder "photos" with two (2) sub- folders named "low res" and "high res" respectively
- Within each of these two (sub-)folders create three (3) separate sub-folders:
 - Before: Folder containing photos before the restoration work
 - After: Folder containing photos after the restoration work
 - During: Folder containing photos of the restoration work procedure, techniques, etc.

- Select the photos you wish to send (before – after – during). **Please make sure that you send the same photos in low and high resolution.**
- 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 (e.g. 1_After)
- 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 for each photo
- In addition to the sub folders “low res” and “high res”, create a separate document in the “photos” folder 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

REFERENCE LETTERS

- The three (3) letters of recommendation should state the scope and impact of the project
- The letters may be written in either **English** or in **French**. No other language will be accepted
- The content of the letter should be specific to each referee's experience with the project.
- These letters should be provided by three persons that are not directly connected or related to the project

ADDITIONAL INFORMATION

BRIEF DESCRIPTION OF THE PROJECT

We ask you to provide a text describing the importance of your project and a description of the object in question, with 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 Church of Santa María la Mayor in Colmenar de Oreja, just outside of Madrid, was built in the latter part of the 13th century by the Order of Santiago, and was later extended in the second half of the 16th century.

The roof, the church tower and three entrance doorways, dating back to the 16th century and attributed to Juan de Herrera, were in serious state of deterioration and desperately needed to be restored. Archaeological research revealed a part of the original plan of the church and remnants of the choir destroyed in 1936. Consequently, the level of the pavement was lowered to its original level; the columns and the ribbed vaults were cleaned and consolidated, thus recuperating their original height. The remains of 16th century paintings were discovered above the altarpiece in the central nave and in the Presbytery, which were subsequently restored as well.

START AND COMPLETION DATE OF THE PROJECT

- Please indicate the month and year of the start and completion of the project.
- The project completion date should be within three (3) years prior to the deadline for submission of entries (between September 2017 and September 2020).
- If there is still a part of the project that is incomplete, please state what that is and whether there is a proposed deadline for its completion. The start of the project can be prior to 2017.

CONTACT DETAILS

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 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 (architect, owner, etc.)
- The entrant, owner and project leader can be the same person

AUTHORISATIONS and DECLARATIONS

- **Copyright authorisation by Licensor** should be signed by the person who has the rights to the building/ site / work of art
- **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 paste 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. Contact us if you need assistance.
- **Declaration by the Entrant** should include the entrant's signature, the date of signing and the stamp (if applicable). It should also 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-2018/NL/01, National Museum)
- **Declaration by the Owner** should include the owner's signature, the date of signing and the stamp (if applicable). When not available, the Owner's legal representative can sign.

How to prepare a complete entry dossier

These are the steps to follow for the preparation of a complete entry dossier:

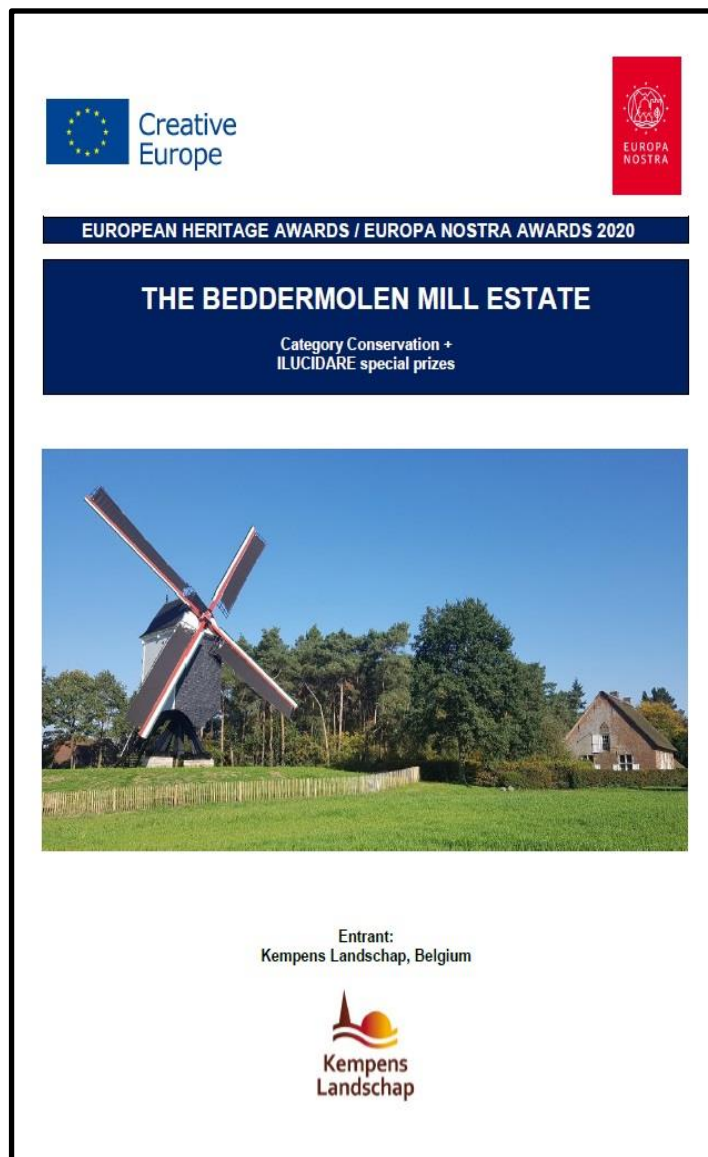
1. Fill in all sections of the **Entry Form** and include:
 - Drawings in A4 format (no fold-outs larger than A3 format) with captions
 - (up to 30) photographs with captions
 - Three (3) reference letters (either in English or in French)
 - Declaration by the entrant, declaration by the owner, authorisation from licensor, authorisation from photographer(s)
2. When all sections of the entry form have been completed, create a **pdf file** of the **entry dossier** (not a scan) which includes:
 - Cover-page with the title and a representative photograph of the project
 - Full, completed and signed Entry Form
3. Save on a USB flash drive:
 - Pdf file of the complete entry dossier
 - One (1) folder for the photos with:
 - a. One subfolder with up to 30 photos in **low** resolution (file size lower than 2MB)
 - b. One subfolder containing the same photos in **high** resolution (file size 2MB - 10MB) in jpeg or tiff format - (see section "Photographs and Videos " below for more information)
 - c. One text document listing the photos submitted (same selection both in low and high resolution) with captions of the photo and how the photo should be credited if we publish it online or elsewhere.
 - One (1) folder with the architectural plans, if relevant to your entry
 - One (1) folder with modest amount of supplementary material (not compulsory)
4. 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.

5. Send the printed entry dossier together with the USB flash drive by post to
Europa Nostra
Att. Elena Bianchi
Awards Coordinator
Lange Voorhout 35
2514EC The Hague, The Netherlands

A modest amount of supplementary material may also be sent with your entry (either as digital files and/or printed) but it cannot be guaranteed that the jury will study it. This material may also be sent in other languages

The deadline for sending the dossier to the office of Europa Nostra is 1 October 2020. This means that the last day to post the dossier is 1 October 2020, as indicated by the post office / courier's stamp.

Good example of a dossier's cover:



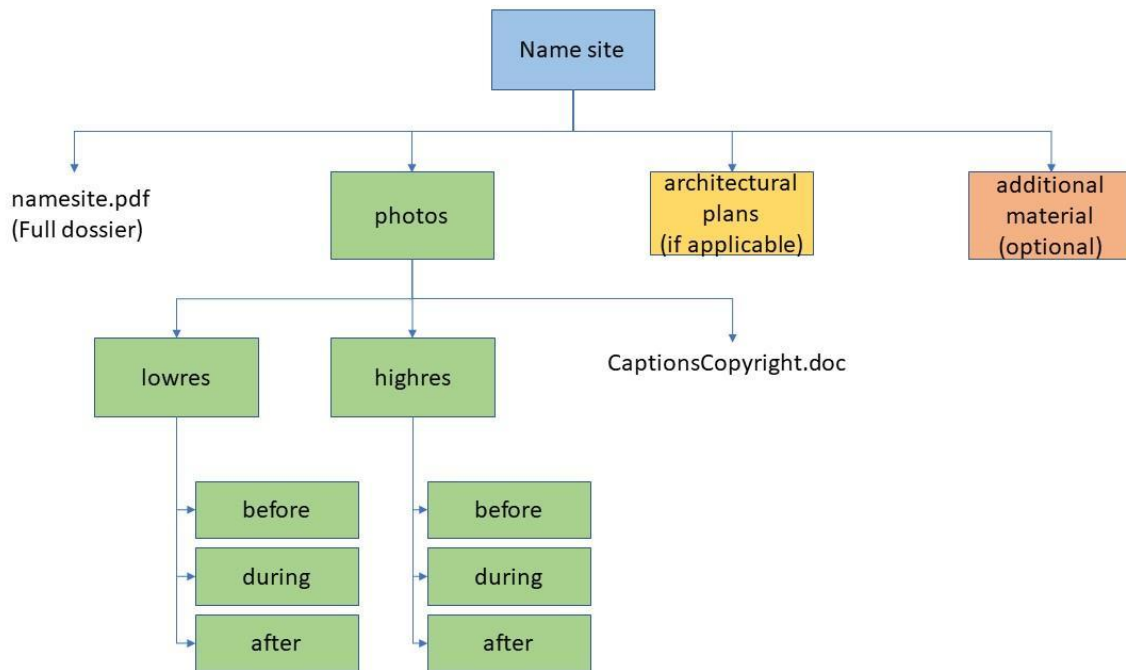


Fig.1 Content of the USB Flash Drive

We hope that this guide was helpful in the preparation of your dossier. If you have further questions or doubts, don't hesitate to contact us at awards@europanostra.org or +31 70 302 40 52

Copyright authorisation (HIGHLIGHTED SECTIONS MUST BE COMPLETED)

The Licensor -
Photographer:

Name: John Smith
Address: National Museum, London, United Kingdom

[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 The Hague, acting for its own benefit and for the benefit of its partner in implementing the awards scheme (hereinafter referred together as "**the Licensees**");

And with reference to the work (hereinafter the "**Work**"):

Author(s):

John Smith

Title or description:

National Museum

Photographs taken:

1_MainEntrance_After, 3_MainHall_After, 7_Exhibition_After

Hereby:

- Subject to the conditions hereinafter specified, grants to the Licensees 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 license to the Licensees 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 Licensees 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.

- All intellectual property rights in the Work - including but not limited to patent, trademark rights and copyright - rest exclusively with the Licensor – Photographer

- The Licensees commit themselves to acknowledge the Photographer, whenever possible, as follows:

© John Smith, 2020

[state here above the mention requested by the Photographer, e.g. : © [Name], [Year]]

- The present authorisation is unlimited in time and space.
- The Photographer warrants that it has the full right and title to license directly to the Licensees the rights stipulated herein.
- Rights and liabilities of the parties, insofar as they are not expressly covered by this authorisation, shall be established according to the law of the European Union and, where necessary by the substantive law of Belgium. Any dispute, whether as to the express terms of this authorisation or otherwise, shall be determined by the competent court of Belgium.

Place: London
Date: 1 October 2020
Signature and name:



John Smith

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