



Creative  
Europe



## EUROPEAN HERITAGE AWARDS / EUROPA NOSTRA AWARDS 2021

### ENTRANT'S GUIDE

#### Category Education, Training and Awareness Raising

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 European Heritage Awards / 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](mailto:awards@europanostra.org) or +31 70 302 40 52.

Please make sure that your country is eligible to apply for a European Heritage Award / Europa Nostra Award. Click [here](#) for the list of eligible countries. If your European country is not eligible, you can apply for a Europa Nostra Award (through a related entry form).

### How to fill in the Entry Form

#### GENERAL INFORMATION

##### TITLE OF THE INITIATIVE

- 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 European Heritage Award/ 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.

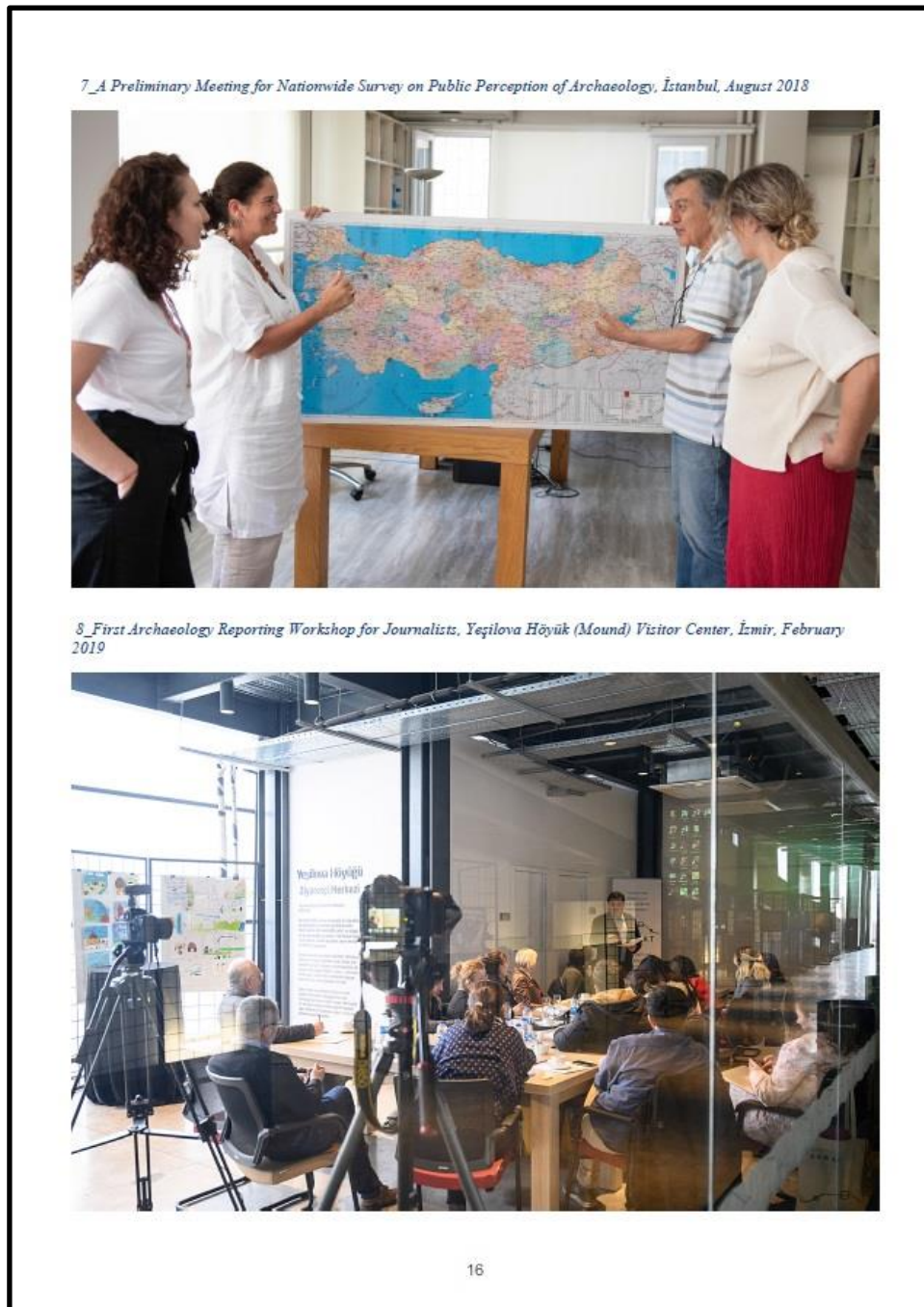
#### PHOTOGRAPHS and VIDEOS

##### 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
- 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 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/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 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
- Select the photos you wish to send. **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 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.*

### 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.

### MONETARY AWARD

You should indicate in this section the beneficiary organisation (no individuals) of the monetary award. The beneficiary organisation may be different from the prize winner's organisation.

## 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 and project leader can be the same person

## AUTHORISATIONS and DECLARATIONS

- **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 European Heritage Award / 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 Project Leader** should include the project leader's signature, the date of signing and the stamp (if applicable).

## How to prepare a complete entry dossier

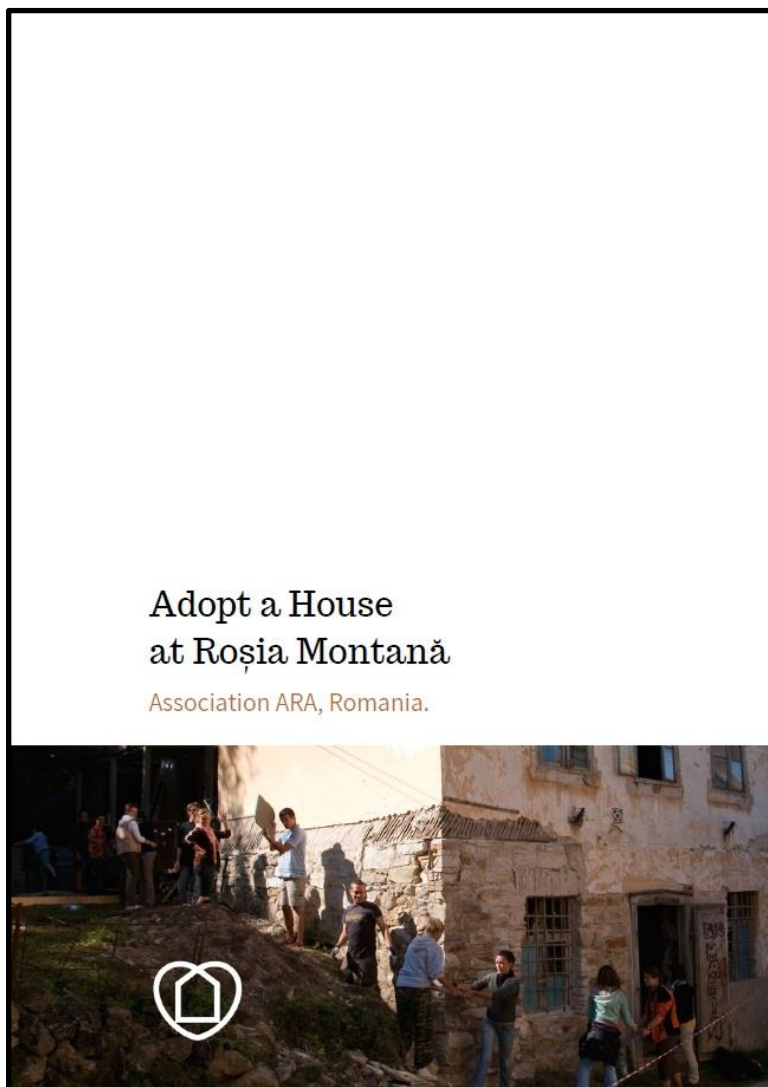
These are the steps to follow for the preparation of a complete entry dossier:

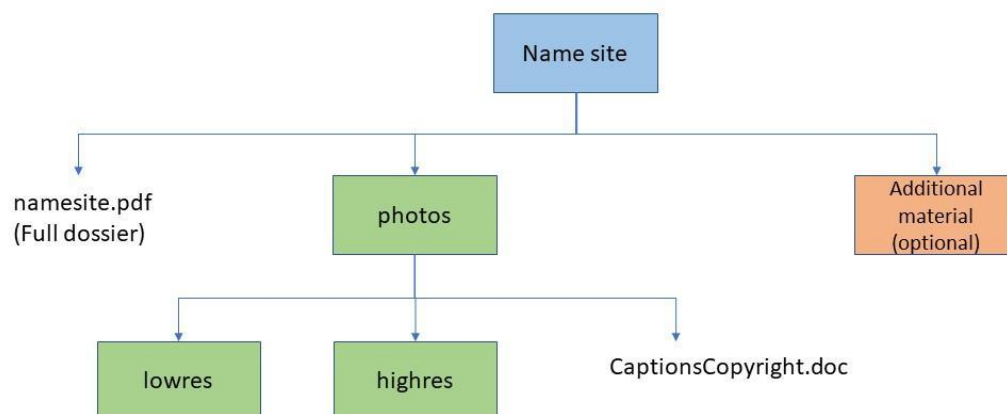
1. Fill in all sections of the **Entry Form** and include:
  - Drawings in A4 format (no fold-outs larger than A3 format) with captions
  - (up to 30) photographs with captions
  - Three (3) reference letters (either in English or in French)
  - Declaration by the entrant, declaration by the project leader, 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" 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 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:*





***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](mailto: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.