



EUROPA NOSTRA AWARDS 2020

APPLICANT'S GUIDE Category Conservation

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 and 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 photographs, 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)
 - the architectural plans, if relevant to your entry
- 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 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).
- 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 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 and / 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.

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

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 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 will not be accepted

- Photos should not be sent as .pdf files or incorporated in a .doc file
- 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)
- 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
- Within these two 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.
- 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
- Do not create more than three (3) sub-folders or other additional folders
- 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 (e.g. 1_After)

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, drawings 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 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)
3. **Declaration of Owner** should include the owner's signature and the date of signing (where not available, the Owner’s legal representative)
4. **Copyright authorisation by Licensor** should be signed by the person who has the rights to the building/ site / work of art
5. **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:

Name: John Smith
Address: Municipality, 1243 North Street, 1234AB City, Country
Function: Architect

[state here the name of the person who has the rights to the building / site / work of art]

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):

David Davidson

Title or description: National Gallery, Town

Hereby:

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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: 01-10-2018

Signature and name:

John Smith

John Smith

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:

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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.