

 **EUROPA NOSTRA AWARDS 2021**

**ENTRY FORM**

**Category Conservation**

This form should constitute part of a detailed entry dossier1 and should be sent by post by **1 October 2020** (last date of sending).

**COMPLETE in English, PRINT, SIGN and SEND it**

**along with a digital copy of the entry dossier on a USB flash drive to**:

Europa Nostra

Att. Elena Bianchi

Awards Coordinator

Lange Voorhout 35

2514EC The Hague, The Netherlands

**GENERAL INFORMATION**

**Title of the project in the original language:**

**Title2 of the project in English:**

**Name of the building / site / work of art:**

**Address3 of the building / site / work of art:**

**Type (select one type only, as applicable):**

☐ Archaeological sites, including underwater archaeology

☐ Architectural heritage: single buildings or groups of buildings in a rural or urban setting

☐ Building additions or alterations, or new building projects within historic areas in urban and rural settings

☐ Cultural landscapes, including historic urban environments or townscapes, city or town squares and streetscapes, historic parks and gardens, larger areas of designed landscape or of cultural, environmental and/or agricultural significance

☐ Industrial and engineering heritage structures and sites

☐ Moveable heritage: collections or single works of art or objects of historic significance

☐ Religious heritage sites

☐ Other (please specify) .........................................................................

**CONCISE SUMMARY**

**Aims of the project and its results, implementation, partners involved, total cost and funding arrangements, interaction with the community, the urban or landscape context and its contribution to its surroundings, sustainability (environmental, social, cultural and economic), qualities which make it outstanding in a European context (1 page only).**

**DETAILED DESCRIPTION4**

**1. Description of the heritage concerned (maximum 500 words)**

1. **Historical background with dates**
2. **Value and significance in its local/regional/national context**
3. **Former and new use of the building/site (if applicable)**
4. **State of conservation before the project commenced**

**2. Description of the project (maximum 1000 words)**

1. **Aims and objectives**
2. **Historical and technical research**
3. **Context in which the project was undertaken**
4. **Stages of implementation**
5. **Design and conservation work carried out, problems encountered and justification for the decisions taken, both before and during the work**
6. **Use of appropriate building and conservation techniques and materials**
7. **Use of traditional crafts and skills**
8. **Results achieved and knowledge gained/shared**
9. **Sustainability (environmental, social, cultural and economic) and positive contribution to climate change action**
10. **Interaction of the project with the community, the urban or landscape context and its contribution to its surroundings**
11. **Related work that still needs to be completed (if applicable)**

**3. Contribution of the project to the conservation and enhancement of cultural heritage (maximum 250 words)**

1. **Impact on broader conservation policy and practice**
2. **Preservation and/or enhancement of the historical, cultural, environmental, educational and/or social value of the site**

**4**. **European dimension of the project (maximum 250 words)**

1. **Details of the building/site/work of art/project’s link to Europe**
2. **Connection of the building/site/work of art/project to a wider European network**
3. **Contribution of the project to the fostering of European identity and/or Europe’s social cohesion**

**5. Costs of the project - Contributions and involvement of each partner should be clearly indicated (maximum 500 words)**

**a. Costs (in Euro)**

**b. Financial and management arrangements**

**c. Funding partners and type of funding**

**d. Funding coming from the European Union or the EEA/Norway Grants**

**6. Heritage-led innovation within the project. Explain how the project meets one or more of the following criteria (maximum 500 words)**

1. **It implements a new idea, knowledge or method in the heritage field**
2. **The new idea, knowledge or method is a result of interdisciplinary collaboration**
3. **It generates an improvement for heritage, its users and stakeholders against the current or previous situation (political, economic, social, technological, legal, environmental)**
4. **It is feasible to implement in other locations**

**7. Heritage-led international relations within the project. Explain how the project meets one or more of the following criteria (maximum 500 words)**

1. **It improves the perception and/or level of shared knowledge between countries and/or communities**
2. **It builds relations and cooperation between countries and/or communities (through sharing expertise, capacity building, joining resources, community engagement activities etc.)**
3. **The project generates an improvement for heritage, its users and stakeholders against the current or previous situation (political, economic, social, technological, legal, environmental)**
4. **It is feasible to implement in other locations**

**8. Why do you think that the project deserves a Europa Nostra Award or an ILUCIDARE Special Prize? (maximum 250 words)**

**PHOTOGRAPHS AND VIDEOS**

1. **Insert a maximum of 30 good quality photos5 clearly illustrating the project, showing both its context or surroundings and important details**

***Please include:***

* ***clear captions for each of the photos***
* ***BEFORE and AFTER views, preferably from the same viewpoint and next to each other***
* ***photos of technical details***
* ***photos of the works in progress, wherever possible***
1. **In case there are online videos illustrating the project, please insert the links below**

**DRAWINGS**

**Include6**:

1. **location-plan, preferably to the scale of 1:10,000, on which the building or site is clearly marked**
2. **site-plan**
3. **plans, section and elevation drawings, showing pre- and post-restoration conditions. All alterations / new additions should be clearly marked**

**REFERENCE LETTERS**

**Include three (3) reference letters7 in support of the entry.**

**ADDITIONAL INFORMATION**

**Brief description8 of the project (maximum 150 words):**

**Start and completion9 date of the project (day - month - year):**

# GPS coordinates of the project10:

**Website of the project:**

**Social media used by the project (Facebook, Twitter, Instagram or others, if applicable):**

 **Does the site have national/regional/local cultural heritage designation or protection status in its country?**

* Yes, please specify:
* No

 **Is the site included on the UNESCO World Heritage List, either as a single World Heritage Site or as part of one larger site?**

* Yes, please specify:
* No

**Is the project available on the Europeana portal?**

* Yes, please insert the link:
* No

**Accessibility of the building / site / work of art / project**

* Opening hours, (special) visiting arrangements:
* Visitors / users per year:
* Access for people with physical disabilities:

**How did you find out about the Europa Nostra Awards?**

* Europa Nostra website
* Creative Europe website
* Europa Nostra newsletter
* Europa Nostra’s social media (Twitter, Facebook, etc)
* Creative Europe social media
* Other website (please specify)………………………………
* Press (please specify)…………………………………………
* European Union Institution (please specify)
* Heritage organisation (please specify)………………………
* Word of mouth
* Other (please specify)…………………………………………

**CONTACT DETAILS**

**Entrant (one person ONLY)**

Name (title - first name - last name):

Function:

Organisation:

Address (street name and number - postal code - town - country):

Email**11**:

Telephone (incl. country code):

Mobile phone (incl. country code):

Website:

**Owner**

Name (title - first name - last name):

Function:

Organisation:

Address (street name and number - postal code - town - country):

Email:

Telephone (incl. country code):

Mobile phone (incl. country code):

**Project leader**

Name (title - first name - last name):

Function:

Organisation:

Address (street name and number - postal code - town - country):

Email:

Telephone (incl. country code):

Mobile phone (incl. country code):

**Other participants (Name - title / first name / last name -, organisation and role in the project)**

 **AUTHORISATIONS and DECLARATIONS**

**Copyright authorisation** (HIGHLIGHTED SECTIONS MUST BE COMPLETED)

|  |  |
| --- | --- |
| **The Licensor:** | **Name:****Address:****Function:**[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 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):** [original author, such as architect, painter]**Title or description:** [in case the Work is a building, this authorisation covers its image, both inside and outside, unless otherwise detailed] |

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 Licensor 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.
* All intellectual property rights in the Work - including but not limited to patent, trademark rights and copyright - rest exclusively with the Licensor.
* The Licensees commit themselves to acknowledge the Licensor, whenever possible, as follows:

**......................................................................................**

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

* The present authorisation is unlimited in time and space.
* The Licensor 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:**

**Date:**

**Signature and name:**

**Copyright authorisation** (HIGHLIGHTED SECTIONS MUST BE COMPLETED)

|  |  |  |
| --- | --- | --- |
|  | **The Licensor - Photographer:** | **Name:****Address:**[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):** [name of photographer]**Title or description:** [state the specific building / project for which the photos were taken. In case the Work is a building, this authorisation covers its image, both inside and outside, unless otherwise detailed]**Photographs taken:**[state here the photos taken] |

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:

**......................................................................**

**[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:**

**Date:**

**Signature and name:**

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

**Declaration by the Entrant**

I wish to submit the above-named entry to the 2021 Awards scheme.

I have enclosed the required documentation (see Entrant's Guide) and agree to the conditions and the privacy policy set up by the Awards scheme.

I confirm that I have obtained permission from the owners of the copyright, for Europa Nostra to freely use the photographs and material submitted (and others subsequently requested) for all purposes of communication, publication and promotion of the Awards.

I declare that

□ this is the first time that this project has been submitted for the Europa Nostra Awards

□ this is a resubmission for the Europa Nostra Awards. The registration number and title of the previous submission was: **HA-**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Place:**

**Date:**

**Signature and stamp12:**

**Declaration by the Owner**

I, ………………………….., owner of………………..……………………….., consent to the submission of the above-mentioned property / project for the 2021 Awards Scheme.

.

**Place:**

**Date:**

**Signature and stamp13:**

**NOTES**

1 Check the Entrant’s Guide for detailed instructions

2 Maximum 60 characters / letters

3 Street name and number - postal code - town – country

4 Please complete all sections

5 The same photos have to be saved in the USB flash drive. See relevant photo section in the Entrant's Guide

6 Please make sure that in the printed dossiers these documents are in A4 format (no fold-outs larger than A3 format)

7 The reference letters (in English or French) should be provided by persons other than the entrant or someone who has worked directly on the submitted project. More info in the Entrant’s guide

8 This description is for administrative use

9 Completion date should be between September 2017 and September 2020

10 Decimal Latitude and Decimal Longitude, separated by a comma. The degree symbol can be omitted, for example: 37.975258, 23.736633

11 Important: All communication will be made electronically ONLY with the entrant. Please make sure to enter a valid and direct email address

12 Stamp (if applicable)

13 Stamp (if applicable)

**CHECKLIST**

Check that you have completed all sections of the form and that you have included all following items. This should help you to prepare a complete dossier in compliance with the conditions of entry.

☐ **1 printed and bound copy** of the entry dossier, which must include:

* Cover-page with the name and a photograph of the project
* The full, completed and signed entry form
* Drawings, A4 format (no fold-outs larger than A3 format)
* Photographs with captions (maximum 30 photographs)
* Three (3) reference letters (in English or French)
* Declaration by the entrant, declaration by the owner, authorisation from licensor, authorisation from photographer(s)

☐ **1 digital copy** of the entry dossier **in a USB flash drive**, which must include:

* The PDF file of the complete entry dossier (cover-page, entry form, drawings, photographs, reference letters, authorisations). Please do not submit a scan of the entire dossier.
* One folder containing the photos in low resolution in jpeg format (file size lower than 2MB)
* One folder containing the same photos in high resolution (file size 2MB - 10MB) in jpeg or tiff format
* One text document listing the photos submitted with captions of the photo and how the photo should be credited if we publish it online or elsewhere.

**The printed and digital copies should be submitted by post together.**

**Please make sure that you are eligible to apply for a**

**Europa Nostra Award**

**Click** [**here**](http://www.europeanheritageawards.eu/faq/) **for the list of eligible countries.**

**Dossiers that fail to fulfil all requirements will be rejected and not presented to the jury**