

/translation into English for reference only/

APPROVED
Order of Ukrainian Cultural Foudation
___.06.2026 № _____

**Ukrainian Cultural Foundation Competitive Programme
'Cultural Horizons'**

**Guidelines for Applicants
Call for proposals (LOT) 'Innovative Cultural Products'**

These guidelines are designed to help applicants better understand the terms, requirements and opportunities of the 'Innovative Cultural Products' call for proposals (LOT) under the 'Cultural Horizons' programme. They contain explanations of the key provisions, as well as recommendations on preparing the application package, navigating the selection process and implementing the project.
We recommend that you read the text of the Guidelines carefully before submitting your application and use them as a practical guide at all stages of your participation in the programme — from completing the application form to reporting on the results of the project's implementation.

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Under each new call for project proposals (hereinafter - open call), the same legal entity or individual entrepreneur is allowed to submit one application package for each programme of the Ukrainian Cultural Foundation (hereinafter - the Foundation). This restriction also applies to legal entities founded by (or in which a participant or ultimate beneficial owner is) the same individual and/or legal entity.

Projects submitted by a single applicant to different competitive programmes must differ in terms of their titles, objectives, tasks, expected outcomes and team composition.

Should several projects from a single applicant be successful, the Foundation may support no more than three of them.

The language of implementation for all projects supported by the Foundation is the state language (Ukrainian). If supporting materials (video, audio, printed materials, etc.) in foreign languages are used within the project, a translation into Ukrainian must be provided (text translation, subtitles or another appropriate format).

I. About the ‘Cultural Horizons’ programme

The ‘Cultural Horizons’ programme is being implemented by the Ukrainian Cultural Foundation, which won a special call for proposals under the European Union’s ‘Creative Europe’ programme, in partnership with Cultural Vistas GmbH. The call for proposals was launched by the European Commission in October 2024 to support Ukraine’s cultural and creative sectors, with a total budget of EUR 7 million.

The programme aims to support the recovery and sustainable development of Ukraine’s cultural sector, and to expand access for Ukrainians affected by Russian aggression to cultural practices, cultural heritage and opportunities for international cooperation. The programme will comprise five calls for proposals (LOTs) aimed at creating innovative cultural products, supporting artistic debuts, mobility, residencies, and initiatives to research and promote local culture. The programme also includes a mentoring component, which will provide grant recipients with individual support from experienced cultural practitioners during the implementation of their projects.

The ‘Cultural Horizons’ programme is registered as an international technical assistance project funded by the European Union under Grant Agreement No. 101237681 in accordance with Resolution No. 153 of the Cabinet of Ministers of Ukraine dated 15 February 2002, Registration card No. 6318 dated 31 December 2025.

The programme has been launched in response to the need to support the Ukrainian cultural sector amid the war and economic instability, at a time when it is particularly important to ensure the continuity of cultural activities, the development of professional capacity and international cooperation. The programme promotes the implementation of modern approaches to cultural management and the development of creative industries, supports Ukraine’s European integration efforts, and serves as a tool for cultural diplomacy, strengthening international partnerships and enhancing Ukraine’s presence in the European cultural space.

The ‘Cultural Horizons’ programme aligns with the following priority areas of the Foundation’s activities for 2026:

Partnerships for development: developing partnership programmes to support artists and cultural figures, foster the growth of creative industries, build human capital, and strengthen cultural resistance to Russian aggression, as well as creating international cultural projects.

Cultural development at the local level: supporting cross-sectoral partnerships and dialogue formats on local identity; supporting cultural initiatives in frontline and de-occupied regions, as well as cultural initiatives related to temporarily occupied territories; community cohesion and the integration of Ukrainians into the Ukrainian cultural space through culture, in particular through mobile cultural events; strengthening the capacity and self-sufficiency of cultural practitioners and the creative industries in small communities.

Cultural diversity: promoting the development of culture and cultural diversity, as well as the values of national minorities, communities, ethnic groups and indigenous peoples of Ukraine, and their harmonious coexistence.

Support for contemporary cultural products: the creation of cultural content and cultural products that reflect on contemporary historical events and Ukraine’s War of Independence; reflections on history aimed at shaping identity and uniting society; adapting, creating and promoting (in collaboration with state institutions and non-state initiatives) relevant cultural products, in particular audiovisual and audio content.

Preservation of cultural heritage: digitising heritage in frontline and de-occupied regions, as well as heritage at risk of loss or destruction; rethinking heritage and decolonising collections; supporting cultural

heritage and the Ukrainian language and their role in shaping identity; supporting commemorative practices and an inclusive culture of remembrance.

Inclusivity in culture: ensuring barrier-free access to cultural practices and content for all; inclusive and trauma-informed cultural practices for mental recovery; cultural products for children and young people, including those aimed at identity development; inclusive and adaptive employment and engagement practices in the cultural and creative industries.

Project budget for 2026-2027 – UAH 35 346 664,61 ¹.

Objectives of the ‘Cultural Horizons’ programme:

The ‘Cultural Horizons’ grant programme supports the following sectors of culture and the creative industries:

- ★ audio arts;
- ★ audiovisual arts;
- ★ visual arts;
- ★ cultural heritage;
- ★ cultural and creative industries (cross-sectoral projects);
- ★ literature;
- ★ performing and stage arts.

In 2026-2027, the Foundation is offering the following Competitions (LOTS):

Competition (LOT) ‘Innovative Cultural Products’

Competition (LOT) ‘European Local Culture’

Competition (LOT) ‘Artistic Debuts’

Competition (LOT) ‘Artistic Mobility’

¹ Please note that the programme budget may be increased or reduced, depending on changes in the average monthly accounting exchange rates published on the European Commission’s website (InforEuro), calculated as at the date of the decision to open negotiation procedures for projects within the budget of the relevant Call for Proposals (LOT), or in the event of a reallocation of funds between competitive programmes.

II. Competitive selection calendar and project implementation deadlines ²

	Start	Deadline
Submission of application packages in electronic form only	11.06.2026	14.08.2026, 18:00 (Kyiv time)
Conducting an information campaign (including online consultations)	11.06.2026	14.08.2026
Publication of the register of received application packages	before 18.08.2026	
Selection of projects for compliance with technical criteria	17.08.2026	31.08.2026
Notification in the applicant's personal online account regarding the status of the application package following technical selection	before 02.09.2026	
Publication of the register of projects based on the results of the selection process for compliance with technical criteria	before 04.09.2026	
Evaluation of projects by experts from the Foundation's expert councils	no later than 02.09.2026	12.11.2026
Notification in the applicant's personal online account of the scores awarded to the application package following expert evaluation	before 17.11.2026	
Publication of a ranking list of all projects following expert evaluation	before 19.11.2026	
Approval of the expert councils' decisions by the Foundation's Directorate, conduct of negotiation procedures, etc.	16.11.2026	31.12.2026
Signing of Grant Agreements and publication of the register of winning projects	before 26.02.2027	
Implementation of projects, including the submission of reports	After the signing of the Grant Agreement, but not earlier than 31.01.2027	30.07.2027

² The dates specified in the Competition Schedule and the project implementation deadlines may be adjusted in the event of force majeure, including power cuts, security threats, epidemic restrictions or other unforeseeable situations that make it impossible to adhere to the established schedule, or in the event of a change to the competition budget, depending on changes in the average monthly accounting exchange rates published on the European Commission's website (InforEuro), calculated as at the date of the decision to open the negotiation procedures.

III. About the competition (LOT) ‘Innovative Cultural Product’

The competition (LOT) aims to systematically develop various cultural sectors through the implementation of innovative, interdisciplinary approaches and the integration of modern technological solutions. This involves the use of cutting-edge digital tools, in particular AR/VR technologies, artificial intelligence and big data analytics, as well as the introduction of new formats for audience engagement, focused on participation, personalisation and the enrichment of cultural experiences.

Particular emphasis is placed on inclusivity, the principles of sustainable development, environmental and social responsibility, as well as on the implementation of flexible organisational and management models and cultural entrepreneurship practices that enhance the effectiveness of cultural initiatives.

The aim of the Competition (LOT) is to support cross-sectoral and cross-border partnerships between Ukrainian and European organisations, to stimulate the development of new cultural ecosystems, and to scale up innovative approaches to the creation, distribution and promotion of cultural products, thereby enhancing their competitiveness at an international level.

The European Union’s priorities in supporting projects under the ‘Innovative Cultural Products’ Competition (LOT):

1. Digital transformation – the use of digital technologies to create, disseminate and promote cultural products; the development of digital skills among artists and cultural practitioners; the expansion of access to cultural practices through digital solutions; and the integration of best European practices in digitalisation.
2. Sustainable development and environmental responsibility – minimising the environmental footprint of projects, promoting sustainable practices in the cultural sector, and integrating the principles of sustainable development into the content of products.
3. Inclusion and gender equality – involving representatives of vulnerable and under-represented groups, ensuring the accessibility of cultural products, etc.

Priorities for support under the Competition (LOT) ‘Innovative Cultural Products’:

1. Support for projects that create and scale up contemporary cultural content using digital technologies, cross-media formats and modern methods of audience engagement, thereby promoting the adoption of international best practices.
2. Stimulating transformational processes in the cultural and creative industries sectors through the implementation of interdisciplinary practices, cultural entrepreneurship and cultural innovation, based on international experience and successful case studies.
3. Ensuring the accessibility of cultural products for different population groups, in particular through digital accessibility, localisation, and adaptation for people with disabilities, members of vulnerable groups, young people and residents of remote areas, with the aim of shaping new practices of cultural consumption.
4. Promoting Ukrainian cultural products at national and international levels, with a focus on cultural diplomacy, branding of national identity, cultural mobility, internationalisation and the creation of new opportunities for the export of creative content.
5. Supporting partnerships between representatives of culture, IT, education, urban planning, ecology, the social sector and other sectors with the aim of creating sustainable ecosystems and implementing competitive projects that are attractive to non-state investment and capable of sustainable development.
6. Adapting and implementing leading European cultural practices to strengthen international cooperation and mutual enrichment within the shared European cultural space.

Total Competition (LOT) budget — UAH 19 108 000 (400 000 €)³

Minimum grant amount (cannot be decreased): UAH 500 000 (10 000,0 €)

Maximum grant amount (cannot be increased): UAH 1 000 000 (20 000,0 €)⁴

The Competition (LOT) supports the following cultural and creative industries sectors:

- ★ audio arts;
- ★ audiovisual arts;
- ★ visual arts;
- ★ cultural heritage;
- ★ cultural and creative industries (cross-sectoral projects);
- ★ literature;
- ★ performing and stage arts.

Requirements for cultural projects: cultural projects submitted under the Competition (LOT) must be the result of an international partnership with organisations registered in European Union countries.

Cultural projects eligible for support under the Competition (LOT) include:

- ★ audio content (podcasts, audio recordings, audiobooks);
- ★ art objects (sculptures, installations, interactive objects);
- ★ exhibitions and exhibits;
- ★ video content (video art, short films, video projects, web formats);
- ★ decorative and applied art products;
- ★ inclusive cultural products with accessibility features (subtitles, sign language interpretation, audio descriptions, tactile solutions);
- ★ interactive digital cultural products and platforms;
- ★ installations (including multimedia and site-specific);
- ★ media art and digital art projects;
- ★ performances (theatrical, choreographic, interdisciplinary);
- ★ public art events (screenings, presentations, art campaigns)
- ★ craft and folk art products;
- ★ 3D models and digital visualisations of objects;
- ★ VR/AR art projects.

It is possible to combine several sectors that complement and reinforce one another, integrating various forms of cultural initiatives into a single coherent concept within a cross-sectoral project.

An applicant for the Competition (LOT) can be a legal entity of any form of ownership or an individual entrepreneur, each of whom has been registered in Ukraine in accordance with the applicable Ukrainian legislation for **at least one year prior to the date of the announcement of the Competition (LOT)**, with the exception of the temporarily occupied territories of Ukraine, and has relevant experience in the field of culture.

The beneficiaries of the Competition (LOT) are the consumers of cultural products, that is, a broad and diverse audience comprising audiences, attendees of cultural events, listeners, users of online platforms and educational courses, as well as direct participants in artistic and cultural initiatives. This audience

³ Please note that the total budget for the Competition (LOT) may be increased or reduced, depending on changes in the average monthly accounting exchange rates published on the European Commission's website (InforEuro), calculated as at the date of the decision to open negotiation procedures for projects within the budget of the relevant Competition (LOT), or in the event of a reallocation of funds between competitive programmes.

⁴ The minimum and maximum grant amounts are calculated on the date of the call for proposals, are specified in the grant agreement and cannot be increased in hryvnia equivalent after the project has been submitted to the Competition.

also includes the international community, which helps to expand the geographical reach of cultural projects, promotes Ukrainian culture abroad and strengthens the tools of cultural diplomacy.

A separate group of beneficiaries consists of Ukrainian and European audiences who gain access to innovative cultural products created through international cooperation. These include new formats of cultural experience, digital solutions, educational programmes and intercultural projects that contribute to the formation of a common European cultural space, the strengthening of mutual understanding between societies and the integration of the Ukrainian cultural sector into the European context.

IV. Types and conditions of project funding

Please note that co-financing is not mandatory.

Furthermore, if several projects receive the same number of points, preference will be given to projects with co-financing amounting to at least 5% of the project cost.

In the absence of co-financing, preference will be given to the project that scored the highest number of points according to the assessments of all experts who carried out the expert evaluation of the application package in question. The Foundation considers co-financing to be the raising of resources exclusively in monetary form from other sources not prohibited by Ukrainian law, which are not grant funds from the Foundation, and which are used by the applicant to implement the project's objectives and achieve its results. Project co-financing may be provided by the applicant themselves or by a partner (or partners) and other legal entities and individuals.

The Competition (LOT) supports **only international cooperation projects**:

An international cooperation project is a project in the fields of culture and the arts, and creative industries, involving the implementation of the project in Ukraine and/or abroad in partnership with other legal entities of all forms of ownership (enterprises, institutions and organisations). The applicant must be a resident of Ukraine, and one of the partners must be a non-resident. Organisations registered in European Union countries are eligible to participate in the Competitions (LOTs) as partners.

PLEASE NOTE! Due to the state of martial law in Ukraine, special foreign exchange restrictions imposed by the National Bank of Ukraine are in force. Therefore, if you wish to pay a foreign partner for goods, services or work, the bank will only process such payments in accordance with the rules and restrictions established by the NBU (see Section VII. "Procedure for submitting an application package for the competitive programme" of these Guidelines for Applicants for details).

Please note! A partnership is any form of participation by legal entities, individuals and individual entrepreneurs in the implementation of a project in the field of culture and the arts or the creative industries, aimed at achieving its aims, objectives, tasks and outcomes.

Partnerships may take the following forms:

- ★ financial – raising funds for the project;
- ★ media – informational support, coverage in the media and on social media, assistance with promotion;
- ★ logistical – provision of premises, equipment, transport, props, etc.;
- ★ organisational – participation in planning, coordination of events, provision of expert support;
- ★ other – provision of any resources or services that contribute to the achievement of the project's objectives (in particular, voluntary assistance, legal support, access to an audience).

V. Requirements for Applicants and Partners

Legal entities and individual entrepreneurs are eligible to participate in the Competition, subject to the requirements set out in these Guidelines.

An applicant for the Competition (LOT) may be a legal entity of any form of ownership or an individual entrepreneur, each of whom has been registered in Ukraine in accordance with the applicable legislation of Ukraine **for at least one year prior** to the date of the announcement of the Competition (LOT), with the exception of the temporarily occupied territories of Ukraine, and has relevant experience in the field of culture.

The following are not eligible to act as applicants, team members or partners, to receive funding from the Foundation, or to participate in the implementation of projects:

- political parties and associations;
- religious organisations;
- legal entities and sole traders who have been declared bankrupt or against whom bankruptcy proceedings have been initiated;
- legal entities in the process of being wound up, and sole traders in the process of ceasing business activities;
- authorised representatives of a legal entity and individuals with a criminal conviction that has not been expunged or served in accordance with the procedure established by law;
- legal entities and individuals subject to restrictive measures (sanctions) determined by a decision of the National Security and Defence Council of Ukraine and brought into force by a decree of the President of Ukraine in accordance with the Law of Ukraine ‘On Sanctions’, and persons who support or refuse to condemn armed aggression against Ukraine;
- legal entities established and registered in accordance with the legislation of Ukraine, the ultimate beneficial owner, member or participant (shareholder) of which is the Russian Federation/Republic of Belarus/Islamic Republic of Iran, or a citizen of the Russian Federation/Republic of Belarus/Islamic Republic of Iran;
- legal entities, individuals and individual entrepreneurs who have outstanding debts to the Foundation, budgets at all levels, the Pension Fund of Ukraine, or other financial liabilities, including overdue loans;
- legal entities, individuals and individual entrepreneurs against whom enforcement proceedings for financial claims are pending;
- legal entities, individuals and individual entrepreneurs who have had or are currently involved in legal proceedings with the Foundation;
- legal entities, individuals and individual entrepreneurs who, during the previous grant season, committed breaches of copyright, declarations of integrity, deadlines or contract terms during the project implementation phase and/or the submission of reports;
- legal entities, individuals and individual entrepreneurs with whom, at the Foundation's request, a Grant/Scholarship Agreement (grant) was unilaterally terminated due to a material breach of its terms;
- individuals who are not citizens of Ukraine.

Any breach by the applicant, team members or partners of the above requirements (as soon as such a breach becomes known) will result in the project being withdrawn from the Competition (LOT) at any stage, as well as during project implementation, through the termination of the Grant Agreement.

VI. Mandatory documents for submitting an application package for the ‘Innovative Cultural Products’ Competition (LOT)

1. **Project application** (to be submitted electronically via the form on the Foundation’s website).
2. **Project work plan** — a template is provided at the end of this document and is available on the Foundation’s website in EXCEL format.
3. **Project budget** (a special EXCEL spreadsheet available on the Foundation’s website. Detailed instructions on how to complete the budget are included in one of the tabs of the downloaded file).
4. For the applicant — **an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations (hereinafter — the USR) containing a full list of details from the USR, generated no earlier than the start date of the competitive selection of projects for the relevant competition and no later than the final day for the submission of application packages (document in PDF format)**. An extract can be ordered at the Administrative Service Centre or on the website of the Ministry of Justice of Ukraine (the extract is subject to a fee; to order an extract, the electronic digital signature of the person making the request is required). Please note that, during the period of martial law and for one month following its termination or revocation, the provision/receipt of data/information from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations, including through direct access to it, is carried out/ensured in accordance with the provisions set out in Resolution No. 209 of the Cabinet of Ministers of Ukraine dated 6 March 2022, ‘Certain Issues Concerning State Registration and the Functioning of Unified and State Registers Maintained by the Ministry of Justice under Martial Law’. In view of the above, we recommend that you ensure you obtain an extract from the Unified State Register in advance.
5. **For an international partner**, the following documents are mandatory: proof of registration of the non-Ukrainian partner organisation, comprising a scanned copy of the original extract from the register or other registration document in accordance with the established requirements of the applicable legislation of the country of registration, together with a translation into Ukrainian (duly certified; documents in English do not require translation): scanned copies (documents in PDF format) should be uploaded to the ‘International Partner Documents’ section. Letter(s) of intent to cooperate or memorandum of intent to cooperate: a scanned copy of the original (document in PDF format) should be uploaded to the ‘Letters of Intent to Cooperate’ section. Templates for the letter/protocol of intent to cooperate can be found at the end of these Guidelines (Section XVIII. TEMPLATES).

VII. Procedure for submitting an application package for the competitive programme

The application package must be submitted exclusively in electronic form via the Foundation's official website. The submitted application package must be signed with the applicant's electronic digital signature. Please ensure you have an electronic digital signature in advance.

To submit the application package, the applicant must create a personal online account on the Foundation's official website. If such an account has already been created, you can use it (a password recovery service is available).

Once you have created your account, you will be automatically redirected to the website's home page to select the relevant competition programme → choose the Competition (LOT) → select the project type. After these three steps, you will see a 'Submit application' button on the right-hand side of the screen – click it to begin filling in the form.

You can complete the application in stages. To do this, please use the 'Save' button. For your convenience, you can 'Print' the completed application, i.e. display it on a separate screen for reading or send it to a printer.

At the end of the application form, there are specific fields for uploading the cost estimate and the required documents. Once you have completed all the fields in the project application form and uploaded the cost estimate and mandatory documents, apply your electronic digital signature in the relevant field and click the 'Submit' button. Once the application package has been sent to the Fund, you will not be able to make any changes, as this is not permitted by the technical parameters of the automated project management system.

After submitting the application package, the applicant will receive an email notification confirming successful submission to the Competition (LOT), stating the project number assigned by the system. Example of a number: 9COHO11-12345.

Once you have submitted your application package to the Foundation, you can track its status at various stages of the selection process. Please check the status of your application package — the Competition (LOT) calendar will help you with this, as it sets out the deadlines for the Foundation's notifications regarding the results of each stage of the selection process.

Project application

The project application must be completed electronically. The project application includes built-in guidance on how to complete its fields correctly — the letter 'i' (information) in the top right-hand corner of the field. If the data format of the field does not match the expected format (letters instead of numbers, etc.), the system will block the submission of the application package.

Budget

The budget consists of the income section and the expenditure section. The applicant must complete both sheets. On the expenditure sheet, **the column 'Justification and breakdown of expenditure'** must be completed. If the project involves co-financing and/or reinvestment, these columns must also be completed.

Please note that detailed **instructions on how to complete the budget** are included in one of the tabs of the downloaded file — please read these guidelines carefully, as they will help you draw up the project budget in accordance with the Foundation's requirements.

The Foundation strongly recommends **involving a qualified accountant** during the project budget preparation stage — all guidelines for completing the budget are set out in accordance with the National Accounting Standards and use the relevant terminology defined therein.

Recommendations from the Foundation. *You must complete both sections of the budget, – the income section and the expenditure section – and ensure that the difference between them is zero.*
Do not delete the formulas in the budget, as this will make it easier to calculate the total expenditure.
Do not change the names of items, sub-items or units of measurement in the budget.
Conduct market research on price offers to select the most cost-effective price for goods, works and services by comparing three price offers from different suppliers.

When compiling the list of expenses in the budget, be guided by the principles of the effective and rational use of state funds. In practice, this means that all expenses must be economically justified, appropriate, in line with average market rates, and directed exclusively towards achieving the objectives and tasks of your project.

All costs in the budget, including those for advertising services and logo application services, must include detailed justifications specifying the appropriateness of the costs, as well as quantitative and qualitative indicators.

The Foundation transfers the grant in several installments (tranches) in accordance with the payment schedule attached to the Grant Agreement.
The Foundation shall not be liable for any delay in payments caused by third parties (the State Treasury Service of Ukraine and its regional offices).

Only **eligible expenses** should be included in the ‘**Expenses covered by the Foundation grant**’ column of the budget. A list of eligible and ineligible expenses is provided below.

Funds received during the implementation of the project from the sale of tickets, printed materials (books, booklets, etc.) and other cultural products must be spent on the implementation of the project. These expenses are recorded in the ‘Expenses from reinvestment’ column of the budget.

The ‘**Expenses from reinvestment**’ column includes only eligible expenses, excluding expenses for remuneration of project team members, catering for project participants and the acquisition of intangible assets.

The ‘**Expenses from co-financing**’ column includes all types of expenses without any cost limits or restrictions imposed by the Foundation.

Following the conclusion of the Grant Agreement, the Foundation transfers the grant funds:

- to a separate bank account opened specifically for the receipt and use of grant funds, if the grantee is a private entrepreneur or a legal entity (other than a budgetary institution);
- to an account opened with the Treasury under budget revenue classification code 25020100 ‘Charitable contributions, grants and donations’, if the grant recipient has the status of a budgetary institution;
- to the account of the budgetary institution performing the tasks and duties of the accounting service, opened with the Treasury under budget revenue classification code 25020100 ‘Charitable contributions, grants and gifts’, if the grant recipient has the status of a budgetary institution, but the accounting is carried out by the centralised accounting department of the budgetary institution to which the grant recipient is directly subordinate.

All payments for project expenses funded by the grant, co-financing and reinvestments must be made from a single account of the grant recipient.

The use of multiple accounts of the grant recipient for payments relating to project expenses is permitted only with the Foundation's approval.

Eligible costs are those specified in the project budget, namely:

- ★ remuneration for team members and social security contributions;
- ★ travel expenses for permanent staff of the applicant organisation;
- ★ equipment and intangible assets;

- ★ costs associated with hire (premises, machinery, equipment and tools, stage and production equipment, transport, etc.);
- ★ expenses of project participants who take part in cultural, educational and other events and do not receive wages and/or remuneration;
- ★ material costs;
- ★ printing services;
- ★ publishing services;
- ★ promotional services;
- ★ website development services;
- ★ the purchase of teaching, training and information materials, including those on electronic media;
- ★ translation services;
- ★ other expenses, including payments under licence agreements for the non-exclusive right to use intellectual property (royalties).

Expenses must be actually incurred during the project implementation period. The project implementation period is defined as the period from the date on which the Grant Agreement is signed by both parties to the date of submission of the final report, but no later than the project completion date specified in the Agreement.

All costs must be recorded in the grant recipient's accounts and supported by actual payments as evidenced by bank statements.

Foundation's recommendations

Expenses for team members' remuneration should only be included under Item 1 of the budget.

Travel expenses should be planned in accordance with the project work plan.

When purchasing equipment, tools or supplies, clear justification must be provided regarding the necessity and appropriateness of using these assets for the implementation of the project. Furthermore, when planning such costs in the budget, it must be stated that the assets used during the project's implementation will be recorded in the accounts and recognised on the grant recipient's balance sheet as assets (with the exception of individual entrepreneurs, who are not required to keep accounts).

Provide detailed justification for advertising services related to the promotion and dissemination of cultural and artistic products.

Expenditure on the acquisition of intangible assets (software, copyrights, licences, patents, etc.) is permissible only through co-financing funds.

Ensure that the level of mandatory co-financing is monitored at all times. In the event of non-compliance or partial compliance with the project's co-financing requirements, the Foundation will reduce the grant amount in proportion to the reduction in the co-financing amount.

Please note: *in accordance with the Foundation's requirements, the grant recipient's final report must be certified by an independent auditor.*

Audit fees may not be paid from the Foundation's grant.

Audit fees are eligible for funding from other sources, including co-financing and reinvestments.

Grant funds and reinvestments must not be used for (ineligible expenditure):

- ★ the purchase of goods, the performance of works or the provision of services not related to the implementation of the project;
- ★ the payment of intermediary services;
- ★ the implementation of projects aimed at generating a profit, with the exception of projects related to film production;
- ★ payment for goods, works and services that have been or will be funded from other sources, either

- before or after the signing of the Grant Agreement (double funding);
- ★ costs associated with preparing the project application;
 - ★ operating costs of enterprises, institutions and organisations, including those participating in projects (excluding costs for services directly related to the implementation of the project);
 - ★ losses arising from exchange rate differences;
 - ★ expenditure (purchases of goods, works, services) between related parties, where the relationship between them may influence the terms or economic results of their activities or the activities of the persons they represent (excluding expenditure on remuneration for team members);
 - ★ costs of services for the development of design and cost estimate documentation, the carrying out of major repairs and construction works;
 - ★ the purchase of fixed assets costing more than UAH 50,000.00 (excluding VAT) per unit;
 - ★ the purchase of mobile phones and household appliances;
 - ★ costs of audit services funded from the grant;
 - ★ costs of purchasing intangible assets;
 - ★ costs of catering for project participants;
 - ★ other costs incurred for purposes other than those intended, including those prohibited by the Guidelines for Applicants of the relevant competitive programmes.

The printing of books cannot be considered the main output of the project. The Foundation does not fund the publication (or reprinting) of books, with the following exceptions: publications in the field of culture and the creative industries; inclusive publications that ensure equal access to information through the use of adapted formats (Braille, tactile books, combined formats).

Expenditure on sub-grants and on the awarding of prizes is prohibited.

It is prohibited to incur expenditure under contracts where one of the parties is a partner listed in the project application as a cooperation and/or co-financing partner.

It is prohibited it is prohibited to simultaneously budget for the payment of remuneration to project team members and for the payment of any other services provided by them under other contracts, including the payment of costs under contracts in which a team member or a person associated with them is the beneficial owner and/or a signatory to such a contract (as a manager or other authorised person).

The total proportion of expenditure on remuneration for team members and royalties (fees) for non-team members (including social security contributions) may not exceed 50% of the total expenditure funded by the grant.

The involvement of a person listed as a member of the project team in work on one or more projects implemented with the support of the Foundation may not exceed 100% (in relation to their employment at their main place of work or in other projects), and in monetary terms may not exceed UAH 50,000.00 (fifty thousand hryvnias) per month. A breach of this condition shall constitute grounds for the Foundation's Directorate (or the Foundation's Supervisory Board, if the project cost exceeds 150 times the minimum wage established by the Law on the State Budget of Ukraine as of 1 January of the relevant year) to decide to withdraw the project from the competitive selection process.

Following the declaration of martial law in Ukraine, cross-border transfers of foreign currency assets from Ukraine, and transfers of funds to correspondent accounts held by non-resident banks in hryvnia or foreign currency at resident banks — including transfers carried out on behalf of clients, in particular the import (purchase) of goods, payment for services and the purchase of foreign currency to settle transactions related to the import of goods, the provision of services or works, shall be carried out in compliance with the requirements of Resolution No. 18 of the Board of the National Bank of Ukraine dated 24 February

2022 ‘On the operation of the banking system during the period of martial law’ (as amended) and other regulatory and legal acts.

Restrictions have been imposed on certain items in the budget, namely:

- in sub-item 1.1. ‘Remuneration of the applicant organisation’s permanent staff (in the form of bonuses only)’: only the amount of the bonus for additional workload may be included, calculated on the basis of the applicant organisation’s staffing table, the Bonus Regulations and other regulatory documents governing the amount of the specified bonus for the applicant organisation’s staff;
- The maximum amount of services provided (remuneration) by a team member under a civil law contract or under contracts with an individual entrepreneur may not exceed the sum of **50,000.00 UAH (fifty thousand hryvnias) per month for a single person**. The specified amount for services provided under a civil law contract and under contracts with individual entrepreneurs may include the cost of all additional expenses that may arise in the provision of services (travel expenses, accommodation costs, etc.), but may not exceed the aforementioned amount in total;
- where the project budget includes the procurement of goods, works or services (excluding remuneration for project team members) from legal entities or individual entrepreneurs, **the total value of which is equal to or exceeds UAH 50,000.00 (fifty thousand hryvnias) including VAT**, at the time of reporting, the selection of the supplier (of goods, works, services) must be substantiated by three commercial price quotations from other suppliers whom the grant recipient has approached for the purpose of researching the market price of offers in order to select the most economically advantageous one. If the contractor provides unique goods, works or services, the report must include a detailed justification of their uniqueness;
- Expenses relating to business trips for permanent staff and travel by project participants shall be determined in accordance with the maximum rates set out in Resolution No. 98 of the Cabinet of Ministers of Ukraine dated 2 February 2011;
- expenditure on the purchase of equipment, tools and inventory with a useful life of up to one year shall be incurred within the limit of **up to UAH 20,000.00 (twenty thousand hryvnias) excluding VAT per unit**;
- expenditure on the purchase of fixed assets with a useful life of more than one year is permitted up to **UAH 50,000.00 (fifty thousand hryvnias) excluding VAT per unit**.

Foundation’s recommendations

Please refer to the Guidance Document ‘Common Mistakes Made by Applicants and Grant Recipients When Preparing Documentation for Competitions Organised by the Ukrainian Cultural Foundation’, which provides practical examples of common errors made by applicants when completing the key documents in the application pack, with a view to helping them avoid such mistakes in future.

VIII. Stages of the Competition (LOT) and criteria for the technical selection of projects

In accordance with the [Procedure for the competitive selection of projects to be implemented with the support of the Ukrainian Cultural Foundation and for monitoring their implementation](#), the competitive selection of projects consists of the following stages: technical selection; evaluation of application packages by experts from the Foundation's expert councils; approval of the expert councils' decisions by the Foundation's Directorate; approval by the Foundation's Supervisory Board of the expert councils' decisions, as agreed by the Foundation's Directorate, regarding projects whose value exceeds 150 minimum wages; conducting negotiation procedures; signing a Grant/Scholarship Agreement with the Foundation.

During the technical selection stage, application packages are checked for compliance with the technical selection criteria:

- submitted within the specified deadline via the applicant's personal account on the Foundation's official website;
- they are complete in accordance with the requirements set out in the terms and conditions of the relevant competition programme, as specified in the Guidelines for Applicants;
- it corresponds to the priorities of the competitive programme and the Competition (LOT);
- the budget corresponds to the aims, objectives and tasks of the project application, is consistent with the work plan, does not contain ineligible costs, and complies with the Foundation's restrictions on budget preparation;
- is written in Ukrainian (with the exception of those fields of the project application that must be completed in a foreign language in accordance with the Instructions for competitive programmes), and where documents are in foreign languages, must include a translation of such documents into Ukrainian, certified in accordance with the requirements of current Ukrainian legislation;
- submitted by an applicant who meets the requirements set out in Section 5 of the [the Procedure for the competitive selection of projects to be implemented with the support of the Ukrainian Cultural Foundation and for monitoring their implementation](#)

Please note! *Any application that fails to meet at least one of the technical selection criteria will not be admitted to the next stage of the competitive selection process.*

Applicants will be able to view the results of the project selection process regarding compliance with the technical criteria in the status section of their application package within their personal online account, and will also receive them via email at the address provided when registering their personal online account on the Foundation's official website.

The outcome of the application package review at this stage is one of the following decisions:

- ★ the application package meets the technical criteria and is forwarded for evaluation to the experts of the relevant expert council of the Foundation;
- ★ the application package does not meet the technical criteria and is deemed to have failed the technical screening.

Applicants may submit **appeals** regarding the results of the technical selection **within 5 working days** of being notified of the results in their personal account.

Please note! *The Foundation will only consider appeals from applicants regarding the results of the technical selection process that have been submitted via the applicant's personal account on the relevant section of the Foundation's website.*

When submitting an appeal to the Foundation, please follow these steps and submit your appeal exclusively via the applicant's personal account on the Foundation's official website:

- ★ prepare an appeal to the Foundation's Directorate requesting a review of the technical selection results, sign it and date it;
- ★ in the appeal, you must state the reason for the negative result of the technical selection and provide justification for the solution you propose;
- ★ if the required (supporting) document is missing, prepare the document and attach a copy of it to the letter of appeal;
- ★ create a single PDF file (containing the letter and the required document) and upload this single file via the 'Appeals' section in the applicant's personal account.

Please note! *The Foundation cannot make changes to the applicant's documents uploaded to the system at the application stage. Therefore, requests to review decisions due to incorrectly submitted documents (updated cost estimates, updated mandatory application annexes, etc.) and requests to add any mandatory documents to the application package that were not originally submitted will not be considered.*

Foundation's recommendations

Should an applicant wish to appeal against a project's failure to pass the technical screening, there is no need to submit an updated cost estimate or an updated project application. Such documents will be regarded as having been submitted outside the scope of the Call for Proposals (LOT) and will not be considered by the Foundation. Any comments or suggestions regarding the application package must be noted in writing in the cover letter.

Any change to the decision regarding the results of the technical selection will be reflected in the applicant's personal account should the Foundation's Directorate decide to approve the application following its review. If, however, the Foundation's Directorate decides, after reviewing the application, to leave the results of the technical selection unchanged, no changes will be made to the applicant's personal account.

Please note: The Foundation does not provide responses to requests received regarding the review of technical selection results.

Based on the results of the technical selection, a register is compiled and published on the Foundation's official website.

IX. Evaluation of application packages by experts from the Foundation's expert councils

Once the technical screening has been passed, the application package is forwarded to the relevant expert council of the Foundation for evaluation.

The evaluation of application packages is carried out by experts of the relevant expert council of the Foundation in accordance with the Regulations on the Expert Councils of the Ukrainian Cultural Foundation, the Expert Evaluation Methodology and the requirements of these Guidelines.

Applicants are prohibited from contacting experts during the expert evaluation process or influencing their decisions.

In accordance with the [Procedure for Reporting Conflicts of Interest Arising During the Competitive Selection and Funding of Projects by the Ukrainian Cultural Foundation](#), an expert may not be an applicant for a given competitive programme nor participate in the implementation of projects under that programme if they are involved in the expert evaluation of those projects. At the same time, an expert may be an applicant and participate in the implementation of projects under a competitive programme in the expert evaluation of which they did not take part.

Please read the Expert Evaluation Methodology to find out more about the experts' working procedures and the evaluation criteria.

The applicant will receive a ranking score by email, calculated as follows. Each project is assessed in parallel by five experts from the relevant expert panel, with a maximum score of 100 points per expert. When calculating the final rating score, the highest and lowest evaluation results are disregarded; consequently, only three scores are included in the total. Therefore, the maximum rating score that an application package can receive under the 'Cultural Horizons' competition programme is 300 points.

In their personal online account, applicants can view all expert comments and their overall evaluation score (the sum of the five scores).

The overall ranking for the Competition (LOT) will be compiled once all application packages have been assessed. The ranking lists based on the results of the expert evaluation are published on the Foundation's official website.

Projects will be funded in accordance with the established ranking and within the limits of the general budget funds allocated under the programme (or special fund resources). In accordance with the ranking list and the budget allocated for the implementation of the Competition (LOT), the Foundation's Directorate shall determine the projects admitted to the negotiation procedures.

The decisions of the expert councils are final and not subject to review, except in cases provided for in the Procedure for Reporting Conflicts of Interest Arising During the Competitive Selection and Funding of Projects by the Ukrainian Cultural Foundation.

X. Negotiation Procedures

The opening of negotiation procedures is carried out for projects placed in the ranking register in order from the highest ranking score obtained by the project to the lowest, within the budget of the Competition (LOT) of the respective competitive program.

Negotiation procedures are conducted using the Project Management System through the applicant's personal account on the official website of the Foundation.

If necessary, a list of remarks on the application package will be sent to the applicant, taking into account the experts' comments, which they must address before signing the Grant Agreement. Addressing the remarks in full is a mandatory condition for signing the Grant Agreement.

During the negotiation procedures, the applicant must provide the following list of documents through the applicant's personal account on the official website of the Foundation:

Legal entity:

- a project application with all mandatory annexes and a budget, taking into account the recommendations of the experts from the expert councils and the remarks of the negotiation procedures commission;
- an extract from the Unified State Register of Legal Entities, Physical Persons-Entrepreneurs and Public Formations (hereinafter – USR) indicating the full list of information from the USR, generated no earlier than the start date of the competitive selection of projects under the respective LOT and no later than the last day of accepting application packages (PDF document);
- a copy of the charter or other constituent document (with all amendments) in the wording effective as of the date of the negotiation procedures, and a copy of the document approving the charter or other constituent document (with all annexes);
- a copy of the document on the appointment (election) of the head of the legal entity (appointment order, directive, minutes of the general meeting of founders (participants), decision of the founder (participant), etc.);
- a copy of the document granting the head the authority to sign agreements and financial documents for an amount exceeding UAH 50,000.00 (fifty thousand hryvnias) (Annex 1 to these Guidelines);
- a copy of the passport of the signatory of the Grant Agreement (pages 1-2 (3-6 if there are endorsements) and the page with the registration mark of the place of residence) or an ID-card passport (front and back sides) and a paper copy of the extract from the Unified State Demographic Register containing information on the registered place of residence or a paper copy of the extract from the territorial community register;
- a hard copy of the taxpayer card of the signatory of the Grant Agreement (certificate of assignment of an identification number), except for individuals who, due to their religious beliefs, refused to accept the registration number of the taxpayer's account card and have a corresponding mark in their passport;
- a copy of the certificate confirming the fact of internal displacement and registration of the internally displaced person of the signatory of the Grant Agreement (if applicable);
- a full extract from the information and analytical system "Record of Information on Bringing a Person to Criminal Liability and the Presence of a Criminal Record" regarding the head of the legal entity;
- a copy of the certificate on opening a new separate bank account of the legal entity to receive grant funds or a copy of a bank certificate on the existence of an account with a zero balance and a statement (turnover) from this bank account confirming the absence of cash flow during the last 3 (three) months (except for budgetary institutions);
- a notification on opening an account for the crediting of grant funds, opened with the bodies of the

State Treasury Service of Ukraine, if the applicant has the status of a budgetary institution;

- a certificate of the absence of financial debt, including overdue loans;
- a certificate of the absence of arrears on payments, the collection of which is controlled by regulatory authorities;
- a copy of the certificate from the relevant territorial body of the State Treasury Service of Ukraine on the absence of any financial debt (for applicants - local government bodies, state and budgetary enterprises, institutions, and organizations);
- a certificate of the absence of financial debt, including overdue loans (Annex 2 to these Instructions);
- a certificate of the absence of wage arrears to employees, signed by the head of the legal entity and the accountant (if any) (Annex 3 to these Instructions);
- document(s) confirming compliance with the current legislation of Ukraine regarding the protection of intellectual property rights and copyright for the creation and/or use of an object of intellectual property rights within the framework of project implementation (such documents may include: a copy of a license to use an object of intellectual property rights, a copy of a license agreement, a copy of an agreement on creation on commission and use of an object of intellectual property rights, a copy of an agreement on the transfer of exclusive economic intellectual property rights; another legal transaction regarding the disposal of economic intellectual property rights) / a letter from the head of the legal entity stating that within the framework of the project, objects of intellectual property rights of third parties are not used, and all objects and results arising within the framework of the project will be used in accordance with the requirements of the current legislation of Ukraine (Annex 4 to these Instructions);
- consent to the collection and processing of personal data according to the form (Annex 5 to these Instructions); such consents are also submitted separately by each person specified in the project application in the 'Project Team' section. Consent from the contact person specified in the project application is mandatory;
- a certificate of the absence of open enforcement proceedings in which the applicant is designated as a debtor by an enforcement document (Annex 6 to these Instructions);
- in case of attracting co-financing for the project — a copy of the cooperation agreement indicating the amounts of funding by each of the parties to such agreement and all obligations of the parties regarding the implementation of the project / a copy of the letter of guarantee in which each of the parties involved in financing the project confirms its financial obligations regarding the amounts of funding; if co-financing from budgetary funds is envisaged, provide a copy of the decision of the authorized government body on the allocation of funds for such purposes.

Individual entrepreneur:

- a project application with all mandatory annexes and a budget, taking into account the recommendations of the experts from the expert councils and the remarks of the negotiation procedures commission;
- an extract from the Unified State Register of Legal Entities, Physical Persons-Entrepreneurs and Public Formations (hereinafter – USR) indicating the full list of information from the USR, generated no earlier than the start date of the competitive selection of projects under the respective LOT and no later than the last day of accepting application packages (PDF document);
- a copy of the passport (pages 1-2 (3-6 if there are endorsements) and the page with the registration mark of the place of residence) or an ID-card passport (front and back sides) and a paper copy of the extract from the Unified State Demographic Register containing information on the registered place of residence or a paper copy of the extract from the territorial community register; місце проживання або копію витягу з реєстру територіальної громади у паперовій формі;
- a hard copy of the taxpayer card (certificate of assignment of an identification number), except for individuals who, due to their religious beliefs, refused to accept the registration number of the

taxpayer's account card and have a corresponding mark in their passport;

- a copy of the certificate confirming the fact of internal displacement and registration of the internally displaced person (if applicable);
- a full extract from the information and analytical system 'Record of Information on Bringing a Person to Criminal Liability and the Presence of a Criminal Record';
- a copy of the certificate on opening a new separate bank account of the individual entrepreneur to receive grant funds or a copy of a bank certificate on the existence of an account with a zero balance and a statement (turnover) from this bank account confirming the absence of cash flow during the last 3 (three) months;
- a copy of a certificate from the servicing banks on the absence of overdue loans;
- a certificate of the absence of arrears on payments, the collection of which is controlled by regulatory authorities;
- an applicant's certificate of the absence of financial debt, including overdue loans (Annex 7 to these Instructions);
- a certificate of the absence of wage arrears to employees, signed by the individual entrepreneur and the accountant (if any) (Annex 8 to these Instructions);
- document(s) confirming compliance with the current legislation of Ukraine regarding the protection of intellectual property rights and copyright for the creation and/or use of an object of intellectual property rights within the framework of project implementation (such documents may include: a copy of a license to use an object of intellectual property rights, a copy of a license agreement, a copy of an agreement on creation on commission and use of an object of intellectual property rights, a copy of an agreement on the transfer of exclusive economic intellectual property rights; another legal transaction regarding the disposal of economic intellectual property rights) / a letter from the individual entrepreneur stating that within the framework of the project, objects of intellectual property rights of third parties are not used, and all objects and results arising within the framework of the project will be used in accordance with the requirements of the current legislation of Ukraine (Annex 9 to these Instructions);
- consent to the collection and processing of personal data (Annex 5 to these Instructions); such consents are also submitted separately by each person specified in the project application in the "Project Team" section. Consent from the contact person specified in the project application is mandatory;
- a certificate of the absence of open enforcement proceedings in which the applicant is designated as a debtor by an enforcement document (Annex 11 to these Instructions);
- in case of attracting co-financing for the project — a copy of the cooperation agreement indicating the amounts of funding by each of the parties to such agreement and all obligations of the parties regarding the implementation of the project / a copy of the letter of guarantee in which each of the parties involved in financing the project confirms its financial obligations regarding the amounts of funding; if co-financing from budgetary funds is envisaged, provide a copy of the decision of the authorized government body on the allocation of funds.

The Foundation has the right to request additional documents and information about the project, the applicant, and the project team members.

XI. Project Management Rules

Foundation's Recommendation

For high-quality accounting of income and expenses during project implementation, it is recommended to involve a specialist with the qualification of an accountant.

Projects submitted to the Competition (LOT) of the **Foundation** cannot be funded by any other donors or organizations for the same type of expenses. Establishing the fact of double funding at any stage of the Competition (LOT) or project implementation will lead to the removal of the project from the Competition (LOT).

In case such a fact is established at the reporting stage, the grantee undertakes to return to the Foundation the funds previously transferred to them under the Grant Agreement.

Without prior approval from the Foundation, the grantee is not permitted to do the following using grant funds:

- change the composition of the core team members (coordinators, project managers, producers, authors, or developers of the intellectual product) and their functional duties;
- increase the total amount under the budget line "Remuneration of team members";
- change the amounts of lines, sub-lines, and items of the approved budget by more than 10% of the grant amount (meanwhile, the grant amount cannot be increased, and the total sum of the specified changes for the entire period of project implementation cannot exceed 10% of the grant amount);
- add new expenses to items not specified in the budget.

Renaming expenses within items is not considered adding new items under the following conditions:

- when changing the form of financial relations (for example, a contract with an individual entrepreneur to a civil law contract);
- provided that the content, target purpose, and economic essence are preserved.

In case of project implementation on co-financing terms, the grantee shall reflect the amount of co-financing in the budget, indicating the funding sources, as well as the list and volume of expenses in quantitative and monetary indicators.

The grantee is responsible for the data specified in the budget and the final report, as well as for the targeted and effective use of grant funds (item 3.3.2 of Section 3 of the Procedure for Monitoring the Fulfillment of Obligations to the Ukrainian Cultural Foundation by Entities Receiving Funding).

The grantee shall maintain records of expenses for project implementation in accordance with the standards of the National Accounting Regulations (Standards) and taking into account the provisions of the Budget Code of Ukraine, the Tax Code of Ukraine, the Labor Code of Ukraine, the Law of Ukraine "On Accounting and Financial Reporting in Ukraine", and other regulatory acts governing this matter.

The grantee is responsible for the data specified in the budget and the final report.

The grantee is solely responsible for obligations to third parties that arose during the implementation of the project.

In the event that the Law of Ukraine "On Public Procurement" applies to the grantee, the grantee is obliged to comply with the requirements of this Law.

Foundation's Recommendation

Contracts and agreements for the purchase of goods, works, and services applying the requirements of the Law of Ukraine "On Public Procurement" must be dated within the project implementation period stipulated in the Grant Agreement, and no later than the end date of the event at specific locations.

Within the validity period of the Grant Agreement, the grantee does not have the right to generate profit from the project without subsequent reinvestment.

The grantee undertakes:

- **in all written communications** regarding the Project (posts, articles, press releases, infographics, reports, announcements, other public documents developed and published within the framework of the project) to include the following disclaimer at the beginning of the material: ***“[Project/Event Name] was prepared with the support of the Ukrainian Cultural Foundation within the framework of the 'Cultural Horizons' program. The 'Cultural Horizons' program is the result of cooperation between the Ukrainian Cultural Foundation (Ukraine) and Cultural Vistas gGmbH (Germany) and is co-funded by the European Union. However, the views and opinions expressed are solely those of the author(s) and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor the granting authority can be held responsible for them.”*** In textual digital materials (in particular, social media posts), it is permitted to use the hashtags #запідтримкиУКФ #CulturalHorizons and tag the Ukrainian Cultural Foundation's page using the text @ucf.ua. The use of the disclaimer is mandatory;
- in oral communications regarding the project (during communication with the mass media, during press conferences, briefings, presentations, festivals, concerts, forums, and, in particular, in the speeches of hosts, moderators, etc.) to state the disclaimer during the event: ***“The project [Project/Event Name] is implemented with the support of the Ukrainian Cultural Foundation within the framework of the 'Cultural Horizons' program, co-funded by the European Union”***;
- on all handouts (in particular, reports, brochures, flyers, tickets, etc.) and video materials to place the logos of the Ukrainian Cultural Foundation, the European Union (the flag indicating co-funding is available at the link – https://www.eacea.ec.europa.eu/grants/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer_en), and the "Cultural Horizons" program on the cover, title page, front side, or in the opening credits depending on the material, and at the end of the material to state the disclaimer: ***“[Project/Event Name] was prepared with the support of the Ukrainian Cultural Foundation within the framework of the 'Cultural Horizons' program. The 'Cultural Horizons' program is the result of cooperation between the Ukrainian Cultural Foundation (Ukraine) and Cultural Vistas gGmbH (Germany) and is co-funded by the European Union. However, the views and opinions expressed are solely those of the author(s) and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor the granting authority can be held responsible for them.”*** The use of the disclaimer is mandatory;
- prior to printing, reproduction, distribution, or broadcasting, to obtain approval of the appearance and content of communication materials and publications from the Foundation by sending a corresponding request with samples of communication materials to the email: press@ucf.in.ua;
- at least 5 days prior to holding public events (press conferences, briefings, presentations, festivals, concerts, forums, etc.) within the framework of project implementation, to invite representatives of the Foundation to participate in them by sending a corresponding request to the email: press@ucf.in.ua.

Considering the importance of highlighting the program results, the Foundation draws the grantee's attention to the mandatory placement on their official media resources (website, social media pages) of information about receiving funding within the framework of the 'Cultural Horizons' program from the Ukrainian Cultural Foundation.

Failure to comply with these requirements constitutes a material breach of the terms of the Grant Agreement, which may lead to the exclusion of the applicant from participating in the Competition for the next grant year.

A mandatory condition for the completion of a project implemented with the support of the Foundation is the public presentation of its implementation results and the placement on the official website of the Foundation of a report on the receipt and use of funds for the implementation of the Project.

XII. Control and Monitoring of Project Implementation

During the implementation of the cultural and artistic project by the applicant, the Foundation exercises continuous control over the fulfillment of obligations by the grantees, as specified in the Grant Agreement; in particular, monitoring visits to the project's public events are conducted, or written requests for up-to-date information are generated.

During the monitoring process, the Foundation's employees establish how the grantee ensures the implementation of the project and assess efficiency in terms of the use of time, human, material, technical, financial, and other resources; the execution of the project is tracked in accordance with the goals and objectives of the competitive program within which the project is implemented; the degree of achievement of goals, resolution of tasks, and planned results is determined; the presence of the logo and disclaimer on all products created within the framework of project implementation is checked, as well as the mention of UCF's support in informational materials, during public events, and in electronic media, including the use of hashtags #запідтримкиУКФ.

The result of monitoring and evaluation is the Monitoring Report, which is an internal document of the Foundation approved by the Foundation's management.

In the event of detecting a violation of the conditions of project implementation, a violation of the conditions for the use of funds, or the occurrence of other circumstances, the Directorate of the Foundation may decide to terminate the Grant Agreement and cease funding, with the obligation of the grantee to return the grant funds.

Before submitting the final report documents to the Foundation, the grantee must complete **the final monitoring questionnaire** in their personal online account on the Foundation's website regarding the results of the project implementation, which are necessary to measure the results of the Foundation's activities and confirm the efficiency of the use of funds.

We recommend not forgetting about the internal monitoring of your projects and collecting up-to-date data on quantitative indicators of audience reach at the project's public events or during promotional campaigns, etc. To facilitate the data collection process, the Foundation has developed two sample survey questionnaires for project audiences. You can combine these questionnaires or add questions independently. Templates of the questionnaires are provided at the end of the Instructions.

XIII. Reporting Procedure

No later than the project implementation completion date, the grantee shall submit the **final report** to the Foundation.

The requirements for the final report are determined in accordance with the [Procedure for Monitoring the Fulfillment of Obligations to the Ukrainian Cultural Foundation by Entities Receiving Funding](#).

I. The grantee's final report consists of the following documents:

1. A substantive report on the Project implementation (Annex 3 to the Grant Agreement): the descriptive form outlines the full degree of achievement of the aim, objectives, and all key results of the project implementation.

A report on the receipt and use of funds for the Project implementation (Annex 4 to the Grant Agreement) together with a continuous copy of the bank statement for the entire period of project implementation for the total amount of tranches received.

All sheets must be consecutively numbered, bound, and sealed with the stamp of the grantee (if applicable). The number of sheets shall be certified by the signature of an authorized person of the grantee. *If the total volume of these documents exceeds 250 sheets or is more than 40 mm thick, they shall be formed into separate volumes.*

2. As a separate annex to the substantive report on the project implementation, it is necessary to add materials confirming the cultural and artistic activity (photographic materials; links to websites, open databases, etc.; typescripts of analytical reports, briefings, methodological materials, educational programs, etc.; results of internal monitoring of project implementation: statistics and indicators of views, event attendance, participant feedback, event participant profile, etc.; script, scene-by-scene plan, director's breakdown, approved cast list, synopsis, storyboard, teaser, trailer, etc.; samples of printed products (posters, flyers, brochures, programs, catalogs, book editions in the amount of 2 copies of each sample product).

The sheets of supporting materials to the substantive report must be numbered, bound, and sealed with the stamp of the grantee (if applicable). The number of sheets shall be certified by the signature of an authorized person of the grantee.

Materials and samples of finished products are provided in the form of "hard copies" and on electronic media: only flash memory or an external HDD/SSD (the Foundation does not return storage device).

If the materials of the annex exceed 250 sheets or are more than 40 mm thick, they shall be formed into separate volumes.

II. Independent Auditor's Report:

1. The independent auditor's report is a separate document and is bound separately from the final report of the grantee.

The sheets of the independent auditor's report in A4 format must be consecutively numbered, bound, and sealed with the stamp of the auditing entity (if applicable).

2. The annex to the independent auditor's report is prepared in accordance with the [Requirements for the Independent Auditor's Assurance Report on the reliability and compliance of the grantee's final report on project implementation with the principles of the regulatory documents of the Ukrainian Cultural Foundation](#). All sheets of documents included in the annex to the auditor's report must be numbered, bound, and sealed with the stamp of the auditing entity (if applicable).

The paper version of the final report documents, along with all materials and samples of the cultural and artistic product (if applicable) and the independent auditor's report with the annex, must be delivered by the grantee **to the address of the Foundation**.

Please note that in terms of volume, a file for permanent and long-term (over 10 years) storage should not exceed 250 sheets — no more than 40 mm thick (paragraph eight of item 2 of chapter 2 of section IV of the Rules for Organization of Records Management and Archival Storage of Documents in State Bodies, Local Government Bodies, at Enterprises, Institutions, and Organizations, approved by [Order of the Ministry of Justice No. 1000/5 dated June 18, 2015](#)). The final report in paper form shall be sent in cardboard folders with ties.

The grantee is responsible for the indicators specified in the final report.

The final report documents shall be submitted in paper form to the Foundation and in electronic form through the applicant's personal account on the official website of the Foundation.

The Foundation reviews and analyzes the final report documents and sends remarks, if any, to the grantee, who must address all remarks and provide the required documents specified in the letter within the time frame determined by the Foundation. In the event of establishing facts of discrepancy between the budget expenses and the expenses indicated in the report on the receipt and use of funds for the Project implementation, or facts of misuse of funds, etc., the Foundation reserves the right to require the grantee to provide additional documents for verification.

Failure by the grantee to submit the final report, certified by an independent auditor, in the established form and in accordance with the Foundation's requirements, constitutes grounds for recognizing the project as not implemented.

Foundation's Recommendation

The sheets of the substantive report on the Project implementation, the Report on the receipt and use of funds for the Project implementation, and copies of the bank statement must be numbered, bound, and sealed with the stamp of the grantee (if applicable). The number of sheets of the final report shall be certified by the signature of an authorized person of the grantee.

The independent auditor's report is a **separate document** provided to the Foundation to be taken into account during the audit of the use of budgetary funds.

The independent auditor's report is bound separately from the final report of the grantee.

Copies of accounting and other documents of the grantee that confirm their income and expenses for project implementation must contain on each sheet a reference to the item number, sub-line, or line under which the grantee's income and expenses are recorded in the report on the receipt and use of funds for the Project implementation.

Important! The final report package must be submitted to the Ukrainian Cultural Foundation no later than the expiration of the project implementation period; meaning, if the final implementation deadline is 30.07.2027, the report must be at the Foundation **no later than 30.07.2027**.

The final report package must be delivered by a courier delivery service to the address of the Foundation, marked: **‘Cultural Horizons’ programme**.

Ukrainian Cultural Foundation: 28-30 Ivana Mazepy St., Kyiv, 01010.

Working hours of the Foundation: Monday – Thursday from 9:00 to 18:00; Friday from 9:00 to 16:45.

Important! According to Grant Agreement No. 101237681, concluded on October 02, 2025, between the European Education and Culture Executive Agency (EACEA) and the Ukrainian Cultural Foundation, the retention period for records and documentation confirming the proper execution of the grant project and the use of grant funds is **at least 5 years** from the completion date of the respective grant project. These documents must be provided in the context of revisions, audits, reviews, and investigations.

XIV. Regulatory and Legal Documents

Law of Ukraine "On the Ukrainian Cultural Foundation"

[Regulation on the Ukrainian Cultural Foundation](#)

Procedure for Conducting Competitive Selection of Projects Carried Out with the Support of the Ukrainian Cultural Foundation and Monitoring Their Implementation

[Regulation on the Expert Councils of the Ukrainian Cultural Foundation](#)

Methodology of Expert Evaluation

[Procedure for Notification of a Conflict of Interest Arising During the Competitive Selection and Financing of Projects by the Ukrainian Cultural Foundation](#)

Procedure for Monitoring the Fulfillment of Obligations to the Ukrainian Cultural Foundation by Entities Receiving Funding

[Main Mistakes Made by Applicants and Grantees During the Preparation of Documentation for Participation in Competitions of the Ukrainian Cultural Foundation](#)

XV. Glossary

Within this Instruction and the corresponding competition program, the terms are used as the following:

3D model — a three-dimensional image of a real or imaginary object, created using specialized software for further use in electronic format and/or as prototypes and models printed on a 3D printer.

AR product — augmented reality — adding elements of virtual and modeled reality.

MR product — mixed reality — a combination of elements of virtual and physical reality based on diffusion principles.

VR product — virtual reality — fully modeled reality using modern technologies.

Author's sheet — a unit of literary work equal to 40,000 printed characters. Printed characters include all visible printed characters (letters, punctuation marks, numbers, etc.) and each space between words. In practical preliminary work, one author's sheet may be taken as 24 pages of computer text, printed with 1.5 line spacing in Times New Roman No. 14 on a standard A4 sheet.

Analytical report — a collective or individual work resulting from studying cross-sectoral interaction, the state of individual sectors, or a particular sectoral problem in applied terms. The volume of an analytical report is at least 4 author's sheets. The analytical report must include justification of the goal and objectives, justification of the chosen research methodology, detailed description of the study and obtained results, and recommendations for implementing the results. For formatting the analytical report, it is recommended to follow dissertation standards (Ministry of Education and Science, 2019) and also consider presenting the report as a publication.

Application package — a package of documents consisting of the project application, project budget, and other documents required by the Instruction for applicants of the corresponding call program.

Audio recording — analog or digital storage on magnetic, electronic, or other media of a sequential sound series.

Accessibility (culture) — a concept broader than social inclusion and creating a barrier-free environment in Ukraine, which are traditionally considered in the context of policies for people with disabilities and members of low-mobility groups. In particular, within accessibility, target groups include not only persons with functional impairments and disabilities but also older people and mothers with children.

Library (online or mobile) — an organized collection of documents on various media whose main purpose is to provide informational, research, educational, cultural, and other services to users.

Branding campaign — a set of activities aimed at creating a brand for a cultural or artistic entity or its components: name, logo, slogan, etc., intended to attract a potential audience of consumers of products from the cultural, creative, and audiovisual sectors. A set of activities aimed at creating a cohesive image of a cultural product, project, or institutional image. It consists of market and potential target audience analysis, identity development (logo, slogan, etc.), brand book, formation of a strategy for further development, and monitoring the effectiveness of its implementation.

Publication — a work (document) that has undergone editorial and publishing processing, produced by printing, embossing, or other methods, contains information intended for distribution, and complies with regulatory requirements regarding publishing, printing, and technical execution.

Folk art product — a decorative and applied art object created according to the traditions of a given craft, made either by hand or using mechanized work in preparatory and auxiliary operations.

Performance — a public execution of a theatrical production — a work of theatrical art created based on a dramatic, musical-dramatic, or literary work, having a unified concept and a specific title.

Exhibition — a public, time-limited, and conceptualized display of artworks.

Project implementation costs — expenses defined in the budget and related to the implementation of the project.

Video art — a branch of visual art that uses various video technology capabilities and is based on moving images. Video art uses television receivers, video cameras, and monitors in happenings and installations, and produces experimental video films in the traditions of conceptual art, displayed in special exhibition spaces.

Video blog (vlog) — a type of blog whose main purpose is to create and regularly publish video content in a specific authorial format.

Video game — an electronic game created using technology that simulates video images, in which the player uses a user interface to receive feedback from the video device.

Video content — content in any format that contains video. The most common forms of video content are video clips, recordings, vlogs, animated GIFs, live videos, recorded presentations, webinars, etc.

Video clip — a short film, usually 30 seconds to 1 minute long, consisting of a large number of edited variable shots.

VJ-ing — non-linear video editing in real time, an improvised video mix from prepared video fragments or images from video cameras, presented in rhythmic correlation with an audio track.

Virtual (digital) museum — an electronic collection of artifacts, audio files, and text documents of historical, cultural, and scientific value, cataloged according to museum standards, accompanied by annotations and explanations. It can be presented in 3D format as a separate virtual exhibition space.

Domestic (national) cultural product — cultural goods and values created (provided) by a domestic producer.

Grant — financial resources provided on a gratuitous and non-refundable basis by the Foundation to an entity engaged in cultural, artistic, or creative industries activities for the implementation of a project.

Grantee — an applicant who, under the conditions specified in the Grant Agreement, has received financial resources from the Foundation for the implementation of a cultural or artistic project.

Graphic design — a type of design specializing in visual communication and problem-solving using typography, photography, iconography, and illustration.

Aggressor state — a state that has in any way occupied part of the territory of Ukraine or commits aggression against Ukraine, recognized by the Verkhovna Rada of Ukraine as an aggressor or occupying state.

Digitalization — the process of converting various forms of information — textual, audio, graphical — into a digital format understandable by modern devices. Various sources use several terms: “digitalization,” “digitization,” and “informatization,” with related adjectives “digital” and “digitized.”

Design — project activity aimed at forming the functional properties of mass-produced items in inseparable connection with their aesthetic properties.

Cultural activity — creative, economic, scientific, library, informational, museum, educational, cultural-leisure, and entertainment activities aimed at creating, reproducing, distributing, demonstrating, popularizing, preserving, and using cultural goods and values to meet the cultural needs of citizens.

Grant Agreement — a contract form developed based on a standard contract approved by the central executive authority responsible for forming and implementing state policy in the fields of culture and arts, enacted by the Foundation’s order.

Guided tour — an individual or group real or virtual tour lasting up to 24 hours with scientific, educational, informational, or entertainment purposes, accompanied by a descriptive narrative presented in real time or recorded.

Expedition — an individual or group journey lasting more than 24 hours with a pre-determined purpose of information gathering and research.

Electronic publication — an electronic document (or collection of electronic documents) that has undergone editorial and publishing preparation, intended for distribution in an unchanged form; a collection of graphic, textual, digital, linguistic, musical, video, photo, and other information, as well as user documentation, on any electronic medium, also published in an electronic computer network.

Element of intangible cultural heritage — a form of expression of intangible cultural heritage transmitted from generation to generation, continuously recreated by communities and groups, manifesting in oral traditions, performing arts, customs, rituals, celebrations, knowledge and practices concerning nature and the universe, skills related to traditional crafts (folk arts and crafts), educational and upbringing traditions, etc.

Cultural institution — a legal entity whose main activity is in the field of culture, or a structural unit of a legal entity whose functions involve conducting activities in the field of culture.

Applicant — a legal entity, individual entrepreneur, or person participating in the project grant call by submitting an application package.

Inclusion — the process of increasing opportunities for all citizens to participate in social life and cultural activities. This process involves recognizing and overcoming barriers and building a comfortable society with equal opportunities for all citizens, regardless of their physical or psychological characteristics. Supporting a culture of inclusion involves promoting laws and public policies that create conditions for equal participation, access, and opportunities for cultural self-expression for all citizens and communities. Additionally, it includes researching and disseminating inclusive cultural practices and engaging with audiences of creators and users of cultural institutions aimed at social change in the perception of people with disabilities.

Innovation — newly created (applied) and/or improved competitive technologies, products, or services, as well as organizational and technical solutions of a production, administrative, commercial, or other nature that significantly improve the structure and quality of production and/or the social sphere.

Applicant Guidelines — a document for the competitive programme/LOT that contains information about the programme and the relevant LOT, sets out the conditions for the competitive selection of projects, and is approved by an order of the Foundation prior to the announcement of the Competition (LOT) and the start of the submission of application packages for each of the LOTs announced by the Foundation under the relevant competitive programme.

Interactive books — digital books that, in addition to reading, allow the reader to interact and perform actions. This type of book uses all resources provided by modern technological advancements to offer readers a different experience. Some may even foster a dialogue between the world of literature and video games.

Project team — the main actors involved in project planning, responsible for various stages of project implementation according to the Work Plan, and accountable for the final result. The project team may include those who create, coordinate, and support the project throughout its duration. Providers of one-time services or actors of specific tasks may be categorized by the applicant as contractors.

Comprehensiveness — consideration, during the development and implementation of a portfolio of initiatives, of interdependent and interconnected infrastructural directions of community development (construction of roads, transport, hotel infrastructure, food services, etc.) and attracting other sources of funding for their support (participation in the Public Budget, attracting funds from the State Fund for Regional Development, community budgets, etc.).

Competition (LOT) — a public event or contest of a group of artists or a series of projects organized to determine the best in one or several categories.

Competitive program — a set of tasks and activities united by a single thematic concept, implemented to achieve the vision, mission, and goals defined by the Foundation's strategy and sharing a common name. The Foundation implements competitive programs and conducts competitive selections within cultural-artistic programs and stipend programs.

ює конкурсні відбори в рамках культурно-мистецьких програм та стипендіальної програми.

Competitive project selection — the selection of cultural-artistic projects on a competitive basis, consisting of the following stages: 1) technical selection; 2) expert selection; 3) initiation of negotiation procedures by the Foundation's Directorate based on rating registers and competition program budgets, resulting in the approval of expert council decisions; 4) approval by the Foundation's Supervisory Board of the decisions agreed upon by the Foundation's Directorate. Decisions of expert councils regarding projects whose cost exceeds 150 minimum wages. Detailed information on the stages of the competitive selection and evaluation criteria can be found in the corresponding section of this Instruction.

Concert — a public performance of musical works.

Creative product — goods and services created/provided as a result of cultural (artistic) and/or creative expression, which have high added value.

Creative hub — a center that uses its space and infrastructure to provide conditions for creative networking, business development, and organizational work of cultural and creative industries; a way of organizing work based on the dynamic combination of diverse talents, disciplines, and skills to enhance the innovative potential of a project. Main types of such centers include coworking spaces, studios, incubators, laboratories, and clusters.

Creative industries — types of economic activity aimed at creating added value and jobs through cultural (artistic) and/or creative expression.

Cross-sectorality — the intersection and interaction of different culture and art sectors. Through interaction, sectors strengthen each other, contribute to the development of the cultural ecosystem, attract a broader audience (compared to a single-sector event), foster new partnerships, and generate new conceptual ideas.

Culture — material and spiritual heritage of a community (ethnos, nation), accumulated, preserved, and enriched over a long period, transmitted from generation to generation, including all types of art, cultural heritage, cultural values, science, education, and reflecting the development level of this community.

Cultural heritage — cultural heritage objects inherited by humanity from previous generations.

Cultural product — goods and services produced (replicated) in the course of cultural activity based on works and intended to satisfy citizens' creative, spiritual, and leisure needs (publications, audio products (phonograms, audio albums), applied arts, performances, exhibitions, concerts, etc.).

Cultural space of Ukraine — the area in which cultural activities are carried out in accordance with the law and the cultural, informational and leisure needs of citizens are met; it encompasses, in particular, television, radio broadcasting, periodicals and books, the market for cultural goods, as well as the cultural and artistic milieu.

Cultural-artistic project — a form of cultural activity with a defined goal and implementation period (achievement of the goal), as well as targeted funding according to the budget.

Film script (Literary script) — a complete cinematic-dramaturgical work. It contains a full, sequential, and specific description of the plot, consisting of developed scenes and episodes, dialogues, and reveals the characters' images. The film script meets the specific production requirements of filmmaking, providing a description of film episodes with actors' dialogues, taking into account visual and sound elements.

Logline — a short film annotation that conveys the essence of the story, its main dramatic conflict. The core idea is expressed in one or two sentences (usually around 25 words).

Local culture — cultural features, shared spiritual and material values, and traditions dominant in a specific territory.

Local festival — a large-scale celebratory event in the field of cultural and creative industries, which includes, among other things, an overview or demonstration of achievements in certain arts, taking place within a single administrative-territorial unit.

LOT — a part of the competitive program aimed at addressing specific tasks and supporting projects within a specifically defined direction of this competitive program.

Tangible cultural heritage — includes: 1) Monuments of architecture and monumental art, monuments of archaeology and history; 2) a wide variety of landmarks; 3) manuscripts, books, archival materials, all kinds of objects of artistic, historical, or archaeological significance, scientific collections that have artistic, historical, ethnographic, or scientific value.

Art — creative artistic activity in the fields of literature, architecture, sculpture, painting, graphics, decorative and applied arts, music, dance, theater, cinema, and other types of human activity that reflect reality in artistic images.

Mobile application — software intended for use on smartphones, tablets, and other mobile devices, developed for a specific platform.

Mobile art space (cinema/stage/reading rooms–libraries) — a mobile multifunctional art space for creating and promoting works of art among consumers whose access to cultural products is limited due to various circumstances.

Mobility (individual or group) — temporary relocation of artists and other cultural professionals for the purpose of professional development.

Fashion show/collection — a spectacular form of public presentation of a new clothing collection.

Monitoring — the process of continuously and systematically observing and gathering information on the progress of projects, the appropriate use of funds, and compliance with the terms set out in the Grant/Scholarship Agreement. Monitoring is carried out by the Foundation's employees.

Musical work (libretto, score) — a work in which artistic images are expressed through the sounds of the human voice, musical instruments, or their combination.

Murals/graffiti — types of wall painting and forms of urban art, stylistic exterior paintings on the walls and facades of residential buildings or industrial objects, characterized by narrative composition and complex execution techniques (murals), and by calligraphic and symbolic qualities (graffiti).

Folk art craft — creative and production activity aimed at creating artistic decorative and applied products, carried out on the basis of collective mastery and successive development of folk art traditions in a particular locality through the creative labor of folk art craftsmen.

National cultural heritage — a set of unique cultural values and cultural heritage objects that have exceptional historical significance for the formation of Ukraine's cultural space.

National audiovisual product — programs, films, audiovisual works produced by persons or legal entities of Ukraine.

National musical product — a musical product (phonogram, videogram, music video) that contains a performance of a musical work with lyrics in the Ukrainian language or the language of the indigenous peoples of Ukraine, or a musical work without lyrics, and also meets each of the following criteria: the performer or one of the performers is a citizen of Ukraine and/or a foreign individual, a stateless person who permanently or temporarily resides in Ukraine; the producer of the phonogram, videogram, or music video is a citizen of Ukraine and/or a foreign individual, a stateless person who permanently or temporarily resides in Ukraine, and/or a legal entity registered under the legislation of Ukraine.

Intangible cultural heritage — customs, forms of presentation and expression, knowledge, skills transmitted from generation to generation, constantly recreated by communities and groups under the influence of their experience, environment, interaction with nature and history, and forming in them a sense of identity and continuity, thereby promoting respect for cultural diversity and human creativity.

Net art (network art) — a type of contemporary art that requires direct creation and transmission exclusively on the network and requires an exclusively virtual environment as a space for exhibition. It is divided into subtypes: browser art, software art, telematic art, etc.

Cultural heritage object — a landmark, structure (work), complex (ensemble), their parts, movable items associated with them, as well as territories or water bodies (objects of underwater cultural and archaeological heritage), other natural, natural–anthropogenic, or man-made objects regardless of their state of preservation, which have conveyed to our time value from an archaeological, aesthetic, ethnological, historical, architectural, artistic, scientific, or artistic perspective and have preserved their authenticity.

Cultural-purpose objects — integrated property complexes of club institutions (clubs, houses of culture, palaces of culture, etc.), parks of culture and recreation, libraries, museums, archives, historical and cultural reserves, theatrical and entertainment institutions (theaters, philharmonics, concert organizations, musical groups, ensembles, etc.), cinemas, other cultural institutions; cultural heritage monuments, collection items, assemblages, foundations, buildings, cultural-purpose structures, and other valuable cultural places.

Online gallery — an internet space specializing in the presentation of works of art for promotional purposes and having a predominantly advertising and informational-educational quality.

Online media (art project in online media, online version of an art publication) — an information website that is regularly updated and functions as a mass media outlet, has a certain popularity and authority (has an audience). Art project in online media — a special cultural and artistic project dedicated to a specific theme. Online version of an art publication — a version of an art publication placed on the

Internet.

Educational program — a unified set of educational components (subjects of study, disciplines, individual assignments, assessment activities, etc.) planned and organized to achieve defined learning outcomes.

Play — a literary work intended for a stage performance.

Cultural heritage monument — a cultural heritage object entered in the State Register of Immovable Monuments of Ukraine, or a cultural heritage object taken under state protection in accordance with legislation in force prior to the entry into force of the Law of Ukraine “On Protection of Cultural Heritage,” until the issue of inclusion (non-inclusion) of the cultural heritage object in the State Register of Immovable Monuments of Ukraine is resolved.

Partnership — any form of participation by legal entities, individuals and sole traders in the implementation of a project in the field of culture and the arts or the creative industries, aimed at achieving its aims, objectives, tasks and outcomes.

Partnerships may take the following forms:

- organisational — participation in planning, coordinating events and providing expert support;
- logistical — provision of premises, equipment, transport, props, etc.;
- media — informational support, coverage in the media and on social networks, assistance with promotion;
- financial — raising funds for the implementation of the project;
- other — provision of any resources or services that contribute to the achievement of the project’s objectives (in particular, voluntary assistance, legal support, access to an audience).

Performance/happening — types of contemporary action art, a form of process-based creativity in which the artwork consists of the public actions of the author(s) in real time.

Related parties — legal entities and/or individual entrepreneurs and/or individuals whose relationships may affect the conditions or economic results of their activities or the activities of the persons they represent, taking into account the criteria defined by the Tax Code of Ukraine.

Podcast — a digital media file or a series of such files distributed via the internet for playback on portable media players or personal computers.

Portfolio of initiatives — a set of initiatives with cultural and artistic content, united by a single thematic concept, aimed at developing the cultural potential of a territorial community, developed and evenly implemented by the applicant organization.

Applied research — theoretical or experimental scientific research aimed at obtaining and using new knowledge for practical purposes. The result of applied scientific research is new knowledge intended for the creation of new or the improvement of existing products, methods, technologies, as well as specific proposals for solving urgent production or social tasks.

Promo tour — a tour of a cultural and artistic entity aimed at promoting its own product. An important focus is increasing the accessibility of products of the cultural, creative, and audiovisual sectors in regional and socio-economic dimensions.

Promotion — activities aimed at forming consumer demand for a specific cultural product and the entities producing it — authors, performers, producers (brands) — which may take place on both a commercial (entrepreneurial) and non-commercial basis, and which use advertising, marketing, public relations, and other tools.

Educational outreach campaign — a comprehensive program of actions developed around products of the cultural, creative, and audiovisual sectors / entities of the cultural and artistic sphere / the sector as a whole, aimed at engaging potential audiences in their consumption. Examples include the use of participatory artistic practices, conducting promo tours, and other forms of educational outreach activities.

Film promotion — the dissemination of information about a film in any form and by any means intended to create or maintain audience awareness of and interest in the film.

Professional network — a formally established or informal association of people, initiatives, or

organizations representing professionals of a specific specialization and organized to achieve a defined goal.

International cooperation project — project in the fields of culture and the arts, and the creative industries, involving the implementation of the project in Ukraine and/or abroad in partnership with other legal entities of all forms of ownership (companies, institutions and organisations). The applicant must be a resident of Ukraine, and one of the partners must be a non-resident.

National cooperation project — project in the fields of culture and the arts, and creative industries, involving one applicant and at least one partner from different regions of Ukraine. The implementation of the project and the public presentation of its results must take place in the regions of the applicant and the partner(s).

Project — activity undertaken by legal entities, natural persons or sole traders aimed at creating a specific cultural product, cultural good or cultural service (or a combination thereof); a product or service (or a combination thereof) arising from core economic activities in sectors classified as creative industries, as approved by the Cabinet of Ministers of Ukraine, with the aim of achieving clearly defined objectives within a specified budget, and the implementation of which requires the performance of actions, within agreed timeframes, as stipulated in the agreement concluded with the Foundation. It is divided into the following types: individual project, national cooperation project, international cooperation project. For projects within the framework of national and international cooperation, partnership is a mandatory condition for participation in the competition, which must be confirmed in writing (by a letter/memorandum of intent regarding cooperation and partnership).

Radio program — a type of audio content intended for broadcast on radio.

Residency — the provision to artists and other professionals in the creative industries of time, space, and resources for individual or collective work within their artistic practice, accompanied by an increased level of reflection and thematic focus. Traditionally, art residencies provide participants with everything necessary for work, such as accommodation, support for the creation of an artwork (production), and opportunities for its presentation.

Restoration — the implementation of a set of scientifically grounded measures to strengthen the physical condition and improve the appearance, reveal the most characteristic features, and restore lost or damaged elements of museum objects and objects of museum value, while ensuring the preservation of their authenticity.

Project reinvestment — the incurring of expenses for project implementation using funds obtained during the project's implementation from ticket sales, printed products (books, booklets, etc.), and other cultural products.

Project work plan — a project implementation plan submitted in free form, indicating the sequence and timeframe of execution.

Film Project Development — a period of film production during which informational and methodological work is carried out to prepare the film project for the shooting period (writing a screenplay for feature films, a storyboard for animation, an extended treatment for non-fiction films, creating promotional visual material, forming a production budget, establishing a production cost limit, a work schedule, and other documents necessary for film production).

Sound Art — an interdisciplinary art form in which the main focus is on sound as a technique and a fundamental element of the work in its combination with traditional art forms and media technologies.

Synopsis — a brief linear summary of the film script concept, its content, and the essence of the dramatic conflict in an engaging form. A synopsis includes an inciting incident, turning points, climax, and resolution.

Co-financing — the attraction of resources exclusively in monetary form from other sources not prohibited by the legislation of Ukraine, which are not grant funds of the Fund and are used by the applicant to realize the goals and achieve the results of the project. Co-financing of the project may be provided by the applicant themselves and/or a partner (partners) and other legal entities and individuals.

Project Sustainability — the ability for independent and autonomous project implementation while

maintaining the achieved positive results in the long term.

Strategic Nature — assessment of the external environment, formulation of organizational goals, and decision-making aimed at creating and maintaining competitive advantages capable of ensuring the cultural development of the local community in the long term.

Creative Activity — activity aimed at creating, interpreting, and performing works.

Theatrical Production — a work of theatrical art created on the basis of a dramatic, musical-dramatic, or literary work, possessing a single concept and a specific title.

TV Program — a substantively complete part of a television schedule with a corresponding title, broadcast volume, and copyright mark, which can be used independently of other parts of the program and is considered an integral information product.

TV Product — an object of an audiovisual format (scripted or unscripted), the main purpose of which is demonstration on television and other mass communication channels, and whose final target audience is the consumer of these channels. An audiovisual work intended for commercial theatrical release in cinemas is not considered a TV product.

Tolerance — means the process of patience toward differences between various aspects of human culture. It is the concept of showing respect for another race, religion, gender, opinion, or ideology. Furthermore, the essence of tolerance can be defined as a fair and objective attitude toward those whose way of life differs from yours.

Tourism Cluster — geographically concentrated groups of interconnected companies, specialized suppliers, service providers, firms in related industries, as well as organizations associated with their activities (for example, universities, standardization agencies, trade associations) in specific fields that compete with each other but at the same time engage in joint activities. A system of interaction among tourism enterprises that are geographically concentrated and utilize shared tourism resources.

Festival — an organized mass festive event that presents a review or demonstration of certain achievements in various fields and is united by a common, clearly defined theme (one or more).

Forum — an official gathering of a large group of people to exchange ideas of great social significance and for discussions, which usually lasts several days and features a wide range of speakers.

Circus Program — a collection of circus works performed by a circus over a specific period.

Fair — a temporary, periodic mass event within the framework of which a wide range of exhibitors present the best samples of their products.

XVI. Additional Information

We recommend subscribing to the official Facebook page of the Foundation, where up-to-date information about our activities and opportunities for applicants is published.

Our physical and postal address: 28-30 Ivana Mazepy St., Kyiv, Ukraine, 01010.

Our registered address: 19 I. Franka St., Kyiv, Ukraine, 01030.

Our email for inquiries: info@ucf.in.ua

Email of the ‘Cultural Horizons’ program: programa.COHO@ucf.in.ua

To provide consultations regarding the rules and requirements of the competitive selection, the Foundation holds information days and webinars for applicants.

In case of contacting the Foundation, the following sequence of actions must be observed:

- ★ prepare an inquiry to the Directorate of the Foundation, signed and dated by the applicant;
- ★ send a scanned copy of the inquiry to the program's email address programa.COHO@ucf.in.ua with the subject line — INQUIRY 9COHO11-12345 (where 12345 is the numerical number of your application).

You will be informed about the Directorate's decision via an email letter.

Since the Foundation accepts applications only in electronic form, you will need a detailed step-by-step algorithm for working in the applicant's personal online account — [How to submit an application.](#)

Foundation employees do not provide individual consultations to applicants, nor do they provide legal consultations or consultations on bookkeeping/accounting and the payment of taxes, fees, and mandatory payments. If you have questions regarding the taxation of grants, we recommend submitting inquiries to the tax regulatory authorities.

XVII. Checklist for applicants for Call for proposals (LOT) ‘Innovative Cultural Products’

Application package	Note	
Project application (electronic form)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project budget (EXCEL)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Project Work plan – provided at the end of the document and available at the Foundation’s website in EXCEL format.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>For the applicant: an extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations (hereinafter referred to as the USR), containing the complete set of information from the USR, issued no earlier than the opening date of the project call under the respective competition and no later than the final date for submission of application packages (document in PDF format).</p> <p>The extract may be obtained from a Centre for Administrative Services (CNAP) or through the website of the Ministry of Justice of Ukraine.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<p>For the international partner: a scanned copy of the original extract from the relevant register or another registration document issued in accordance with the applicable legislation of the country of registration, together with its translation into Ukrainian (duly certified in accordance with established requirements; documents issued in English do not require translation). The scanned copies (PDF format) must be uploaded to the "International Partner Documents" section.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Additional documents (if any)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

XVIII. EXAMPLES

Example: Work plan

SAMPLE TEMPLATE	<p>Instructions for Applicants:</p> <ol style="list-style-type: none"> 1. The work plan and project implementation timeline constitute an Annex to the application. 2. Please fill in the template in accordance with the specific characteristics and requirements of your Project for participation in the Foundation's grant programme. 3. For ease of use, applicants are advised to use the landscape orientation of the document. 4. The information provided in the work plan must correspond to the data specified in the project budget.
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Event, type of activity (to be filled in according to project needs)	Month of the project realization						Responsible team member	Indicators for checking the implementation of the activity	Activity budget (UAH)
	month year	month year	month year	month year	month year	month year			
1. Formalizing contractual relationships with team members									
1.1.									
2. Preparation for product/event creation									
2.1. Preparation of materials									
2.2.									
3. Holding the event									
3.1.									
4. Product development									
4.1. ...									
5. Communication and outreach									
5.1. Publication of press releases									
5.2.									
6. Preparation of reports									
6.1. Preparation of financial reports									
6.2. Preparation of narrative reports									
6.3. Preparation of the auditor's report									

Template: Letter of intent to cooperate

LETTERHEAD (if available)

Date, city, reference number

Ukrainian Cultural Foundation
Grant program “NAME OF PROGRAM”

Letter of intent to cooperate

By this letter, **(NAME OF PARTNER ORGANISATION)** hereby guarantees that, in the event of winning the competitive selection of projects of the Ukrainian Cultural Foundation, it will ensure joint implementation of the project “**PROJECT TITLE**” (Project No. ___) (hereinafter referred to as the Project) together with **(NAME OF APPLICANT ORGANISATION)**.

Within the framework of the Project implementation and in order to achieve the common objective, **(NAME OF PARTNER ORGANISATION)** undertakes to carry out the following tasks:

1. ...
2. ...

Signature of the authorised representative of the partner organisation
Seal (if applicable)

Template: Memorandum of intent to cooperate

LETTERHEAD (if available)

Date, city, reference number

Ukrainian Cultural Foundation
Grant program "NAME OF PROGRAM"
LOT "NAME OF CALL (LOT)"

Memorandum of intent to cooperate

(NAME OF APPLICANT ORGANISATION) (hereinafter referred to as the Applicant) and (NAME OF PARTNER ORGANISATION) (hereinafter referred to as the Partner), jointly referred to as the Parties, hereby confirm through this Memorandum their intention, in the event of winning the competitive selection process of the Ukrainian Cultural Foundation, to ensure the joint implementation of the project "PROJECT NUMBER", "PROJECT TITLE".

Within the framework of this Memorandum and in order to achieve the common objective, the Parties agree to undertake the following tasks:

...
...

The Parties shall provide each other with any information necessary for effective cooperation.

The Parties acknowledge and confirm that, within their respective competences, they will ensure the fulfilment of the tasks outlined in this Memorandum and will make joint efforts toward its implementation.

Signature of the authorised representative of the Applicant organisation
Seal (if applicable)

Signature of the authorised representative of the Partner organisation
Seal (if applicable)

Template: Audience monitoring questionnaire

Portrait of a visitor of the event supported by the Ukrainian Cultural Foundation

(title)

We are glad to see you at our event!

Please take a few minutes to complete a short survey.

The survey is anonymous, and all data will be analyzed in aggregate form.

1. Please indicate your age group:

	younger than 18
	18-24
	25-34
	35-44
	45-54
	55-64
	65-74
	75 and older

2. Please indicate your gender:

	Female
	Male

3. Please indicate your education level:

	Primary (less than 7 grades) education
	Complete secondary education
	Complete higher education

4. Which of the following best describes your current employment status?:

	Worker, agricultural worker
	Clerical worker (non-physical work that does not require higher education)
	Specialist (non-physical work requiring higher education)
	Engaged in individual labor activity
	Entrepreneur, business owner, farmer
	Military personnel, law enforcement officer
	Managing a household
	I am retired (due to age, disability)
	I am studying (pupil, student)
	Looking for work (unemployed)
	Other (please specify)_____

5. Are you a representative of an ethnic or cultural minority in Ukraine??

	Yes
	No

6. Do you belong to people with disabilities:

	Yes
	No

7. Who is accompanying you to this event? (multiple choice)

	Family
	Children (younger than 18 y.o.)
	Friends
	Partner
	Colleagues
	I'm visiting by myself
	Other

8. Do you live in the town where the event is taking place?

	Yes
	No

9. How did you find out about the event?

	Acquaintances, friends
	Official webpage / social media accounts of the organizer
	News websites, social networks
	TV, radio
	Event poster
	Other (please specify) _____

Thank you very much for your answers!

Template: Event monitoring questionnaire

Questionnaire of the visitor of the event supported by the Ukrainian Cultural Foundation

(title)

We are glad to see you at our event!
Please take a few minutes to complete a short survey.
The survey is anonymous, and all data will be analyzed in aggregate form.

1. Have you been to events of (name of organization) before?

Yes ____ No ____

2. Did you know that this event is supported by the Ukrainian Cultural Foundation?

Yes ____ No, I found out from the questionnaire _____

3. How satisfied are you with this event?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

1 — «very dissatisfied», a 10 — «completely satisfied»

4. Please rate the level of organization of the event.

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

1 — «very poorly organized», a 10 — «extremely well organized»

5. If a similar event were to take place in the future, how likely would you be to attend?

1	2	3	4	5	6	7	8	9	10
---	---	---	---	---	---	---	---	---	----

1 — «I will not visit», a 10 — «I will definitely visit»

6. What did you like the most?

7. What could be improved in the organization of the event?

Thank you very much for your answers!

XIX. APPENDICES

Appendix 1

TO THE UKRAINIAN CULTURAL FOUNDATION

Outgoing reference number (if applicable), date

CERTIFICATE

(Full name of the applicant organisation), represented by (full title of the position and surname, first name, patronymic of the authorised person), hereby confirms to the Ukrainian Cultural Foundation that (full title of the position and surname, first name, patronymic of the person concerned) has been granted the authority to sign agreements and financial documents exceeding UAH 50,000.

The information stated herein is true and corresponds to the actual circumstances.

Position title

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

Outgoing reference number (if applicable), date

CERTIFICATE

(Full name of the applicant organisation), represented by (full title of the position, surname, first name, patronymic), hereby confirms to the Ukrainian Cultural Foundation that (full name of the applicant organisation) has no outstanding financial liabilities, including loans with overdue repayment obligations.

The information stated herein is true and corresponds to the actual circumstances.

Position title

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

Outgoing reference number (if applicable), date

CERTIFICATE

(Full name of the applicant organisation), represented by (full title of the position, surname, first name, patronymic), hereby confirms to the Ukrainian Cultural Foundation that (full name of the applicant organisation) has no outstanding liabilities related to the payment of employees' wages.

The information stated herein is true and corresponds to the actual circumstances.

Position title

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

Outgoing reference number (if applicable), date

CERTIFICATE

(Full name of the applicant organisation), represented by (full title of the position, surname, first name, patronymic), hereby confirms to the Ukrainian Cultural Foundation that no third-party intellectual property objects are used within the framework of Project: _____

title and number of the Project

and that all intellectual property objects and results created in the course of the project will be used in compliance with the applicable legislation of Ukraine.

The information stated herein is true and corresponds to the actual circumstances.

Position title

*Signature,
seal (if applicable)*

Name SURNAME

**CONSENT
to the processing of personal data**

I, _____ born on
(surname, first name, patronymic)

_____, passport series ____ № _____,
day month year

issued by _____
on _____,

in accordance with the Law of Ukraine "On Personal Data Protection", hereby grant my consent to the Ukrainian Cultural Foundation for:

- the processing of my personal data obtained from primary sources, including information on my education, profession, specialization and qualifications, employment and academic activities, academic degree, academic title, passport details, registered or actual place of residence, biographical information, telephone numbers, email addresses, other contact details, and information regarding my participation in or management of international projects;
- the use of personal data, which includes actions undertaken by the personal data owner with respect to their processing, including the use of personal data in accordance with professional, official, or employment-related duties, measures aimed at their protection, as well as actions related to granting partial or full rights to process personal data to other parties involved in relations concerning personal data;
- the dissemination of personal data, which includes actions undertaken by the personal data owner with respect to transferring information concerning an individual;
- granting third parties access to personal data, which includes actions undertaken by the personal data owner in the event of receiving a request from a third party for access to personal data, as well as granting the personal data subject access to information concerning themselves.

I undertake to provide updated and accurate information, as well as the original supporting documents required for updating my personal data, as soon as possible in the event of any changes to my personal data.

« _____ » _____ 20 _____

(signature)

TO THE UKRAINIAN CULTURAL FOUNDATION

Outgoing reference number (if applicable), date

CERTIFICATE

(Full name of the applicant organisation), represented by (full title of the position, surname, first name, patronymic), hereby confirms to the Ukrainian Cultural Foundation that there are no open enforcement proceedings in which (full name of the applicant organisation) is designated in the enforcement document as the debtor and as the party obliged to comply with and execute the relevant decision.

The information stated herein is true and corresponds to the actual circumstances.

Position title

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

« ____ » _____ 20 ____

CERTIFICATE

I, _____, acting as an individual entrepreneur, hereby
(surname, first name, patronymic)

confirm to the Ukrainian Cultural Foundation that I, both as a natural person and as an individual entrepreneur, have no outstanding financial liabilities, including loans with overdue payment obligations. The information stated herein is true and corresponds to the actual circumstances.

Individual entrepreneur

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

«____» _____ 20 ____

CERTIFICATE

I, _____, acting as an individual entrepreneur, hereby
(*surname, first name, patronymic*)

confirm to the Ukrainian Cultural Foundation that I, in my capacity as an individual entrepreneur, have no outstanding salary arrears owed to my employees.

The information stated herein is true and corresponds to the actual circumstances.

Individual entrepreneur

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

« ____ » _____ 20 ____

CERTIFICATE

I, _____, acting as an individual entrepreneur, hereby
(surname, first name, patronymic)

confirm to the Ukrainian Cultural Foundation that within the framework of the project:

title and number of the Project

no third-party intellectual property objects are used, and all intellectual property objects and results created in the course of the project will be used in compliance with the applicable legislation of Ukraine. The information stated herein is true and corresponds to the actual circumstances.

Individual entrepreneur

*Signature,
seal (if applicable)*

Name SURNAME

TO THE UKRAINIAN CULTURAL FOUNDATION

« _____ » _____ 20 _____

CERTIFICATE

I, _____, acting as an individual entrepreneur, hereby
(surname, first name, patronymic)

confirm to the Ukrainian Cultural Foundation that there are no open enforcement proceedings against me, either in my capacity as a natural person or as an individual entrepreneur, in which I am designated in an enforcement document as the debtor, and that I am not a person upon whom the obligation to execute a decision has been imposed.

The information stated herein is true and corresponds to the actual circumstances.

Individual entrepreneur

*Signature,
seal (if applicable)*

Name SURNAME

LETTERHEAD (*if available*)

Outgoing reference number (if applicable), date

TO THE UKRAINIAN CULTURAL FOUNDATION
Grant programme "TITLE OF THE PROGRAMME"

LETTER OF GUARANTEE

(Full name of the applicant organisation), represented by (full title of the position, surname, first name, patronymic), hereby guarantees that, in the event of being selected as a winner of the Ukrainian Cultural Foundation's (hereinafter referred to as the "Foundation") competitive selection, it will provide co-financing for Project No. _____, "PROJECT TITLE", in the amount of UAH 00.00 (amount in words), representing ___% of the total project budget.

In accordance with the Foundation's requirements, such co-financing shall be provided in monetary form from the following source(s): (for example, the applicant organisation's own funds, sponsorship funds, a grant from another organisation, etc.).

In the event of withdrawal of the co-financing commitment or failure to provide the co-financing within the established timeframe, this Letter of Guarantee shall be regarded as confirmation that (full name of the applicant organisation) assumes full responsibility for the implementation of Project No. _____, "PROJECT TITLE", in its entirety.

Position title
(of the authorised person)

Signature,
seal (if applicable)

Name SURNAME