



**CALL
FOR PROJECT PROPOSALS
Ukrainian Cultural Foundation**

**ART CONTEST.
INTERNATIONAL COOPERATION
PROJECTS**

Guidelines for applicants

2018

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I. About the Ukrainian Cultural Foundation

The Ukrainian Cultural Foundation (UCF) is a state-owned institution created in 2017 to facilitate development of culture and arts in Ukraine, support cultural diversity, integration of the Ukrainian culture in the international cultural space. Activities of the Ukrainian Cultural Foundation are guided and coordinated by the Ministry of Culture of Ukraine. The Ukrainian Cultural Foundation will support projects through a competitive selection process.

II. Objectives and priorities

The general purpose of this contest is to support development of modern areas of culture and arts, and to create a competitive national cultural product.

Each submitted project proposal may be relevant to several priorities listed below (priorities). However, applicant may choose and specify **only one priority** in its project proposal which, in the opinion of the applicant and the partnership, is most relevant to the project proposal presented to UCF. The choice of priority must be reasoned.

Priorities sought in the contest:

- Supporting cultural projects at the stages of conceptualization, preparation and pre-production thereof.
- Facilitating analysis and research in culture and arts.
- Facilitating introduction of innovations, digital technologies and digitalization in culture and arts.
- Supporting young creative persons and cultural and art debuts, as well as facilitating professional growth of talented children and youth.
- Facilitating inclusion in culture and arts, expanding audience through engaging various age and social groups.
- Ensuring cross-sectoral cooperation and establishing inter-regional cultural dialogue to support development of communities, creative development of small territories of Ukraine.
- Engaging international partners in implementation of joint initiatives and co-funding of cultural projects, including those supported within the framework of the Creative Europe programme or other EU programmes.
- Facilitating presentation of the Ukrainian culture and arts abroad, including at international events and exhibitions.
- Facilitating development of an e-resource on cultural heritage and cultural values, and facilitating introduction of modern information technologies in museum and cultural heritage management.
- Facilitating development of educational initiatives in the fields of culture and arts, including in creative industries, aimed to support education, training and retraining in the field of arts.
- Ensuring comprehensive development and functioning of the Ukrainian language in all aspects of social life throughout the whole territory of Ukraine.
- Facilitating preservation of cultural diversity, respect of peculiarities of other cultures at local, national and international levels.

Each submitted project proposal may be relevant to any number of areas of culture and arts from the list below, but the applicant may choose and specify **only one area** in its project proposal. Projects may relate to the following areas of culture and arts:

- visual art (painting, graphics, mosaic, printmaking, installation, posters, lithography, muralism, street art, land art, sculpture, photography, public art);
- audial art (live/recorded music, sound art, radio);
- audiovisual art (cinema, television, advertising, video art, digital art, new media, video games, VJing);
- design and fashion (interior, applied, graphic, landscape, sound design, fashion, architecture);
- performing art (theatre, ballet, dance, circus, carnival, musical performance (musical, opera), performance, happening);
- cultural heritage (library, museum, archives, crafts, tangible and intangible cultural heritage);
- literature and publishing (books, periodicals, journals/magazines, press, literature festivals);
- cultural and creative industries (festivals and events, cultural and creative spaces, creative entrepreneurship, innovations).

III. Types of projects to be reviewed within the framework of this contest

International cooperation project is an art or cultural project implemented by a partnership in Ukraine and abroad. Minimum partnership for such projects must include applicant from Ukraine and at least one foreign partner (from any country without limitation).

See more details in Key requirements to applicants and partners.

IV. Contest schedule

21 May — 2 July: submission of project proposals, creation of the project register

3 July: publishing the project register on the website of UCF and the Ministry of Culture of Ukraine

3–8 July: evaluation of project proposals against the technical criteria

9 July: making public the register of project proposals compliant with the technical criteria

9 July — 9 August: expert evaluation of project proposals

9 August: final deadline for submission of evaluation reports and evaluation sheets by experts

9–14 August: processing of evaluation reports by the Foundation Directorate

14 August: coordination meeting between the Foundation Directorate and representatives of expert committees and the Supervisory Council (pursuant to Article 9 of the Law of Ukraine on the Ukrainian Cultural Foundation and Section VIII, p. 1 of the Regulation on the Ukrainian Cultural Foundation, the Foundation Directorate must submit for the Supervisory Council's approval the endorsed decisions of expert committees on the Ukrainian Cultural Foundation's support to the implementation of projects of which the value exceeds 150 minimum wages)

20 August: adoption of the Directorate of the Ukrainian Cultural Foundation on approval/rejection of project funding

21–22 August: notifying the participants in the contest of approval/rejection of their project funding

23 August: making public the register of selected projects on the website of the Ukrainian Cultural Foundation

28–30 August: negotiation procedure between the grant recipient and UCF on procurement of services from the grant recipient (pursuant to Article 35 of the Law of Ukraine on public procurement)

10–12 September: UCF and grant recipient sign a grant agreement to be posted on UCF website and on Prozorro. The date of the grant agreement will be deemed to be the date of official launch of the project

V. Key project implementation terms

Project implementation term: from the date of the grant agreement till 6 December 2018 (see Contest schedule).

Deadline for submission of project financial and narrative reports: by 7 December 2018.

Where a project proposal suggests other terms, such project proposal will be rejected at the first stage of the evaluation (see Technical criteria) without allowing a possibility to make any corrections.

VI. Budget of the contest. Minimum/maximum grant

The overall budget of the contest **Art Contest. International Cooperation Projects** amounts to UAH 31 mil.800 thousand. UCF may give grants to up to 15 projects of this type. UCF reserves the right to disburse only part of the funds allocated for this contest.

The amount of a UCF grant applied for must be at least UAH 500 thousand (minimum grant) and not exceed UAH 2 million (maximum grant). Where a project proposal is not within the range of the minimum/maximum grant size, such project proposal will be rejected at the first stage of the evaluation (see Technical criteria) without allowing a possibility to make any corrections.

Funding of international cooperation projects will have the following structure:

- UCF will fund 50% of the project budget;
- Co-funding will cover another 50% of the project budget.

VII. Evaluation criteria

The evaluation process will include two stages: evaluation of compliance with the technical criteria and evaluation against award criteria.

VII.1 Technical criteria

The first stage will include evaluation of compliance of project proposals with the technical criteria and will be held by the Foundation Directorate. Project proposals that do not comply **at least with one** technical criterion will not be admitted to the second stage of the evaluation process.

Technical criteria:

- Project proposals must be prepared in Ukrainian and English;
- Project proposals must include all the documents listed in Key documents to be submitted by applicants;
- Project proposals may be submitted by participants which comply with the technical criteria specified in Key requirements to applicants and partners;
- Project proposals must have the form specified in the terms and conditions of the contest (see Procedure of submission of project proposals);
- Project proposals must be submitted within the terms specified in the terms and conditions of the contest;

- Project proposals must be within the ranges of the grant size for which this type of projects is eligible;
- Project proposals must suggest implementation terms established for this type of projects;
- Project proposals must suggest the established reporting deadlines.

VII.1.1 Key requirements to applicants and partners

‘Applicant’ means a legal entity or an individual-private entrepreneur participating in an announced call for project proposals by submitting a project proposal. In case its project proposal has been selected for funding, the applicant will implement the project and will be authorized to manage funds provided as grant for the purposes of achieving the project objectives.

‘Partner’ means a legal entity or an individual-private entrepreneur participating in a partnership that submits a project proposal in an announced call for project proposals, has its specific role in the project, but is not an applicant and may not manage the project resources (in case the project proposal has been selected for funding) without the applicant’s consent.

The same applicant may contribute to only 1 (one) project proposal within the framework of one call.

Applicants and partners in national cooperation projects may be:

- legal entities of all forms of ownership which were registered in Ukraine at least two years before the start of the call and have experience in project implementation;
- amalgamated territorial communities, including those recently established;
- individual-private entrepreneur ;
- local self-governing authorities.

Partners in projects may be:

- legal entities which were registered abroad, including those created by representatives of the Ukrainian diaspora at least two years before the start of the call and have at least one-year experience in project implementation.

Example of a partnership organized to participate in an international cooperation project:

- applicant — legal entity registered in Ukraine;
- partner — legal entity registered in Canada.

The following categories may not participate in calls for project proposals and receive financial support from the Foundation:

- individuals;
- political parties and associations;
- legal entities seeking profit from the project implementation, unless they are going to re-invest the earned profit in the project;
- legal entities, natural persons that were declared bankrupt or against which bankruptcy proceedings were initiated;
- legal entities or sole traders in the process of winding up;–
- candidates that filed knowingly false information and documents when applying for participation in calls for project proposals organized by the Ukrainian Cultural Foundation;
- candidates with outstanding tax liabilities, including outstanding pension tax liabilities, outstanding social security tax liabilities, or with wage arrears.

VII.2. Award criteria

Following the first stage of the evaluation process (evaluation of compliance with technical criteria), each project proposal will be evaluated by experts against five criteria described below, using a 100-point grading scale.

Any attempt of an applicant or any project representative to contact members of expert committees directly or indirectly with regard to the selection process will result in disqualification of the project proposal.

Evaluation criteria	Maximum number of points
<i>Project relevance — importance of the project for the Ukrainian and global discourse, its novelty, compliance with the contest priorities, contribution to modernization and development of culture and arts.</i>	20
<i>Institutional and individual capacity of the applicant/partnership to implement the project — relevant experience in project implementation, experience of activities in the fields of culture and arts, efficient distribution of roles, ability of the project team to perform project tasks.</i>	20
<i>Project rationale and methodology — vision of the project activities and ways of their performing, proportional activities, objectives and resources, internal quality monitoring procedures in place, coverage of the target audience.</i>	25
<i>Promotion and sustainability of project outcomes — optimal use of the project outputs during and after the project implementation period, use of new technologies, real effect.</i>	20
<i>Budget quality and cost effectiveness — optimal use of financial resources of the project for the performance of tasks and achieving the expected project results.</i>	15

When preparing their project proposals, applicants should consider the following recommendations for and requirements to describing evaluation criteria:

Project relevance

- The project must be in line with the priorities of the call for project proposals (priority areas specified in the terms and conditions of the call), national priorities, the state cultural policy of Ukraine;
- Synergy with other initiatives and projects will be a preference;
- The project's focusing on the needs of local development will be a preference;
- The project must not duplicate other initiatives/projects.

Institutional and individual capacity of the applicant/partnership to implement the project

- The applicant and the partners must be competent in performing the project activities (have experience, knowledge and skills relevant to the project, as well as project management skills);
- The applicant and the partners must have sufficient human, technical and other resources needed to implement the project;
- They must demonstrate efficient distribution of roles to ensure efficient project management and implementation.

Project rationale and methodology

- The project activities and objectives must be realistic and feasible;
- The project's target groups must correspond to the project's priorities;
- The project's Action plan must be clear and realistic;
- The project activities, results and resources must correspond with the project objectives and purpose;
- The project must have internal quality control tools in place.

Promotion and sustainability of project outcomes

- The project must include measures to ensure efficient communication and promotion of project outcomes;
- The project proposal must demonstrate the expected impact on the applicant, target groups, territorial dimension of the project (local, national) and/or on culture and arts in general;
- The project proposal must demonstrate ways of ensuring long-term sustainability of project outputs: financial, institutional sustainability, potential influence on the policy development in the fields of culture and arts;
- Multiplication of the project results and perspectives to continue the project itself or its activities under other funding.

Budget quality and cost effectiveness

- The project proposal must specify the reasoned amount of expenditures in line with the project summary, and prove that spending will be rational;
- The project must demonstrate the quality of expenditures, including the correspondence with average market prices;
- The project budget must prove efficient allocation of resources for the performance of tasks and achieving the results of the project.

VIII. Key documents to be submitted by applicants

Applicants must submit the following documents to participate in the contest:

- Project proposal in pdf. file.
- Budget worksheet in xls. file.
- Documents confirming the applicant's financial capacity to implement the project, no outstanding liabilities, no bankruptcy: 2017 annual financial statement in the established form (Form 1 'Balance' and Form 2 'Financial Statement' or Forms 1-м(мс) (м — full statement of small enterprise/мс — simplified statement of small enterprise) and 2-м(мс)) (м — full statement of small enterprise/мс — simplified statement of small enterprise) in pdf. files.
- Copy of extract from the Articles of Association that includes the title page and the first page, provisions on the undertaking's activities, authorized capital, powers of governing bodies (e.g. the General Meeting of Shareholders, Director, Supervisory Board) and possible restrictions in respect of powers to sign documents and agreement, in pdf. file (if any).

- Copy of the extract from the Unified State Register of Legal Entities and Sole Traders (hereinafter referred to as ‘USR’), all pages, in pdf. file.
- Copy of the VAT payer registration certificate (extract from the register of VAT payers) and/or fixed tax payer registration certificate or any other tax certificate demonstrating compliance with the current tax law, in pdf. file.
- Certificate issued by tax authorities to prove no outstanding tax (duties, other compulsory payments) liabilities, in pdf. file.
- Partnership agreement between the applicant and the partner.

Partners must submit:

- Copy of a document confirming registration of the partner organization.

Project proposal and Budget worksheet must be submitted in the format specified in the terms and conditions of the contest. Otherwise project proposals will be rejected at the first stage of the evaluation (see Technical criteria) without allowing a possibility to make any corrections.

IX. Submission procedure

Applicants must submit project proposals consisting of documents listed in Key documents to be submitted by applicants **online** (<https://ucf.in.ua/contests/3>) from 21 May till 2 July (contest period), but in any case before **18:00 on 2 July**. Please press the *button Submit (Відправити заявку)* to submit the application.

[See Guidelines on online submission here.](#)

In addition to sending a set of documents by e-mail, each applicant **must send the paper version of such set of documents** by registered mail during the period from 21 May till 2 July (contest period), but no later than on 2 July (according to the postage stamp), to the postal address indicated in the section Contacts.

X. Conditions of project funding

X.1. Procedure of concluding an agreement

Project budget includes the amount of grant to be given by the Ukrainian Cultural Foundation and the amount of co-funding (BUDGET = UCF GRANT + CO-FUNDING).

To be able to receive funds, the grant recipient must submit a statement from bank on opening an account.

Within the framework of each grant, funds will be paid out as follows:

- Down payment will be made during 10 working days after both parties sign the grant agreement.
- The remaining amount will be paid out against verified expenditures after the Ukrainian Cultural Foundation accepts the final financial report on project implementation to be prepared in the established form, during five working days after signing the grant agreement (but no later than December 31, 2018).

X.2. Prevention of double funding

Project proposals submitted to the Ukrainian Cultural Foundation must not be fully funded otherwise at any time in the past or at present by any other donors, organizations, which must be explicitly stated in the project proposal. Concealing double funding (funding of the same project proposal by different donors, organizations) will result in automatic disqualification of such proposal.

X.3. Eligible expenditures

Only eligible expenditures may be covered by project funding.

Within the framework of this contest, the following categories of expenditures will be deemed **eligible**:

- expenditures needed to implement the project;
- expenditures compliant with the principles of rational financial management;
- expenditures to be incurred throughout the whole period of project implementation, i.e. from the date of signing the grant agreement by both parties till the date of submission of the final financial report;
- expenditures to be documented in the accounting records of the grant recipient (or its partners), identified and supported by original documents;
- expenditures covered by the project budget, namely:

Direct expenditures:

- Wages, taxes and duties
- Business trips
- Equipment, intangible assets, software (**according to the conditions of funding by the Ukrainian Cultural Foundation, procurement of equipment and intangible assets may not exceed 20% of the overall project budget**)
- Operation of equipment
- Insurance services
- Rent (office, equipment, vehicles)
- Catering
- Supplies (expendables)
- Polygraphic, publishing and copying services
- Publishing services
- Creation of website
- Purchase of literature or electronic media
- Translation/interpretation services
- Postal services
- Other direct expenditures

Indirect expenditures (according to the conditions of funding by the Ukrainian Cultural Foundation, indirect expenditures may not exceed 7% of the overall project budget)

- Administrative expenditures
- Utilities
- Communication services
- Bank services
- Other indirect expenditures

Grant recipient must keep accurate and regular records and reports relating to project implementation. Separate accounting records must be kept for each project and show details of all incoming and outgoing payments. Grant recipient must register in its balance sheet and put into operation all equipment procured during the project implementation period.

Grant recipient must engage a professional accountant to ensure correct documentation of all its expenditures and proper financial reporting, and where the grant exceeds UAH 1.5 million it must also engage an auditor.

X.4. Ineligible expenditures

Within the framework of this contest, the following categories of expenditures will be deemed ineligible:

- repayment of debts and related fees;
- reserves covering possible losses and future liabilities;
- income that the grant recipient owes to a third party;
- expenditures already funded from other sources;
- procurement of land, furniture, buildings;
- maintenance and carpentry works;
- exchange loss;
- expenditures relating to the preparation of the project proposal;
- volunteer work of the project team.

X.5. Conditions of co-funding

Co-funding is funding of art and cultural projects from any sources (other than funds of the Ukrainian Cultural Foundation) not prohibited by the legislation.

All categories of eligible expenditures may be co-funded.

Co-funding allows re-investment of profits earned due to implementation of project activities.

In-kind co-funding will not be acceptable.

To prove the co-financing, applicants should submit Partnership and Cooperation agreement where conditions on co-financing are specified, and the Letter of Guarantee regarding the co-financing.

The remaining amount will be paid out against verified expenditures after the Ukrainian Cultural Foundation accepts the final financial report on project implementation to be prepared in the established form, during five working days after signing the grant agreement (but no later than December 31, 2018)

According to the funding principles, UCF grant covers 50% of the project budget, while co-funding covers another 50% of the project budget.

XI. Reporting

Grant recipients will be responsible for submitting financial and narrative reports on their activities within the framework of the implemented project to the Ukrainian Cultural Foundation.

Such reports must be prepared and submitted to the Ukrainian Cultural Foundation **by 7 December 2018.**

Financial report must include detail information about the use of the grant and be accompanied with copies of source documents showing expenditures.

Narrative report must describe in detail the project activities and progress in performing the project activities and achieving the expected results provided for by the grant agreement, and be accompanied with copies of documents and other materials that confirm activities undertaken within the framework of the project.

The Ukrainian Cultural Foundation will verify the reports within 7 (seven) calendar days and provide its comments, if any, to the grant recipient. In this case, the grant recipient must respond to all comments within 3 (three) calendar days and send the missing documents.

У разі відсутності зауважень дирекція УКФ надає Висновок про реалізацію проекту та підписує з грантоотримувачем Акт про реалізацію проекту. Залишок коштів по фінансуванню проекту буде перераховано протягом 5 (п'яти) робочих днів з дати підписання Акту, але не пізніше 31.12.2018.

In case the Ukrainian Cultural Foundation has no remarks to the reports, the UCF issues Resolution on the project implementation, and signs the Act on project implementation with the grantholder. The remaining amount will be paid out during five working days after signing the grant agreement (but no later than December 31, 2018)

XII. Making project information public

Information about received project proposals will be entered into the register of projects and posted on the websites of the Ukrainian Cultural Foundation, the Ministry of Culture and other websites within five business days following the end of contest. Information to be entered into the register must include:

- project registration number;
- project name;
- project type;
- applicant;
- project budget;
- amount applied for to UCF.

Information about the selected projects will be posted in a separate register within five business days following the signing of all grant agreements.

Information to be entered into the register must include:

- project registration number;
- project name;
- project type;
- applicant;

- project budget;
- amount of funding to be provided by UCF.

XIII. Contacts

Please, feel free to contact the UCF Directorate for any questions by e-mail (grants@ucf.in.ua), by post (10-12 Lavrska St., Ukrainian Cultural Foundation, 01010)