	SECTION / notes	Application	Evaluation method
		Application for project funding within competitive program	
		On-line application guidelines	
	Annotation of the project		
1. 1	Choose one from the list	**Competitive program** Culture for Changes	
2. 2	Choose one from the list	**LOT – Ukrainian-British Cooperation**	
3. 3	Choose one from the list	**Type of the project** international cooperation	
4. 4	Choose one from the list	**Priority sector of culture and arts:** ☐ cultural and creative industries	
5.		**Possible final products of LOT** • exhibition • publications • residency	

			• performance • concert • creative space (hub, experimental laboratory, workshop) • educational programme • archive •analytical report • video • video blog • web series • podcast • digital projects (VR, AR, MR)	
6.	5	choose **several** from the list	**Key words** (please, chose those which best describe your project): painting / pictorial art graphics lithography / lino-cut mosaic muralism street-art installation sculpture photography **music** classical music popular music electronic music new classical music jazz folk radio digital music	

		cinematography narrative/fiction movie documentary movie popular-science movie animated movie **TV** **Digital technologies** video-art, digital-art, new media video games, v-jing VR (virtual reality), AR (augmented reality) **design** interior design applied design (applied arts) graphic design landscape design **fashion** **architecture** **theatre** drama theatre music theatre animation theatre performance, happening circus, new circus physical theatre **dance** folk dance classic dance modern dance, contemporary **tangible cultural heritage** historic, cultural, architectural monument library, archives	

		museums historical and cultural reserves museums funds **intangible cultural heritage** folk crafts applied arts folklore **sectoral research** social, applied research **publishing** **Media (print, digital)** **festivals** **culture and creative spaces** **creative entrepreneurship** **non-formal education** **residency** **inclusive art practices**	
7.	text field	Name of the project in Ukrainian	
8.	text field	Name of the project in English	
9.	text field with limits	Short project description in Ukrainian that includes aim and results (under 100 words)	
10.	text field with limits	Short project description in English that includes aim and results (under 100 words)	

11.	Number format: 100,00	Total project budget (in UAH, according to Project estimate)	
12.	Number format: 100,00	Requested sum from UCF (in UAH, according to Project estimate)	
13.	There should be an automatic block for international and national cooperation projects if the value is less than ...	**Co-financing sum** (in UAH, according to Project estimate, if there is no co-financing, enter - "0").	
14.		**List of co-financing sources (beside the UCF): name of the organization/institution/body with country of residence. Or note co-financing with personal assets.** Note: co-financing sum for national and international projects has to be confirmed with Guarantee Letter from the institution/organization/body that provides co-financing. Sum of co-financing has also to be included in the appropriate articles of Project Estimate.	
14.	Describe	**Partners of the project**	
15.	Added fields	**Geography of project realization**: city/village, region (if abroad - name the country, city) Note: for villages and city-villages it is obligatory to state the region (oblast)	
16.	Inserted calendar with blocked zones	**Term of project realization including final reporting**	
17.	Number format	**Duration of project in months**	

18.	choose **several** from the list	**Cultural product received as project result**	
	Information on Contact person		
1	Text field	Name, Surname, Patronymic/Middle Name	
2	Text field	Telephone	
3	Text field	e-mail	
4	Text field	role in the project	
	Information on applicant organization		
1. 1	Text field	Full name of applicant organization Note: in full name don't use abbreviations like NGO, LLC, etc.	
2. 2	Text field	Full name of applicant organization in English	
3. 3	Drop list of fixed positions	Legal form	
4. 4	Is blocked in case information is entered more than 1 time	EDRPOU code - Ukrainian state registry legal entity identifier	
5.	Text field	Give an active link to a Statutory document at the website of Ministry of Justice of Ukraine or other web-resource	
6.	Text field	State the Code from Classifier of Economic Activity for your Organization that correspond to activities in Program/LOT	

7.	Calendar (+ ∞; date of open call announcement]	Registration date	
8.		Legal address	
9.		Post address	
10.		Physical address	
11.		Active link to organization's web-site and/or social media	
12.	Text field	**Full name of head of organization**	
13.	Text field	Telephone	
14.	Text field	e-mail	
15.	No Yes - if yes, state when, where and name of the article (articles)	**Has Head of the organization been subject to criminal prosecution?**	
16.	No Yes - If yes, please provide the implementation number	**Does the head of the organization have a criminal conviction / administrative liability for committing an offense / crime in the field of corruption, unaccounted for or unfulfilled in accordance with the procedure established by law?**	
17.	Text field	**Specify the ultimate beneficial owner (s) of the organization**	

18.	No Yes - If yes, please indicate when and where and the title of the article (s) of the law	**Have the final beneficiary (s) of the organization ever been criminally prosecuted?**	
19.	No Yes - If yes, please indicate when and where and the title of the article (s) of the law	**Has the final beneficiary (s) of the organization ever been held accountable for corruption?**	
20.	choose from: No Yes - If yes, please indicate when and where and the title of the article (s) of the law	Are court proceedings open against the applicant organization at the time of application?	
21.	Text field	Availability of material and technical basis for project implementation, namely: 1) availability of fixed assets (land, buildings, structures, premises, communications, equipment, vehicles, etc.);	

		2) availability of intangible assets owned or disposed of by the organization (objects of copyright and industrial property, know-how, licenses, royalties, etc.);	
		3) availability of manpower (number of own and engaged workers);	
		4) availability of material resources (materials, raw materials, other supplies);	
		5) financial resources (own and borrowed funds).	
		Note: If nothing, check no	
22.	Choose from the following options No Yes, in 2018 as an applicant Yes, in 2018 as a partner Yes, in 2018 as an applicant and partner Yes, in 2019 as an applicant Yes, in 2019 as a partner Yes, in 2019 as an applicant and partner	**Have you ever submitted a project for UCF funding?**	

23.	No Yes, in 2018 as an applicant Yes, in 2018 as a partner Yes, in 2018 as an applicant and partner Yes, in 2019 as an applicant Yes, in 2019 as a partner Yes, in 2019 as an applicant and partner	**Have you implemented a UCF project before?**	
24.	text filed	**Add active links to successfully implemented projects with the support of UCF, if any:**	
25.	No Yes (name this project and add active links to open-source information on this project)	**Is this project a continuation or next phase of a project supported by the UCF?**	

26.	text field (if applicable)	**Examples of successful projects with the support of other donors over the last three years** (list and add active links to open-source information on these projects)	
	Information on the activities of the partner organization		
1. 1		Full name of partner organization Note: in the full name do not use abbreviations for NGO, LLC, etc.	
2. 3		Full name of the partner in English	
3.		Legal form	
4.		EDRPOU code - Ukrainian state registry legal entity identifier or similar equivalent in case of foreign partner	
5.			

		Provide an active link to the constituent document (Charter, Regulations, etc.) on the website of the Ministry of Justice of Ukraine or on another web resource	
6.		Specify Codes from Classifier of Economic Activity of the partner organization that are relevant to the program / LOT	
7.		Date of organization registration	
8.		The legal address of the organization	
9.		Organization mailing address	
10.		The physical address of the organization	
11.		Active sitelinks and / or pages on your organization's social networks	
12.		**The name, first name and patronymic of the head of the partner organization**	
13.		Phone	

14.		Email	
15.		Has the head of the partner organization ever been prosecuted?	
16.		Does the head of the partner organization have a criminal conviction / administrative liability for committing an offense / crime in the field of corruption, unaccompanied or unfulfilled in accordance with the procedure established by law?	
17.		Specify the final beneficiary (s) of the partner organization	
18.		Has the final beneficiary (s) of the partner organization been held criminally liable?	
19.		Are any legal prosecutions proceedings open for a partner organization at the time of application?	
20.	Text field	**Main / strategic activities of the partner organization**	

		Note: list the main statutory activity of partner organization that corresponds to the aims and tasks of the program/LOT	
21.	Text field	**Availability of material and technical basis of the partner organization for project implementation, namely** 1) availability of fixed assets (land, buildings, structures, premises, communications, equipment, vehicles, etc.); 2) availability of intangible assets owned or disposed of by the organization (objects of copyright and industrial property, know-how, licenses, royalties, etc.); 3) availability of manpower (number of own and engaged workers); 4) availability of material resources (materials, raw materials, other supplies); 5) financial resources (own and borrowed funds) Note: If nothing, check no	34
22.		**Has the partner organization submitted a project for UCF funding before?**	
23.		**Has the partner organization received funding from UCF before?**	

24.	Text field	Give active links **to successfully implemented projects with the UCF support** if any	
25.	Text field (if applicable)	**Examples of successful projects with the support of other donors over the last three years** (list and add active links to open-source information on these projects)	
	Partnership information (s)		
1	Text field	Justify why this particular partner (s) was selected for the joint project? Have you worked with them before?	
2	Text field	How the project implemented will affect the development of the applicant organization, partner organization (s) and partnership as a whole.	
3	Text field	What is the area of responsibility and degree of involvement of each partner in the partnership: both the applicant organization and the partner organization (s)?	

		Why is your project important for Ukrainian-British cooperation?	
	Detailed description of the project		
1		Justify the relevance of the project to the cultural context of the city or village/ region / country.	1
2	Text field	Justify the relevance of the project to your organization (and your partnership if available), given the main / strategic areas of activity of the applicant organization (and partner organization if available).	2
3	Text field	State how the relevance of your project relates to the priorities of the selected competitive program / LOT.	3
4	Text field	Why is your project unique?	4
5	Text field	Why is your project innovative?	5
6	Text field	How does your project complement the cultural and artistic process of the last decade in your chosen sector?	6

7	Text field	What will be the positive impact on the development of the sector (s) in the next few years?	7
	Purpose, aims and objectives of the project		
1		The main purpose of the project?	8
2		Aim 1 Task 1.1. Task 1.2. Achievement indicators ... 1,2,3 + Aim 2 Objective 2.1. Task 2.2. Achievement indicators….№ 1,2,3 Aim 3 Objective 3.1.	9 10

		Task 3.2. Achievement indicators ... № 1,2,3,	
	Target audiences		
1	Text field	Describe in quantitative and qualitative terms the direct target audience of the project.	11
2	Text field	Describe, in quantitative and qualitative terms, the project's indirect audience.	12
3	Text field	How were their cultural needs and interests identified?	13
4	Text field	In what way will the project's outputs satisfy (fully or partially) the cultural needs and interests of the selected audience (s)?	14

5	Text field	Who is the **stakeholder** (s) of the project (persons or institutions that may - directly or indirectly, positively or negatively - influence the project or be influenced by the project)?	15
	Project results		
1	Text field	Describe the social (social) value of the results of your project.	16
2	Text field	Indicate the qualitative and quantitative indicators of the short-term project results in accordance with the objectives and objectives described above (at least two indicators for each task). Note: short-term project results - received on and / or after completion)	17
	Text field		18

		Indicate the qualitative and quantitative indicators for the long-term project results in accordance with the tasks described above (at least two indicators for each task). Note: Long-term project results are those received during several following years.	
	Project team (main executors)		
1		Table: 1. Order number 2. Role in the project 3. List of main responsibilities 4. Employment in the project (as ratio to the employment at the main place of work or in other projects) 5. Relevant experience (short CV, not less than 1500 characters) 6. Form of financial relations with the applicant organization (Private entrepreneur, Civil labour agreement, Labour agreement, volunteer, etc.)	19
	Work plan for project implementation		
1			20

		Please attach Annex 1	Is there a relationship between the work plan and the project budget?
	Project management and project risks		
1	Text field	Describe the internal risks that may affect project implementation and how to minimize them	21
2	Text field	Describe the external risks that may affect project implementation and ways to minimize them	22
3	Text field	What internal monitoring tools will you use for project implementation?	23
	Communication plan of the project		
1	Text field	What key messages and which speakers will be selected for dissemination of information about the project to the target audience (s), mediated audience, potential partners, general audience?	24
2	Text field	What methods of communication (video, audio content, promotional campaigns on social networks, ambassadors, etc.) and communication channels (official website of the project, social networks, etc.) will be involved in project implementation?	25

3	Text field	What kind of media will cover the implementation and results of the project (specify the name of the media and the number of publications / materials that are planned)?	26
4	Text field	What thought leaders are you planning to collaborate with?	27
5	Text field	What quantitative and qualitative indicators do you plan to achieve as a result of the project communication plan?	28
	Sustainability of the project		
1	Text field	How will free access to the project's outputs be ensured?	29
2	Text field	Does the project activity envisage the further development and operation of the products obtained from the project results and on what basis (self-sufficiency, budgetary financing, grant support, etc.)?	30
3	Text field	How does the organization plan to share the experience with other organizations?	31
4	Text field	Are partnerships planned with other organizations outside the project?	32
	Monitoring information		

		We will use the information below to report to the authorities and the public in the form of aggregated statistical information on the applicants and grantees of the UCF. The information provided will in no way affect the evaluation of your project. Please provide correct and verified information. If you are not sure about the accuracy of the information, please choose the option "I do not know / I do not want to answer"	
	Numeric field	Number of men in the project team	
	Numeric field	Number of women on the project team	
	Numeric field	Number of people ages 17 to 34 Number of people from 35 to 50 Number of people from 51 to 60 Number of people from 61 to 70 Number of people over 71	

	Numeric field	Number of working pensioners	
	Numeric field	How many people with disabilities are on the project team?	
	Yes No Difficult to answer	Does the project plan to use different energy-saving methods?	
	No Yes - enter a number	Does your project involve volunteers? Number?	

	Yes No Difficult to answer	Does your project involve engaging ATO veterans as an audience or participants?	
	Yes No Difficult to answer	Does your project involve engaging temporary displaced persons as an audience or participants?	
	Yes No Difficult to answer	Does your project involve orphaned children or children from families with low income as an audience?	
	Yes No Difficult to answer	Does your project involve people with disabilities as an audience?	

	Yes No Difficult to answer	Will your project's communications adhere to the principles of tolerance in accordance with the UNESCO Declaration of Principles of Tolerance	