

Ukrainian Cultural Foundation
Competition Programme
Scholarships

Guidelines for Applicants

“Scholarships” Programme

Dear colleagues,

This Guidelines for applicants will help you to better understand the terms and opportunities of the program “Scholarships”.

We advise that you carefully read the text of this Guidelines for applicants and use it in the preparation of the application package, further competitive selection and project implementation.

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Important:

The following rule is applied in 2021:

1 applicant — 1 application for each programme.

The program includes 2 competitions:

The beginning of the 1st competition is October 9, 2020

The beginning of the 2nd competition is on April 12, 2021

Application packages that were submitted to the first competition and passed the expert evaluation cannot be submitted for the second competition!

The Foundation's staff does not provide individual advice to applicants, nor does it provide legal advice.

I. About Ukrainian Cultural Foundation

The Ukrainian Cultural Foundation (hereinafter referred to as the Foundation or UCF) is a state institution established in 2017 as a new model of provision of state support and promotion of initiatives in the sphere of cultural and creative industries on a competitive basis. In accordance with the applicable legislation, the Foundation's activities are an integral part of the policy and established priorities of the Ministry of Culture and Information Policy of Ukraine.

Culture and creativity for understanding and development is the basic slogan of the Foundation referred to in the name of the Strategy for 2019~2021.

The main strategic goals that the Foundation intends to achieve during the implementation of the three-year strategy include:

- to support creating a cultural product;
- to strengthen the role of culture in society development;
- to support internationalization of Ukrainian culture;
- to strengthen institutional and financial capacity.

The tools for achieving the strategic goals of the Foundation are competition and institutional programmes of the Foundation. To learn more about activities of the Foundation, please visit our [official website](#).

You can find a calendar of grants that support cultural projects, fill in your organisation's profile to find partnerships, and find texts about current trends in the cultural and arts sectors in Ukraine and the world on the information and analytical portal of UCF [Ukraine.Culture.Creativity](#).

We advise that you subscribe to the official [Facebook page of the Foundation](#), where you can find up-to-date information about our activities and opportunities for applicants.

Our actual and postal address: 10-12 Lavrska Str., Kyiv, 01010, Ukraine

Our legal address: 19 I. Franka Str., Kyiv, 01030, Ukraine

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

Email of the «Scholarships»: programa.scholarship@ucf.in.ua

Important documents:

✔ all rules and requirements for the application package can be found in this Guidelines for applicants;

✔ information on the stages and terms of competitive selection can be found in the Procedure for Competitive Selection of Projects;

✔ information on the procedure of activities of the Expert Councils of the Foundation can be found in the Regulations on Expert Councils of the Ukrainian Cultural Foundation;

✓ information on project assessment criteria can be found in the Methodology of Expert Assessment.

The Foundation holds information sessions and webinars for applicants to provide advice on the rules and requirements of competitive selection.

The UCF has developed a series of lectures on grant management, which will be available for free on the Foundation website and YouTube channel from 20 October 2020.

You may also find useful a selection of [training videos with experts of the Foundation](#) and the practical course [“Very Cultural Management”](#).

We recommend that you use [FAQ](#).

Since the Foundation accepts applications only in electronic form, you may find useful the detailed step-by-step algorithm for working in the applicant’s personal online account — [How to apply](#).

II. About the “Scholarships” programme:

The programme meets the following **key priorities of the Foundation**:

- Creating favourable conditions for facilitation of creative activities
- Promoting intercultural dialogue and supporting cultural diversity;
- Promoting development of educational initiatives, implementation of innovations, information and digital technologies in the sphere of culture;
- Ensuring cultural rights by providing equal access to cultural resources and equal opportunities for personal development and fulfilment for all citizens and communities, regardless of cultural, linguistic, ethnic, regional, social, gender and other features or differences
- Supporting creation of competitive innovative cultural products and professional development of artists.

“**Scholarships**” is a programme designed to support artists and cultural operators of Ukraine, students of cultural, artistic and creative majors in terms of: financial support for individual artistic activities, studies, internship, participation in residences, exhibition projects, conferences, forums and researches abroad and within Ukraine. The programme is designed to stimulate the professional development of young artists, mobility and networking, including the exchange of experience, knowledge and skills which can be provided through monetary support for scholars.

88 applications have been submitted within the framework of the “Scholarship” programme in 2020. The Foundation has supported 18 applications, covering all 8 sectors of culture and arts, including: “Internship at the Andrzej Wajda Master School of Film Directing in Warsaw”, “Participation in the research and development laboratory at UnionDocs Center for Documentary Art in New York, USA with a documentary film project “Tears of Apache”, “Scholarship educational course in Florence for researchers of ancient textiles “Woven textiles. Recognition, analysis and classification”, “A study for a book “Ukrainian Woman in New York”.

Objectives:

- promotion of individual artistic activity, ensuring the autonomous artistic activity outside the institution;
- ensuring the financial support for mobility within Ukraine, allowing representatives of the cultural and creative industries to exchange experiences and improve their competencies;
- ensuring the financial support for mobility, allowing representatives of cultural and creative industries to exchange experiences and ensuring access to archive material, libraries, museums and laboratories abroad;
- professional improvement of representatives of Ukrainian cultural and creative industries through studies or internships.

Programme budget for 2021 is UAH 5 mln.

First competition budget: UAH 2.5 million

Minimum scholarship amount: UAH 5000

Maximum scholarship amount (cannot be increased): UAH 250,000

There are 8 sectors of culture and arts supported under the “Scholarships” programme:

- audiovisual arts;
- visual arts;
- audial arts;
- design and fashion;
- performing arts;
- cultural heritage;
- literature and publishing;
- cultural and creative industries.

The “Scholarships” programme for 2021 provides for individual activity of representatives of Ukrainian cultural and creative industries in the following areas within Ukraine and/or abroad:

- support for individual artistic activities;
- participation in “summer schools” or certified educational course studies(**including on-line**);
- internship or other kind of advanced training (**including on-line**);
- participation in conferences, forums and workshop sessions (**including on-line**);
- participation in residences and art laboratories;
- visits to relevant landmark events: festivals, forums, fairs, exhibition projects, etc.;
- researches or other search and preparation work at archive facilities, libraries, museums or other specialized art institutions.

The Foundation offers the following project implementation modes:

- **standard mode** (subject to the recommendations of the Ministry of Health of Ukraine on anti-epidemic measures for the quarantine period due to the coronavirus disease (COVID-19);
- **on-line mode**;
- **mixed mode** (involving both live and on-line activities within one project).

Applicants have an option of the project modes.

Please note:

If a scholar plans to visit a country requiring permission to enter, and there are possible difficulties in obtaining visas, we recommend to take the time required to obtain a visa into account in terms of deadline for project implementation. If a scholar fails to obtain permission to enter the destination country upon signing of the Grant (Scholarship) Agreement, such scholar shall repay 100 % of the scholarship amount to the Foundation.

Applicants for the program can be individuals, citizens of Ukraine aged 18 or over, carrying out their professional activities in 8 corresponding sectors of culture and creative industries, including students of specialized universities.

The Programme beneficiaries include scholarship recipients as well as professional cultural and artistic communities.

Expected short-term results of the programme:

- 20+ scholarship recipients of 8 sectors of culture, arts and creative industries, including cross-sectoral projects are provided with financial support;
- 20+ scholarship recipients provided with the opportunity to gain new experience and knowledge as well as to engage in professional activities outside the institution.

Expected long-term results of the programme:

- Conditions created for the use of foreign experience in the field of culture in order to implement innovative, contemporary and competitive cultural and artistic projects in Ukraine;
- Implementation of knowledge and skills obtained during the study\internship\research, which is the key to compliance of Ukrainian cultural and artistic practices with world standards.

Calendar of competitive selection and project implementation schedule

	Beginning	End
Submission of application packages only in the electronic form	09.10.2020	14.01.2021, 6 pm (Kyiv time)
Information campaign (including online consultations)	05.10.2020	14.01.2021
Publication of the register of the application packages received	by 18.01.2021	
Selection of projects in terms of meeting the technical criteria	15.01.2021	12.02.2021
Notification about the status of the application package after technical selection in the applicant's personal online account	by 16.02.2021	
Publication of the register of projects following the selection of projects in terms of meeting the technical criteria	by 16.02.2021	
Assessment of projects by the expert councils of the Foundations	15.01.2021	15.03.2021
Receiving the results of the expert assessment in the applicant's personal online account	by 26.03.2021	
Publication of a rating register of all projects after expert evaluation	by 26.03.2021	
Approval of decisions of the expert councils by the Directorate of the Foundation (through negotiation procedures) and approval by the Supervisory Board of UCF	29.03.2021	30.04.2021
Execution of Grant Agreements and publication of the register of winning projects	by 11.05.2021	
Implementation of projects, including submission of reports	upon execution of the Grant Agreement by	30.10.2021

	the Foundation, but not earlier than 30 April 2021	
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III. Requirements for scholarship recipients

- Ukrainian citizenship
- Not younger than 18 years

IV. Terms of participation

- host party support: invitation to participate or letter confirming the possibility of conducting research / internship in specific institution in a certain period (for institutions outside Ukraine - certified translation of such documents);
- commitment to return to Ukraine to apply the acquired skills and competencies, presentation of the results of the trip.

V. Mandatory Documents for Submission of Application Package for “Scholarships ” programme.

- project application (electronic form to be completed in the personal online account on the website of UCF);
- project cost estimate (special EXCEL table that can be found on the page of the competition programme)

If desired, the applicant may add any other material confirming the agreements reached with the host party, an invitation to the event, a letter of recommendation, etc.

Please note:

Documents do not need to be printed, signed and scanned. We recommend that you use the Word to PDF conversion option.

Documents submitted in a foreign language must be **translated into Ukrainian** and duly certified (independently by the applicant organisation, by a notary or translation agency). To do this, we recommend that you use the phrase: the translation was made from ..., translated by (Full Name), position and signature + seal and signature of the certifying person.

VI. How to Submit Application Package for Competition Programme

The application package to be submitted to the competitive selection of the Foundation includes the project application + cost estimate + extract from the USR + mandatory annexes.

The application package must be submitted only in the electronic form through the [official website](#) of the Ukrainian Cultural Foundation. The submitted application package must be signed by the **electronic digital signature of the head of the applicant organisation**. Make sure in advance that you have an electronic signature.

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

After you have created a personal account, it will automatically direct you to the home page of the website to select the appropriate competition programme → selection of the LOT → selection of the project type. After completion of these three steps, you will see the **“Submit application”** button on the right side of the screen — click it to start completing.

The application can be completed gradually — to do this, please use the **“Save”** button. For convenience, the completed application can be **“Printed”** — that is, displayed on a separate screen for reading or sent to a printer.

At the end of the application, there are special fields to upload the cost estimate, mandatory annexes to the project application and mandatory documents. After you have filled in all the fields of the project application, uploaded the cost estimate and annexes in the appropriate field, apply the electronic digital signature of the head of the applicant organisation and click **“Submit”**. After you have sent the application package to the Foundation, you will not be able to make any changes.

After sending the application package, the Applicant receives an e-mail notification on the successful submission of the application to the competition, indicating the project number assigned by the system (e.g. 4SCH1-12345).

After sending the application package to the Foundation, you can monitor its status at various stages of competitive selection. Please check the status of your application package — the competition calendar will help you to do this, where the deadlines for the notifications of the Foundation following the competitive selection stages are indicated.

Project application

The project application must be completed in the electronic format. Please read the list of questions you are required to answer in advance on the website of the

Foundation. We also advise that you read the expert assessment criteria – this will help you answer the questions in the application to be assessed (see [Methodology of Expert Assessment](#)).

The project application has built-in tips on the correctness of filling in its fields — **the letter “i” (*information*) in the upper right corner of the field**. If the field data format does not match the expected one (letters instead of numbers, etc.), the system will block sending of the application package.

Important:

The application may be corrected until it is sent to the Foundation. After it has been submitted, you will not be able to make any changes to either the text of the application or the uploaded documents. Also, you may not re-submit your corrected application package — the system automatically blocks this option. Therefore, we recommend that you check all documents before sending, create a separate folder on your PC, and transfer the final versions of the documents there. We recommend that you upload documents to the system from this created folder to avoid errors.

Cost estimate

Download the cost estimate form in the EXCEL format. The cost estimate must be submitted only in this form established by the Foundation. Please note that the detailed **instructions** for completing the cost estimate are in **one of the tabs** of the downloaded file — please read these recommendations carefully, they will help to draw up the cost estimate for the project in accordance with the requirements of the Foundation.

Draw up the cost estimate based on the principles of efficient and rational use of state funds. In practice, this means that all costs must be economically justified and used solely for implementation of the goals and objectives of your project.

The estimate in the column "Expenses due to the grant (scholarship) of the Foundation" includes only **eligible costs** (the list of eligible and ineligible costs is given below). Ineligible, according to the Foundation rules, costs may be included in the column "Cost-financed costs"

Eligible costs are those costs that meet all of the following criteria:

- costs that are necessary for the implementation of the project and provided by the estimate, namely:
 - travel;
 - accommodation;
 - food and other personal needs;
 - tuition fees;
 - payment for advanced training courses;

- consumables (stationery, paper, paints, canvas, etc.);
- other expenses (insurance for foreign trips, visa, tickets for
- artistic events, production of archival copies, as well as other costs that are related to the specifics of the activity and are not included in the previous list);
- costs that meet the principles of efficient and rational use of state funds;
- costs that will actually be incurred during the implementation period of this project; the project implementation period is determined as the period from the date of execution of the Grant Agreement by both parties until the date of submission of the final financial statements (but not later than the final project implementation date stipulated in the Grant Agreement);

List of costs prohibited at the expense of the grant (**ineligible costs**):

- purchase of goods, performance of works, provision of services not related to implementation of the project;
- costs for intermediary services;
- costs for goods, works and services that have already been or will be financed from other sources, before or after execution of the Grant Agreement (double financing);
- Costs related to implementation of projects aimed at making a profit (except for projects related to film production);
- costs for maintenance of institutions, organisations, including those that are participants of the projects;
- costs for purchase of fixed assets (including office furniture);
- costs for purchase of intangible assets (including copyright, franchises, etc., except for those, the cost for purchase of which are recognized as royalties). This restriction does not apply to the creation of websites;
- costs for capital repairs, construction, development of design and estimate documentation;
- costs for preparation of the project application for submission to the competition programme of the Foundation;
- losses due to exchange rate differences;
- costs incurred between related parties, the relations between which may affect the conditions or economic results of their activities or activities of the persons they represent.

Important:

There are **restrictions on certain items** of the cost estimate, namely:

- Maximum amounts of expenses for food, other own needs and accommodation within the project per 1 person for 1 day

Country	Food and other own needs (per day)	Accommodation (за добу)
inside Ukraine	500,00 uah	1000,00 uah
outside Ukraine	2 000,00 uah	3 500,00 uah

- Travel expenses: rail, city and intercity transport - not higher than the second class, air tickets - only economy class.

VII. Stages of the Competition and Criteria for Technical Selection of Projects

According to the [Procedure for Competitive Selection of Projects](#), the competitive selection of projects is held in four successive stages:

1. technical selection;
2. expert selection;
3. approval of decisions of expert councils by the Directorate through negotiation procedures;
4. approval of decisions of expert councils approved by the Directorate of the Foundation by the Supervisory Board of the Foundation.

Technical selection of projects

At this stage, the application package is analysed **for compliance with the technical selection criteria**.

The technical criteria for competitive selection of projects determine that the application package:

- has been submitted through the official website of the Foundation ucf.in.ua by the deadline;
- has been submitted in full in accordance with the description of the application package for this LOT;
- contains a cost estimate with two completed sheets (revenue and cost part) and submitted in the form established by the Foundation in the EXCEL format;
- Has been submitted in Ukrainian, and in case there are documents in foreign languages, contains a duly certified (i.e. either by the applicant, or by a

notary, or by a translation agency) translation of such documents into Ukrainian;

- has been submitted by an applicant that meets the requirements for applicants (a full list of requirements for applicants is given in Section 5 of the “Procedure for competitive selection of projects”).

Important:

Application packages that do not meet **at least one of the technical criteria** are not eligible for expert assessment.

The applicant will be able to see the results of selection of the project for compliance with the technical criteria as the status of its application package in his personal online account, and will also receive an email to the address it specified when registering its personal online account on the official website of the Foundation.

The result of consideration of the application package at this stage is one of the decisions:

- the application package meets the technical criteria and is submitted for consideration by the experts of the relevant experts council of UCF;
- the application package does not meet the technical criteria and is considered not to have passed the technical selection.

Applicants may submit their applications regarding technical selection results within **5 calendar days** after the Foundation sent them emails about the technical selection results.

In case you apply to the Foundation, please follow the following sequence of actions:

- prepare an application to the Directorate of the Foundation on the letterhead of the applicant organisation with a request to revise the results of the technical selection, certifying it with the signature of the head and seal (if any), put the date;
- be sure to indicate the reason of the negative result of the technical selection in the application and to provide the substantiation of the decision offered by you;
- in the absence of the required document, attach it to the application;
- send a scanned copy of the application with attachments to the e-mail address of the programme **programa.scholarship@ucf.in.ua** with the subject — APPLICATION 4SCH1-12345 (where 12345 is your application number).

You will be informed about the decision of the Management Board: a) by e-mail and/or b) the change of the decision regarding the results of the technical selection in the personal account of the applicant.

Following the technical selection, a register is formed and published on the official website of the Foundation.

VIII. Assessment of projects by experts of the UCF expert councils

Having passed the technical selection, the application package is submitted for assessment by the expert council of the relevant programme of the Foundation.

The application packages are assessed by experts of the Foundation in accordance with the Regulations on Expert Councils of the Foundation, the Project Assessment Methodology, subject to the funding criteria and the requirements of this Guidelines for applicants.

Important:

The applicant is prohibited from contacting experts during the expert assessment and influencing their decisions.

According to the Procedure for Notification of Conflict of Interest, **an expert may not be an applicant or participant of a project of the programme for the assessment of which he was engaged**, but an expert of the Foundation **may be an applicant or project participant in other programmes** in the assessment of which he did not participate.

Each project is assessed in parallel by five experts from the relevant expert council. Please read the Methodology of Expert Assessment to learn more about the rules of work of experts and the assessment criteria.

The maximum number of points from one expert is 100. The maximum number of points after assessment of the project by five experts is 500, which is the sum of the points awarded by all experts.

The applicant receives expert comments and assessment points in the personal online account. The general rating of the LOT will be formed after assessment of all application packages. Rating registers following expert assessment are published on the official website of the Foundation.

Projects will be financed in accordance with the rating formed and within the allocated state funding (or the amount of special funds). Depending on the rating register and the budget allocated for the implementation of the LOT, the Directorate of the Foundation determines the projects admitted to the negotiation procedures by its decision.

Applicants may submit their applications regarding expert selection results within **5 calendar days** after the Foundation sent them emails about the technical selection results.

In case you apply to the Foundation, please follow the following sequence of actions:

- prepare an application to the Directorate of the Foundation on the letterhead of the applicant organisation, certifying it with the signature of the head and seal (if any), put the date;

- send a scanned copy of the application to the e-mail address of the programme **programa.scholarship@ucf.in.ua** with the subject- APPLICATION 4SCH1-12345 (where 12345 is your application number).

You will be informed of the decision of the Directorate by e-mail.

IX. Approval of Decisions of Expert Councils by the Directorate Through Negotiation Procedures

Decisions of expert councils are approved by the Directorate in term of conditions, mechanisms, scope of UCF support through negotiation procedures with the applicant through the applicant's personal online office; in some cases the negotiation procedure may be held in the form of a personal meeting with the applicant.

If necessary, the applicant will receive a list of comments on the application package, subject to the comments of experts, which one must take into account before execution of the Grant Agreement. Full consideration of these comments is a prerequisite for execution of the Grant Agreement.

Before execution of the Grant Agreement, the applicant must provide the following documents through its personal online account:

- project application with all mandatory annexes and planned cost estimate, subject to the comments and recommendations of expert councils and the commission on negotiation procedures;
- a copy of the certificate of opening of a new separate bank account to receive grant funds or a certificate from the bank on the existence of an account with zero balance and a statement from this bank account to confirm the absence of funds on such account for the last 3 (three) months;
- a copy of the certificate from other servicing banks on the absence of debt on loans and interest (if any);
- a copy of the extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organisations, generated in the period from the date of receipt of the e-mail invitation until the date of negotiation procedures, generated in full with a complete list of data from the USR;
- a copy of the articles of association or other constituent document (with all amendments and supplements) in the effective version on the date of the negotiation procedures;
- a copy of the staffing list, Regulation on Bonuses or other regulations governing the amount of wages of employees of the applicant organisation;
- copies of the passport and identification number of the head of the legal entity (or individual entrepreneur), orders on the appointment of the head;
- a copy of the document on granting the head the authority to sign contracts and financial documents in the amount of more than UAH 50,000.00 (fifty) thousand in case there are such restrictions;

- a copy of the certificate from the State Tax Service of Ukraine at the place of registration on the absence of tax debts on taxes and fees (mandatory payments);
- certificate of the applicant, in an arbitrary form, on the absence of debts on wages signed by the head and the accountant (if any) and certified by the seal (if any);
- a certificate of the applicant, in an arbitrary form, on the absence of debts on loans;
- documents confirming compliance with applicable legislation on the protection of intellectual property and copyright for creation and use of the result of intellectual activity or intellectual to be used in the implementation of the project (such document may be a copy of the license agreement for exclusive/non-exclusive use of intellectual property or a letter from the applicant in an arbitrary form that no third party intellectual property and results of intellectual activity are used in the project, and all intellectual property and results that will be created within the project will be used in accordance with applicable law);
- letter of consent, in an arbitrary form, to processing, use, disclosure and access to personal data. Such consent is given individually by each team member who provides their personal data. The letter must state that such consent is granted to the Ukrainian Cultural Foundation;
- **in case co-financing is attracted** for the project, the Applicant must provide documents confirming co-financing. Such documents can include: a copy of the cooperation agreement indicating the amount of funding from each of the parties to the agreement, indicating all obligations to implement the project of both parties; a copy of the letter of guarantee, in which each of the parties engaged in the financing of the project confirms its financial obligations in respect of the amount of funding; if co-financing from at the expense of budget funds is provided, provide a duly certified copy of the decision of the authority on allocation of funds.

X. Scholarship Management Rules

Projects submitted to competitions of UCF may not be financed by any other donors or organisations for the same type of costs. If the fact of double financing at any stage of the competition or project implementation is established, the project will be excluded from the competition or the Grant Agreement will be terminated. If such fact is established at the reporting stage, the grantee must return the funds previously transferred to it under the Grant Agreement to the UCF.

After signing the Grant Agreement (Scholarships) scholar receives the scholarship in full amount for project implementation

After execution of the Grant Agreement it is **prohibited**:

- change the type of activity stated in the project application;
- change the country for travel stated in the project application;

- change the items of the agreed budget within more than 10% of the amount of the grant (scholarship) without the consent of the Foundation (scholarships) / scholarships cannot be increased).

The grantee is responsible for keeping account of the costs of the project on the basis of properly executed primary documents. The grantee **is solely liable** for the obligations to third parties that have arisen during the implementation of the grant project.

During the project implementation and until the end of the current budget period, the grantee does not have the right to earn profit from implementation of the project.

The grantee must be guided by the [Communication Guidelines](#) in respect of the project and use of the brand of UCF and the [Communication Strategy of the Foundation](#). Given the importance of reporting the results of the programme, the Ukrainian Cultural Foundation requests the grantee to post information about obtaining funding under the “Scholarships” programme on its official media resources (website, pages in social media).

A prerequisite for the completion of the project supported by the Foundation is the public presentation of the results of its implementation and posting of the report on the use of funds within the project on the official website of the Foundation.

XI. Reporting Procedure

Before sending the final reporting documents to the Foundation, the Scholar must fill in the final monitoring questionnaire on the results of the project in the personal online account on the Foundation's website. This data is necessary, among other things, to measure the performance of the Foundation and in order to confirm the effectiveness of the use of funds.

No later than on the date of expiration of the Grant Agreement, the grantee must submit to UCF the **final reporting documents** on the 100% project implementation. The Foundation verifies and analyses the project reports and sends comments, if any, to the grantee, who must respond to all comments and submit the required documents specified in the letter within the specified time.

Final reporting is a *package of documents in the paper form* which includes completed annexes to the Grant Agreement (**content report and report on receipt and use of funds for project implementation**) and other mandatory documents specified by the Foundation. [Control procedure](#). The grantee is responsible for the data specified in the final report on the use of the grant amount (scholarship).

Completed Annexes No. 3 and No. 4 to the Grant Agreement — a content report and a report on the receipt and use of funds for project implementation — are also submitted through the grantee’s online account.

Content report (Annex № 3 to the Agreement): the completeness of the achievement of the goal, objectives and all key results of the project implementation is stated in a descriptive form. The content report is accompanied by materials confirming individual artistic activity (eg: photo, video report, printed materials, etc.) or is a confirmation of the course of study (if any).

Report on receipt and use of funds for project implementation (Annex № 4 to the Agreement): the document reflects the use of funds within the project implementation. The original is attached to the report documents confirming the payment of expenses (except for expenses under the item "Food and other own needs").

A paper version of the final reporting documents together with all materials and samples of the final product (if available) must be delivered by the grantee **to the Foundation by a courier delivery service**.

Important:

The final reporting package must be submitted to the Ukrainian Cultural Foundation no later than the expiration date of the Grant Agreement, i.e. **on or before 30 November 2022**.

The package of final reporting on the project implementation must be delivered by the courier service **to the Foundation:**

“Scholarships” programme, Ukrainian Cultural Foundation
10-12 Lavrska Str., Kyiv-01010

Working hours of the Foundation: Monday to Friday from 9:00 am to 6:00 pm (excluding public holidays).

XII. The Guidelines for applicants was developed on the basis of regulatory and legal documents:

- Law of Ukraine “On the Ukrainian Cultural Foundation”;
- Regulation on the Ukrainian Cultural Foundation;
- Strategy of the Ukrainian Cultural Foundation for 2019~2021 “Culture and Creativity for Understanding and Development”
- Communicative Strategy of the Ukrainian Cultural Foundation;
- Procedure for competitive selection of projects;

- Regulations on Expert Councils of the Ukrainian Cultural Foundation;
- Methodology of Expert Assessment;
- Procedure for notification of conflicts of interest that arose in the competitive selection and financing of projects by the Ukrainian Cultural Foundation;
- Procedure for monitoring the fulfilment of obligations to the Ukrainian Cultural Foundation by subjects receiving funding.

XIII. Glossary of the “Scholarships” Programme

For the purposes of this Guidelines for applicants and the corresponding competitive programme, the following terms have the following respective meanings:

Competition programme (hereinafter — the Programme) means a set of tasks and activities, united by a single ideological and thematic concept, implemented to achieve the vision, mission and goals defined by the strategy of the Foundation and have a common name.

Competitive selection of projects (hereinafter — the Competition) means a competitive selection of cultural and artistic projects and institutional support projects, which involves the following stages: 1) technical selection; 2) expert selection; 3) approval of the decision of the expert councils by the Directorate of the Foundation through negotiation procedures; 4. approval of decisions of expert councils in respect of project with the cost exceeding 150 minimum wages approved by the Directorate Of the Foundation by the Supervisory Board of the Foundation. More details on the stages of competitive selection and evaluation criteria can be found in the relevant section of this Guidelines for applicants.

Applicant means a legal entity or individual who participates in the competitive selection of projects by submitting an application package.

Scholar - an applicant who, under the conditions specified in the Grant Agreement (scholarship), received funding from the Foundation.

Application package is a package of documents, which includes a project application, project cost estimate and other documents provided for by the Guidelines for applicants for applicants of the relevant competition programme.

Grant Agreement (Scholarships). The essential terms of the Grant Agreement are the definition of a specific project for the implementation of which funds are provided; the amount of the grant (amount of funds) with the appropriate cost estimate indicating the objects for which it will be spent; payment schedule; obligations of the person receiving the funds, including reporting obligations;

minimum technical requirements for the project to be met; grant implementation period; procedure for provision of evidence to confirm the proper performance of the Grant Agreement; liability for violation of the Agreement.

Scholar means an applicant who received funding from the Foundation under the terms of the Grant Agreement for the implementation of the cultural and artistic project.

Project (within the framework of the “Scholarships” program) - activities of individuals aimed at training, internships, participation in residencies, festivals, exhibition projects, conferences, workshops, forums, research or other work in archives, libraries, museums or other art institutions within Ukraine and abroad. The project is implemented within the defined budget (budget) and its implementation requires action within the agreed timeframe provided for in the Grant Agreement (scholarship) concluded with the Foundation.

Scholarship - financial resources provided free of charge and non-refundable based on the Fund to an individual engaged in cultural activities, for project implementation.

Project implementation costs are the costs determined by the project estimate, which are related to the implementation of the cultural and artistic project under the Agreement, and confirmed by primary documents.

XIV. Checklist for Applicants for the Scholarships programme

Application package	Note
Project application (electronic form)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cost estimate (EXCEL)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Additional documents (if any)	Yes <input type="checkbox"/> No <input type="checkbox"/>