



COMPETITIVE PROGRAMME

Ukrainian Cultural Foundation

UKRAINIAN CULTURAL MONITOR

LOT 2

DEVELOPMENT AND IMPLEMENTATION OF  
CULTURAL MONITOR PROGRAMMES AND  
METHODOLOGY

Guidelines for applicants

2019

## CONTENTS

I. About the Ukrainian Cultural Foundation	3
II. About the Programme “Ukrainian Cultural Monitor”	4
III. About LOT 2 «Development and Implementation of Cultural Monitor Programmes and Methodology»	5
IV. Contest schedule for LOT 2	6
V. Key project implementation terms for LOT 2	6
VI. Types of projects for LOT 2	7
A. Individual projects	7
B. National cooperation projects	7
C. International cooperation projects	7
VII. Contest budget. Minimum and maximum grant within LOT 2	8
A. Individual projects	8
B. National cooperation projects	8
C. International cooperation projects	8
VIII. Contest procedure and evaluation criteria	9
A. Technical selection	9
B. Expert selection	10
C. Decision-making by UCF’s Directorate/Supervisory Board	10
IX. Key requirements to applicants and partners	11
X. Application documents (application package)	12
A. For Legal person/Local authorities	12
B. For Private entrepreneurs (III group of fixed tax payers)	12
C. Application form	13
D. Estimate Budget	13
XI. Terms of projects’ financing	14
A. Eligible expenditures	14
B. Ineligible expenditures	15
C. Co-financing terms	15
D. Prevention of double funding	15
XII. Submission procedure	16
A. E-form application	16
B. Hard form application	16
XIII. Grant Agreement signing procedure	16
XIV. Reporting procedure	17
XV. Contact information for the programme “Ukrainian Cultural Monitor”	19
XVI. Glossary for the LOT 2	20
XVI. Checklist for applicants of the LOT 2	20
Annex 1	21

## I.About the Ukrainian Cultural Foundation

**The Ukrainian Cultural Foundation** is a state-owned institution created in 2017 in correspondence with the Law of Ukraine with aim to facilitate development of culture and arts in Ukraine, to provide favourable environment for development of intellectual and spiritual potential of individuals and society, wide access for the citizens to national cultural heritage, to support cultural diversity and integration of the Ukrainian culture into the world cultural space. The Ukrainian Cultural Foundation supports projects through a competitive selection process. Activities of the Ukrainian Cultural Foundation are guided and coordinated by the Ministry of Culture of Ukraine.

### **Priorities of UCF activities are:**

1. To create favourable conditions for creative activities, partnership development and formation of common values of the civil society in Ukraine
2. To promote intercultural dialogue and cultural diversity
3. To guarantee cultural rights by ensuring equal access to cultural resources and equal opportunities for personal development and self-realization for all citizens and communities, regardless of cultural, linguistic, ethnic, regional, social, gender and other peculiarities or differences
4. To ensure the comprehensive development and functioning of the Ukrainian language in all spheres of public life on the territory of Ukraine, as well as promoting the study of the Ukrainian language abroad
5. To promote internationalization of Ukrainian culture, as well as coordination of the donor support to the projects related to culture and creative industries
6. To support creation of competitive innovative cultural product and professional development of artists, as well as development of children's and youth creativity
7. To promote projects aimed at local development under the conditions of decentralization
8. To promote preservation and actualization of cultural heritage
9. To support research and analytics related to culture and creative industries
10. To promote development of educational initiatives, implementation of innovations and digitalization of culture

In 2019, the UCF transitioned to the programme-based work. These *Guidelines for applicants* contain information about **the programme "Ukrainian Cultural Monitor"**, particularly: what are the mission and objectives of this programme, what audience is it designed for, which types of projects can be supported within the framework of this programme, what is the application procedure for the programme, and what are the selection criteria. It also contains information on the **LOT of this programme "Development and Implementation of Cultural Monitor Programmes and Methodology"**.

Information will be useful not only for those who will submit their application for the first time in 2019 - within the framework of the LOTs of the "Ukrainian Cultural Monitor" programme - but also for those who have already applied projects to UCF in 2018.

## II. About the programme "Ukrainian Cultural Monitor"

**Programme "Ukrainian Cultural Monitor"** is aimed at researching the conditions of the cultural, creative and audiovisual sectors of Ukraine, as well as promoting the implementation of state policy in the fields of culture and arts, stimulating the development of modern areas of cultural and artistic activity, and developing innovative projects.

Programme «Ukrainian Cultural Monitor» corresponds to the following **UCF priorities**:

- To support research and analytics related to culture and creative industries
- To create favourable conditions for creative activities, partnership development and formation of common values of the civil society in Ukraine
- To promote intercultural dialogue and cultural diversity
  - To guarantee cultural rights by ensuring equal access to cultural resources and equal opportunities for personal development and self-realization for all citizens and communities, regardless of cultural, linguistic, ethnic, regional, social, gender and other peculiarities or differences
  - To ensure the comprehensive development and functioning of the Ukrainian language in all spheres of public life on the territory of Ukraine, as well as promoting the study of the Ukrainian language abroad
  - To support creation of competitive innovative cultural product and professional development of artists, as well as development of children's and youth creativity
  - To promote projects aimed at local development under the conditions of decentralization
  - To promote preservation and actualization of cultural heritage

**Within "Ukrainian Cultural Monitor" programme there are two LOTS available:**

LOT 1: Applied Scientific Research: Cross-sectoral, Sectoral and Specific Issues

LOT 2: Development and Implementation of Cultural Monitor Programmes and Methodology.

Each of the applied projects may correspond to several sectors of culture and arts from the list below, but in the project application **one main sector** should be indicated.

Projects can correspond to the following sectors of culture and arts:

**visual art** (painting, graphics, mosaics, printmaking, installation, poster, lithography, murals, 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** (applied/graphic/land/sound design, interior design, fashion, architecture)

**performative art** (theatre, ballet, dance, circus, music plays (musical, opera), performance, happening)

**cultural heritage** (libraries, museums, archives, crafting, tangible and intangible heritage)

**literature and publishing** (books, periodic, magazines, print media, literature festivals)

**cultural and creative industries** (festivals and events, cultural and creative spaces, creative entrepreneurship, innovations)

### III. About LOT 2 “Development and Implementation of Cultural Monitor Programmes and Methodology” within “Ukrainian Cultural Monitor” programme

**LOT’s Mission:** promoting the implementation of state policy in the fields of culture and arts, stimulating the development of modern areas of cultural and artistic activity, and developing innovative projects.

**LOT’s Purpose:** monitoring cultural policies at different levels of their implementation, information verification, tracking mechanisms and indicators of changes in the cultural, creative and audiovisual sectors of Ukraine

**LOT's Task:**

- development and implementation of monitoring research programs of cultural sectors;
- development of methods for evaluating the cultural product, as well as methods for assessing the state of the material and technical base by sectors;
- research of the influence of cultural policies (state, region, city) on the development of the sector / sectors within the country, the region, the city;
- mapping of sectors’ cultural resources.

**LOT Description:**

**Cultural monitoring program** - regular monitoring of the state of cultural processes for their evaluation, control and forecasting. It is implemented using various tools and methodologies. Main monitoring functions: analytical, diagnostic, evaluation, orientational, informational. There are different monitoring levels, e.g. global, regional, local. The information obtained through monitoring forms the basis of decisions, strategies, programs of work of state authorities, institutions and organizations, civil society institutions. The collection of information should take place in accordance with established standards prior to conducting sociological / monitoring studies, and the collected data is an integral part of the descriptive study. The volume of the report - at least 3 author's sheets.

**Methodology** - a set of techniques for conducting both cultural monitoring and evaluating various indicators of the cultural process, identifying and studying the indicators of changes in the cultural process, etc. The volume of the report - at least 2 author’s sheets.

**Cultural mapping** (mapping of cultural resources) is one of the most important instruments of cultural monitoring that has been recognized by UNESCO as a leading resource for the preservation of world tangible and intangible cultural values. Cultural mapping covers a wide range of methods and activities and focuses on locating and capturing local cultural resources that include not only specific historical cultural objects but also networks, links and patterns of their use by specific communities or groups.

**Regional review** - the kind of analytical report, a result of the monitoring and evaluation of the impact of cultural policies (state, region, city) on the development of the sector / sectors within the country, region, settlement. The volume of the report - at least 3 author's sheets.

**Target audience of projects proposed for implementation under the LOT «Development and Implementation of Cultural Monitor Programmes and Methodology”:**

- scientific institutions, regardless of the organizational and legal form and ownership form, formed in accordance with the procedure established by law, for which the scientific and (or) scientific-technical activities are primary;
- institutes and universities of various forms of ownership and accreditation;
- autonomous research groups or individual researchers with the status of a legal entity or individual entrepreneur and have an appropriate profile of scientific and economic activity;
- local self-government bodies at all levels

**Warning! Within this LOT, the following project formats are not supported:**

- a report on the results of the development and implementation of a monitoring program or methodology;
- mapping of cultural resources in the form of: 1) maps based on Internet technologies, 2) text maps;
- regional review in the form of research, articles, brochures resulting from the monitoring and evaluation of the impact of cultural policies (state, region, city) on the development of the sector / sectors within the country, the region, the settlement.

#### IV. Contest schedule for the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”

	Start	Deadline
Terms of application of project proposals within the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” - <b>on-line application</b>	11.02.2019	22.03.2019 at <b>6 p.m. (Kyiv time)</b>
Terms of application of project proposals within the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” - <b>hard copies</b>	11.02.2019	22.03.2019 ( <b>by post stamp</b> )
Consultations	11.02.2019	22.03.2019
Publication of the <b>list of applied project</b> proposals within the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”	29.03.2019	
Publication of the <b>list of winner project</b> proposals within the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”	15.05.2019	

#### V. Key project implementation terms for LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”

<b>Terms of implementation for LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”</b>		
	Start	Deadline
Projects within LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” can be realized...	15.05.2019	31.10.2019
<b>Terms for reporting within LOT «Development and Implementation of Cultural Monitor Programmes and Methodology”</b>		
	Start	Deadline
Reports on the projects within LOT «Development and Implementation of Cultural Monitor Programmes and Methodology” can be submitted...	Date of project’s finish	08.11.2019

## VI. Types of projects for the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”

**The project (within the framework of the UCF competition programmes)** is the activity of legal entities of all forms of ownership, local authorities or individual entrepreneurs, aimed at creating a certain cultural product, cultural good or cultural service (or altogether). This activity is carried out in order to achieve clearly defined goals within the limits of the estimated budget. Its implementation requires the actions, that were agreed according to the Grant Agreement concluded with the UCF, to be done within estimated terms.

**Grant** - financial resources provided by UCF on a gratuitous and irrevocable basis to the subjects that carry out activities for project implementation in the field of culture.

**A partner** is a legal entity that has partner relations with the applicant, is a part of the partnership that submits the application within the framework of the announced project competition and is a co-executor of the project, but is not an applicant and cannot manage project resources without the consent of the applicant.

**Co-financing** - resources are exclusively in cash, not prohibited by law, which are not grant funds of the UCF and are used by the applicant and partners for the realization of the goals and achievement of project results (for more details on co-financing, see Section XI of the *Guidelines for applicants* -> "Co-financing terms").

Within the framework of the programme “Ukrainian Cultural Monitor”. you can submit **three types of projects**:

### A. Individual project

This is a cultural and artistic project, which is implemented by one applicant. Such projects do not foresee or permit the disbursement of grants by any other legal or natural persons that are not the direct executors of the Grant Agreement.

### B. National Cooperation Project

This is a cultural and artistic project that involves partner project realization in two or more regions of Ukraine. The minimum partnership should include one applicant and one partner from different regions of Ukraine.

### C. International Cooperation Project

This is a cultural and artistic project that involves the implementation of a project in Ukraine and/or abroad in partnership with other organizations or individual entrepreneurs. In this case, the applicant must be a Ukrainian resident and one of the partners - a non-resident.

## VII. Contest budget. Minimum and maximum grant amount within LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”

Total budget of the programme “Ukrainian Cultural Monitor”- **10 million. UAH**

Budget of LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” of “Ukrainian Cultural Monitor” programme is **5 million UAH**.

UCF reserves the right not to spend all the funds provided by this LOT.

### A. Individual project

The minimum amount of the grant is **100 thousand UAH**.

The maximum amount of the grant is **1 million UAH**.

In accordance with the funding principles, the UCF grants an equivalent to 100% of the project budget for individual projects; **co-financing is not required, but is welcomed**.

### B. National Cooperation Project

The minimum amount of the grant is **500 thousand UAH**.

The maximum amount of the grant is **1,5 million UAH**.

In accordance with the funding principles, UCF grants an equivalent to 80% of the project budget for national projects; **co-financing has to be 20% of the project budget**.

### C. International Cooperation Project

The minimum amount of the grant is **500 thousand UAH**.

The maximum amount of the grant is **1,5 million UAH**.

In accordance with the funding principles, the UCF grants an equivalent to 70% of the project budget for international projects; **co-financing has to be 30% of the project budget**.



## VIII. Contest procedure and evaluation criteria

In accordance with the *Procedure for the competitive selection of projects No.19 as of 26.11.2018*, a competitive selection within the LOTs of programme “Ukrainian Cultural Monitor” is held in three stages:

- 1) Technical selection (first stage)
- 2) Expert selection (second stage)
- 3) UCF’s Directorate/Supervisory Board decision-making on assignation / non-assignation of funding (third stage)

### A. Technical Selection

**An application package** is a set of documents consisting of a project application, a project estimate budget and other documents stipulated in *Section X of the Guidelines for Applicants - "Application documents"*.

At this stage, an application package is **analysed for compliance with the technical selection criteria**. The analysis is carried out by a Commission consisting of UCF employees. The commission is created by order of the Executive Director of the UCF.

Technical criteria mean that the project application, the estimated budget and other documents of the application package have to be submitted:

- **in standard form** (established by the UCF) and within the terms stipulated by the LOT «Development and Implementation of Cultural Monitor Programmes and Methodology” of the programme “Ukrainian Cultural Monitor”;
- **in fully and properly filled out forms**, according to the list of documents and the checklist of the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” of the programme “Ukrainian Cultural Monitor”;
- **by applicant** who is eligible to take part in the LOT «Development and Implementation of Cultural Monitor Programmes and Methodology” of the programme “Ukrainian Cultural Monitor”;
- **in Ukrainian language.**

Application packages that do not meet even one of the technical criteria, procedure, terms of submission of documents and other requirements are not allowed to the second stage of the competition.

The applicant **will be informed by e-mail** on the results of the technical selection.

The result of the evaluation at this stage will be one of the decisions made by the Commission:

- a) the application package *meets the technical criteria* and therefor is submitted for examination by the experts of the relevant expert council;
- b) the application package *does not meet the technical criteria* and therefore it cannot be submitted for examination by the experts and is considered not to have undergone a technical selection.

## B. Expert selection

At the stage of expert selection, **the application package is evaluated by the experts of the UCF Expert Boards** in accordance with clause 5.4 of the *Provision on the UCF Expert Boards* and *UCF Project Evaluation Methods*. At this stage, evaluation is carried out in several steps:

- 1) content evaluation of the project by two experts of the UCF Expert Councils for compliance with the criteria of funding (maximum score - 100 points);
- 2) evaluation of the project by one expert of the UCF Financial Expert Council for compliance of the project's budget with the quality, expediency, rationality, admissibility of the use of the grant funds (maximum score is 100 points);
- 3) evaluation of the project by one of the communications strategy experts on promotion and sustainability (maximum score - 100 points).

The result of evaluation at the stage of expert selection will be the sum of the points obtained during the evaluation by experts (the maximum score - 300 points). More detailed information is provided in the *UCF Project Evaluation Methodology*.

The projects that received 210 points and more (70 points or more for each part of the project: content, finance and communication) are passed to the UCF Board for review.

The applicant will be informed about the results of the expert selection by e-mail.

## C. Decision-making by the UCF / Supervisory Board

In case the project is recommended for financing by experts of Expert Councils, **the applicant is invited to the negotiation procedure**. Through negotiation procedures, the UCF's Board decides on the assignation / non-assignation of funding. In the case of funding assignation, **the applicant becomes a grant recipient (grantee)**.

Decisions, to support the implementation of projects whose value exceeds 150 minimum wages (established by the Law of Ukraine on the State Budget of Ukraine as of January 1 of the respective year) are taken by the UCF Expert Councils and approved by the UCF Directorate and finally by the Supervisory Board.

The list of winner projects within the specific LOT of one programme will be published on the UCF web-site. Grant recipients will be invited to sign the *Grant Agreement* **by e-mail**.

## IX. Key requirements to applicants and partners

Applicant for the “Ukrainian Cultural Monitor” programme can be:

- scientific institutions, regardless of the organizational and legal form and ownership form, formed in accordance with the procedure established by law, for which the scientific and (or) scientific-technical activities are primary;
- institutes and universities of various forms of ownership and accreditation;
- autonomous research groups or individual researchers with the status of a legal entity or individual entrepreneur and have an appropriate profile of scientific and economic activity;
- local self-government bodies at all levels

**a legal entity of all forms of ownership, a local self-governing authority or an individual entrepreneur (III group fixed tax payers), registered in Ukraine duly in accordance with the current legislation**

- not less than one year prior to the date of the competition announcement, and
- has experience in implementing similar projects.

**ATTENTION!** One legal entity, a local self-governing authority, an individual entrepreneur, has **the right to submit only one application** in all LOTs of all announced UCF competition programmes in 2019, and **only act once as a partner**.

The neglect of this rule leads to the complete disqualification of all applications submitted by applicants-offenders.

The following categories **cannot be** applicants:

- individuals;
- political parties and associations;
- religious organizations;
- legal entities seeking profit from the project implementation, unless they are going to reinvest profit into the project;
- legal entities, natural persons that were declared bankrupt or against which bankruptcy proceedings were initiated;
- legal entities or private entrepreneurs in the process of winding up;
- legal entities or private entrepreneurs with state and/or local tax liabilities, including pension tax liabilities, social security tax liabilities, and/or have overdue wage arrears.

A partner in the framework of projects of national and international cooperation may be a legal entity of all forms of ownership, registered abroad (non-resident) not less than one year prior to the date of the competition announcement.

## X. Application documents

### A. For legal person / local self-governing authority

- project application form including CV (biography and experience) of project's coordinator, *Annex 1 and 2 of Project Application*;

- Estimate Budget;

- a copy of the Statute, the Regulations or other constituent documents registered in accordance with the current legislation;

- an extract from the Unified State Register with the name of the person who intends to sign the Grant Agreement with the UCF (the head of the applicant organization) as well as the list of the main types of activities. ATTENTION: the activities of the applicant organization must be in line with the main areas of the project implementation within the framework of realization of the *Grant Agreement with the UCF*;

- financial statements for the latest reporting date preceding the application date;

In addition, for non-profit organizations:

- Extract from the Register of Non-Profit Organizations and Institutions

### B. For individual entrepreneurs (III group fixed taxpayers)

- project application including CV (biography and experience) of project's coordinator, *Annex 1 and 2 of Project Application*;

- estimated Budget;

- an extract from the Unified State Register with the name of the person who intends to sign the Grant Agreement with the UCF (the head of the applicant organization) as well as the list of the main types of activities. ATTENTION: the activities of the applicant organization must be in line with the main areas of the project implementation within the framework of realization of the *Grant Agreement with the UCF*;

- extract from the Register of Fixed Taxpayers;

- tax return of a fixed taxpayer at the latest reporting date preceding the application date.

**ADDITIONALLY!** For projects of national and international cooperation:

- an applicant's cooperation agreement with a partner;

- a guarantee letter confirming co-financing;

- a copy of the document confirming the registration of the partner organization;

Documents submitted in the original language must be translated into Ukrainian and certified duly.

**ATTENTION!** All documents must be submitted in PDF format, project budget - in XLS format. Copies of documents must be duly certified, namely: each copy of the page must contain a personal signature, surname and initials, the position of the person certifying the copy, the mark "In accordance with the original", the date of certification of the copy and seal (if available).

All documents must be in Ukrainian, submitted in accordance with the list and in the appropriate format. Otherwise, applications will be rejected at the first (technical) stage of evaluation of the application package - without the possibility of improving the project application. In addition, applications that do not comply with the minimum and / or maximum amount of the grant, as well as UCF terms of implementation, will be rejected at the first (technical) stage of the application evaluation - without the possibility of improving the project application. UCF reserves the right to request additional documents.

### C. Project application

Project application for LOTs of “Ukrainian Cultural Monitor” programme is **submitted according to the UCF form**.

Application form can be found and downloaded in the DOC format on the UCF web-site, in the section "Programme “Ukrainian Cultural Monitor””.

### D. Estimate budget

**Estimate Budget** for LOTs of “Ukrainian Cultural Monitor”. programme is submitted according to the UCF form. It can be found and downloaded in XLS format on the web-site of the Ukrainian Cultural Foundation, in the section "Programme “Ukrainian Cultural Monitor””.

Planned costs for the organization and implementation of the project are formed on the basis of the planned estimate, which reflects the costs associated with each stage of the project, grouped under specific budget lines based on types of economically homogeneous costs.

The articles of the estimate budget are decoded in the items by type of expenditure. The estimate budget includes only expenses that are directly related to the **list of eligible costs** (a list of eligible and ineligible costs is given below).

Costs, necessary for the organization and implementation of each project, are determined by calculations **based on economically justified rates of expenditure on material and labour resources**.

Estimate budget for LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” of “Ukrainian Cultural Monitor”. programme can be found and downloaded in XLS format on the UCF web-site, in the section "Training. Exchanges. Residencies. Debuts”. Instructions for drawing up the estimate budget are given in the file "Estimate Budget for the programme "Ukrainian Cultural Monitor" in the XLS format in the “Detailed Budget" tab, column 12 "Guidelines for estimate budget".

#### **Limitations are set for separate budget articles, namely:**

- the copyright fee cannot exceed 50 000 (fifty thousand) UAH;
- salary of full-time employees: the salary is established on the basis of the Unified Tariff Grid in accordance with the CMU Resolution No. 1298 dated August 30, 2002; the bonus cannot exceed more than 100% of the salary according to the fixed tariff grid, if the Regulations on bonuses **and the schedule of employees’ work indicating an additional workload** are submitted;
- the amount of services rendered under a civil-law contract (independent contractor contract) cannot exceed UAH 20,000 (twenty thousand);
- expenses on the business-trips of full-time employees are established in accordance with the provisions of the CMU Resolution No. 98 of 02.02.2011;
- costs for the purchase of equipment, tools, inventory cannot exceed 6,000 (six thousand) UAH. without VAT per unit and have to be recorded in the accounting books as low-value and non-durable items;
- catering services: 100 UAH per person for one day, with obligatory provision of copies of registration lists with signatures of participants;
- if the sum of goods, works, services provided by a legal entity, or individual entrepreneur, a payer of the fixed tax of the third group, exceeds 30 000 (thirty thousand) UAH; at the time of reporting this amount must be confirmed by three commercial price offers from other suppliers of goods, works, services which were sought by the grant recipient to study the market price offer.

After the signing of the Grant Agreement it is prohibited:

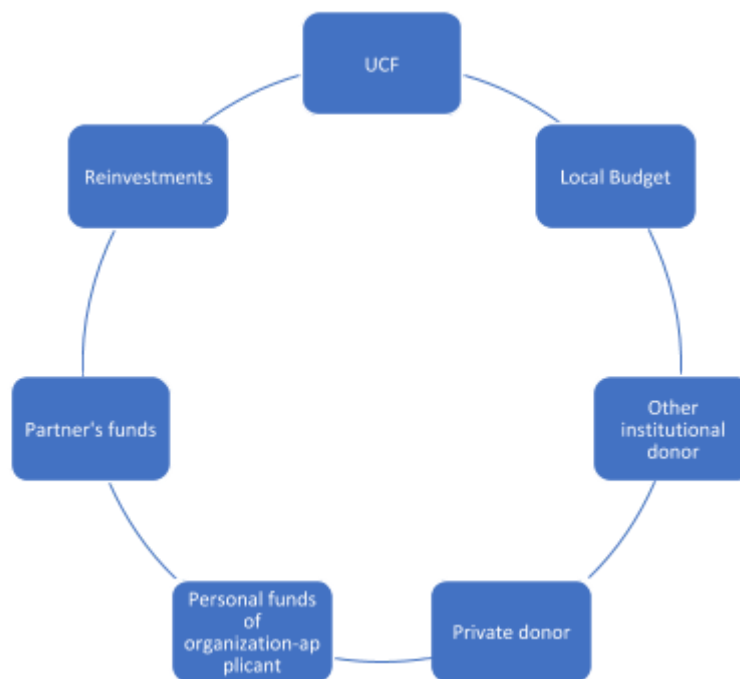
- increase the amount of fees, salaries, wages for labour contracts and civil-law contracts;
- increase the number of team members;
- change the functional duties and workload of team members;
- change the cost items of the budget and introduce new ones in the estimated budget;
- to change the articles of the agreed estimate budget in the limits of more than 10% of the sum of the article.

## XI. Terms of projects' financing

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)**

**An example of projects' financing with the involvement of other sources of co-funding**



### A. Eligible costs

Only eligible expenditures may be covered by project funding.

Within the framework of the “Ukrainian Cultural Monitor” programme LOTs, 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 that will be documented in the accounting books of the grant recipient (its partners), identified and supported by original documents;
- expenditures covered by the project budget, namely:
  - Honorarium, professional fees
  - Wages, taxes and duties
  - Business trips for full time employees of applicant or partner organization
  - Equipment that has a service life of more than one year, but which is not the fixed (tangible) asset
  - Rent (office, equipment, vehicles, instruments, stage equipment)
  - Catering
  - Supplies (expendables)
  - Publishing services
  - Promotional services
  - Creation of website

- Purchase of methodical, educational, informational materials including those on electronic devices
- Translation/interpretation services
- Other direct expenditures

Within the framework of the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology” of the “Ukrainian Cultural Monitor”. programme it is allowed: purchase of fixed assets and intangible assets, as well as ongoing repairs through co-financing (except for the purchase of land, movable and immovable property, office furniture, major repairs, construction works, development of project-estimates documentation).

#### B. Ineligible costs

Within the framework LOTs of the “Ukrainian Cultural Monitor” programme, the following categories of expenditures will be deemed **ineligible**:

- Purchase of goods, services, contractor work, that are not related to the events’ realization within project and project’s objectives;
- payment of debts that are not related to the project implementation;
- payment of debts that arose prior to the signing of the *Grant Agreement* or after the expiration of the *Grant Agreement*;
- costs that are financed or will be financed by other budget programmes or covered by other donors, organizations, applicant's own funds;
- costs associated with the implementation of projects aimed at profit;
- costs for the maintenance of institutions, organizations, including those who are project participants;
- reserves covering possible losses and future liabilities;
- acquisition of land, movable and immovable property, office furniture;
- costs for major repairs, construction works, development of budget estimate documentation;
- costs for the preparation of the project application;
- losses due to exchange rate differences;

#### C. Conditions of co-funding

**Co-funding** (co-financing) - resources exclusively in monetary form, that are not prohibited by law and that are not UCF grant funds and are used by the applicant and partners to realize the goals and achieve project results. Co-funding is possible with all allowable cost types. Co-funding in kind is not allowed.

To confirm the co-funding of the project, the Ukrainian Cultural Foundation asks to provide a **Cooperation Agreement between the applicant and the partner**, where the terms of co-funding are specified, and a **Guarantee Letter** confirming co-financing.

In case of grant implementation on the co-financing terms, the grant recipient reflects the amount of co-financing in the estimate budget, indicating the list and amount of expenses in quantitative and monetary figures. The grantee is responsible for the data in Project Financial Report.

#### D. Prevention of double funding

Project proposals submitted to the Ukrainian Cultural Foundation must not be funded otherwise at any time in the past or during project’s realization by any other donors, organizations within same cost items, which must be explicitly stated in the project application. Concealing double funding will result in automatic disqualification of such application.

## XII. Submission procedure

The application package is submitted in **e-form and in paper form**.

### A. On-line submission

Applicants must submit an application package by sending high-quality scans of all documents through the online cabinet on the website of the Ukrainian Cultural Foundation [ucf.in.ua](http://ucf.in.ua). The application is submitted by clicking on the "Apply" button. The notification of the receipt of the application package will be sent to the applicant's e-mail.

The deadline for filing an application pack in **e-form is March 22, 2019 at 18:00 (6 p.m. Kyiv time)**.

### B. Hard copy submission

Each applicant is obliged to send the application package in paper form by a **registered letter** to the postal address of the Ukrainian Cultural Foundation: **"Ukrainian Cultural Monitor" Programme, Ukrainian Cultural Foundation, 10-12 Lavrska str., Kyiv 01010**.

The deadline for filing an application pack **in paper form - 22.03.2019 (by postal stamp)**.

**WARNING!** Application package under the programme "Ukrainian Cultural Monitor" is considered to be submitted for consideration to the Ukrainian Cultural Foundation only if there **are both sets - electronic and paper**. In case that one of the options (paper or electronic) is missing, the application pack will be deemed not to have undergone a technical selection and will accordingly not be allowed to the next stages of consideration and selection.

## XIII. Grant Agreement signing procedure

*Grant Agreement* between the UCF and the grant recipient is signed as a result of all projects' selection stages and after successful negotiation procedures.

At the date of signing the *Grant Agreement*, the grant recipient must provide / prepare:

- originals of all documents of the application package (project application and estimate budget - 2 copies);
- the presence of the signing person from the applicant organization and the original documents confirming the respective powers of the signing party;
  - Passport of the signee;
  - Applicant's seal (if available);
  - a bank receipt on the opening of a separate UCF grant account;
  - a certificate of the absence of arrears of taxes, fees, payments (in accordance with the requirements of the Law of Ukraine on the Ukrainian Cultural Foundation).

The Grant Agreement and its annexes are standard and are defined in the *Standard Grant Agreement with the Appendices approved by the Ministry of Culture of Ukraine and registered with the Ministry of Justice of Ukraine No. 1068/35520 of 17.09.2019*.

Compulsory annexes to the *Grant Agreement* are:

- project application form with project implementation plan;
- Project estimate budget;
- a content report;
- the financial report.

**Forms of the final content and financial reports are standard** and will be posted on the UCF website.



## XIV. Reporting

**Final Report - is an obligatory set of documents submitted by the grant recipient to the UCF upon completion of the project and includes: a content report; a financial statement on the use of the grant, certified by an independent auditor's report and copies of duly certified primary accounting documents.**

**The Content report** describes in detail the project activities and the progress achieved in meeting the objectives and expected results stipulated in the Grant Agreement. It is annexed with copies of documents and other materials that prove the activities of the project.

**The Financial report** is presented in accordance with the established UCF form and contains information on the actual use of the grant funds in accordance with the relevant expenditure items of the agreed estimate budget. An obligatory annex to the financial statement of the grantee - the Independent Auditor's report and a copy of the duly certified primary accounting documents.

The grantee is responsible for submitting the content and financial report on the implemented project to the UCF.

**The final reports must be prepared and submitted to the Ukrainian Cultural Foundation not later than November 8, 2019.**

### **The Grantee:**

- **must** maintain accurate and systematic records and reports on the project implementation.
- **is responsible** for keeping a record of the project's costs and display them in the books on the grounds of duly verified accounting source documents.
- **is obliged** to engage professional accountant into the keeping records of expenditures within implemented project.
- **keeps** records of project's expenditures in accordance with the norms of the Accounting standards (PSAS) 16 "Expenditures" and taking into account the norms of the Budget, Tax Code of Ukraine, the Code of Laws of Ukraine on Labour, the Law of Ukraine "On Accounting and Financial Reporting in Ukraine" and other normative legal acts regulating this issue.
- **is required** to include on books and put into operation equipment (low value and non-durable items) that will be acquired during the project implementation at the expense of the grant and at the expense of co-financing, as well as fixed assets that will be acquired through co-financing during the project implementation.

If the project implementation period is **less than three months**, the grant recipient after signing the Grant Agreement receives an advance of **up to 50%** of the grant sum for the project implementation. Upon completion of the project, the grant recipient submits to the UCF the content and financial report on 100% of the project implementation together with the audit report for the entire amount of the grant.

If the project implementation period is **more than three months**, the grant recipient, after signing the Grant Agreement, receives an advance of **30% of the grant sum** for the project implementation. After implementation of the project on the amount of advance, the grant recipient submits to the UCF the content and financial report on the implementation of the project's first stage on the amount of the received advance and the audit report for the amount of the advance. After UCF's review, the grantee and UCF sign an Intermediate Project Implementation Act and the grant

recipient receives a second advance of 30% of the grant sum. Upon receipt of the second tranche the grantee proceeds with project implementation and submits to the UCF the content and financial report on 100% of the project implementation together with the audit report for the entire amount of the grant.

The Financial report is submitted together with an official audit report prepared in accordance with International Standards on Auditing (ISA) 805 "Special Considerations - Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement" and is accompanied by detailed information on the use of grant funds and copy of duly verified accounting source documents.

When drawing up an audit report, auditors should take into account the requirements of the Ukrainian Cultural Foundation on the reporting of an independent auditor (Guidelines for Applicants, Appendix 1).

Deviations of project's actual costs from planned costs in the financial report that does not exceed 10% of expenditure item in the approved budget can be made without an additional agreement between the UCF and the grant recipient.

**The total amount of the grant cannot be increased.**

To complete a grant project grantee must publicly present project results and display them (scripts, texts, musical works created with the grant funds, etc.) or make a visual report on the use of funds (photo, television, film materials, presentations, teasers, etc.) that will be published on the UCF official website.

The Ukrainian Cultural Foundation verifies the project report and sends its comments, if any, to the grant recipient within 30 (thirty) calendar days. Grantee must respond to all comments and submit missing documents within 3 (three) business days.

In the absence of comments, the UCF Directorate gives an opinion on the project's content and financial report and **signs the Project Implementation Act with the grantee**. The remainder of the project financing will be transferred within 10 (ten) working days from the date of signing the Act, but no later than 31.12.2019.

**The UCF employees do not consult the grant recipients on accounting issues and on any issues regarding taxes, fees and obligatory payments.**

## XV. Contact information for the programme "Ukrainian Cultural Monitor"

Programme managers – Nataliia Kyva, Iryna Chuzhynova

For all additional questions, please contact the programme managers by e-mail [programa.monitor@ucf.in.ua](mailto:programa.monitor@ucf.in.ua) or by tel.: +380 044 504 22 66 (Extension: 1545, 1775)

## XVI. Glossary for the programme "Ukrainian Cultural Monitor"

**The inclusion groups in the LOTs within the framework of the competition programme** are the direct and focused target audiences of each of the competitions / LOTs.

**The immediate target audience of LOT** (= applicant) is a group of people and organizations for whose attention, participation and involvement each LOT is designed within the framework of the programs proposed by the Ukrainian Cultural Foundation. They are the applicants who take part in the contest of project proposals within the limits of the announced LOTs. Being the initiators of the project, they form a team and create a concept, and, in the case of making a decision on project financing, become project executors and receive the right to financially dispose of the grant funds to carry out the tasks of the project. **They are the ones who initiate and implement the project.**

**The target audience of the LOT (= target audience in the project application)** is a group of people and organizations for whose attention, participation and involvement the proposed project is designed. **They are the ones for whom the proposed project is implemented.**

**The prospectus for the future study** is abstract, logical presentation of the material, according to which all the processed materials will be systematized with the obligatory indication of the purpose, task, object and subjects of the study, research methodology. When completing the prospectus and results of the Ukrainian Cultural Monitor program submitted in the form of manuscripts, in order to unify the structure of the study, list of sources used, etc., please use the requirements of the Ministry of Education and Science on the dissertation work (sample of 2018).

XVII. Check-list for applicants of the LOT “Development and Implementation of Cultural Monitor Programmes and Methodology”

For legal person / local self-governing authority	For individual entrepreneurs (tax payers of III group)
<p><b>Obligatory:</b></p> <ul style="list-style-type: none"> <li>• project proposal including CV (biography and experience) of all members of expert group and plan of the Trainings as mandatory <i>Annex 2 of application</i>;</li> <li>• Budget estimate;</li> <li>• a copy of the Statute, the Regulations or other constituent documents registered in accordance with the current legislation;</li> <li>• an extract from the Unified State Register with the name of the person who intends to sign the Grant Agreement with the UCF (the head of the applicant organization) as well as the listing of the main types of activities. ATTENTION: the activities of the applicant organization must be in line with the main areas of the project implementation within the framework of the implementation of the <i>Grant Agreement with the UCF</i>;</li> <li>• financial statements for the latest reporting date preceding the application date;</li> </ul> <p><b>Additionally, obligatory for NGO:</b></p> <ul style="list-style-type: none"> <li>• Extract from the Register of Non-Profit Organizations and Institutions</li> </ul> <p><b>Obligatory for projects of National and International cooperation:</b></p> <ul style="list-style-type: none"> <li>• an applicant's Cooperation Agreement with a partner;</li> <li>• a Guarantee Letter confirming co-financing;</li> <li>• a copy of the document confirming the registration of the partner organization;</li> </ul>	<ul style="list-style-type: none"> <li>•project application including CV (biography and experience) of all members of expert group and plan of the Trainings as mandatory <i>Annex 2 of application</i>;</li> <li>•estimated Budget;</li> <li>•extract the Unified State Register with the list of major activities. ATTENTION: the activities of the private entrepreneur (the applicant organization) must correspond to the main areas of the project implementation within the framework of the implementation of the <i>Grant Agreement with the UCF</i>;</li> <li>•extract from the Register of Single Taxpayers;</li> <li>•tax return of a single tax payer at the latest reporting date preceding the application date.</li> </ul> <p><b>Obligatory for projects of National and International cooperation:</b></p> <ul style="list-style-type: none"> <li>• an applicant's Cooperation Agreement with a partner;</li> <li>• a Guarantee Letter confirming co-financing;</li> <li>• a copy of the document confirming the registration of the partner organization;</li> </ul>

## **REQUIREMENTS to the Independent Auditor's Report, submitted to the Ukrainian Cultural Foundation**

These Requirements are developed in accordance with the Laws of Ukraine "On the Ukrainian Cultural Foundation", "On the Audit of Financial Statements and Audit Activities", the Procedure for using the funds allocated in the state budget for implementation of the projects supported by the Ukrainian Cultural Foundation, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 414 of 18.04.2018, International Standards on Auditing.

An Independent Auditor's Report (hereinafter referred to as the "Report") submitted to the Ukrainian Cultural Foundation (hereinafter referred to as the UCF) regarding the approval of the Grant Report is prepared in accordance with the International Audit Standard (ISA) 805 " Special Considerations - Audits of Single Financial Statements and Specific Elements, Accounts or Items of a Financial Statement".

Also, when compiling the Report, the auditors have to take into account the requirements of the Ukrainian Cultural Foundation of the content and financial report on the use of the grant as defined in the Grant Agreement.

When preparing an Independent Auditor's Grant Report, auditors should check the costs in the grantees accounting books and express an independent opinion as to the veracity of the costs included in the Report and their direct participation in the creation and implementation of the cultural project.

Audit conclusion consists of the following sections:

1. The title of the document "Independent Auditor's Report on the actual results of the implementation of the agreed procedures regarding the data contained in the Grant Report for the implementation of the cultural project in accordance with the Grant Agreement No. \_\_\_ of \_\_. \_\_. 20\_\_ year ( \_\_\_\_\_ ) (name of the grant recipient)

2. Recipient - Ukrainian Cultural Foundation

3. The purpose and the period of the auditor's report

4. Responsibilities of Management and those charged with Governance

5. Auditor's responsibility for the audit of the Financial statement. The auditor, in accordance with the requirements of the Law "On the Audit of Financial Statements and Audit Activities" and the terms of the agreement between the customer of the audit services and the auditor of the audit activity, bares liabilities, including material, for the unauthorized verification of the grantee's costs that were ineligible and / or which are not confirmed by duly verified accounting source documents

6. Audit scope and assurance

7. Opinion on the use of Ukrainian Cultural Foundation's grant

8. Information that is not financial statements and an auditor's report on it, which indicates:

- basic information about the grant recipient;

- subject and amount of the grant agreement;

- a list given to auditors for the verification of the constituent and primary documents, the correctness of their forms and the rationale to include the expenses, incurred and reflected in the report, to the costs associated with the creation of a cultural product and the implementation of the grant;

- Auditors' opinion that the planned use of funds stipulated in the Grant Agreement (as amended) for the implementation of a cultural project is confirmed (not confirmed) in full or in part.

Also, the auditor may, at his own discretion, supplement the report with other sections that he / she considers are essential to assess the performance of the grant recipient and confirm the Grant Report.

9. Basic information about the auditor (audit firm), including:

- full name of the legal entity in accordance with the constituent documents;
- the registration number in the Auditors Register and Register of auditor's subjects in the Audit Chamber of Ukraine;
- the location of the legal entity;
- e-mail address, telephone (fax) of the legal entity;
- surnames, names, patronymic of the auditors who did the audit of the content and financial statement on the grant use.

10. Basic information about the terms of the audit contract, including:

- date and number of the agreement that stipulates fixed procedures on data verification of the Grant Report;
- date of commencement and date of completion of the agreed procedures on financial information;
- The date of drawing up an Independent Auditor's Report on the Grant Report.

11. The Independent Auditor's Report is certified by the signature of the auditor (the head of the audit firm) who carried out the audit, and the seal (if available). An Independent Auditor's Report is attached to the Grant Report, duly signed by the management of the grant receiver and affixed to it by the seal (if available), certified by the signature of the auditor (head of the audit firm) and sealed with their stamp.

12. The above sections of the Independent Auditor's Report are mandatory.