/TRANSLATION INTO ENGLISH, FOR REFERENCE ONLY/

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Ukrainian Cultural Foundation Competitive Programme
'Cultural Horizons'

Guidelines for Applicants
Call for proposals (LOT) 'Artistic Mobility'

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

2026

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I. About the ‘Cultural Horizons’ programme

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

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

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

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

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

Partnerships for development: developing partnership programmes to support artists and cultural figures, foster the growth of creative industries, build human capital, and strengthen cultural resistance to Russian aggression, as well as creating international cultural projects.
Cultural development at the local level: supporting cross-sectoral partnerships and dialogue formats on local identity; supporting cultural initiatives in frontline and de-occupied regions, as well as cultural initiatives related to temporarily occupied territories; community cohesion and the integration of Ukrainians into the Ukrainian cultural space through culture, in particular through mobile cultural events; strengthening the capacity and self-sufficiency of cultural practitioners and the creative industries in small communities.
Cultural diversity: promoting the development of culture and cultural diversity, as well as the values of national minorities, communities, ethnic groups and indigenous peoples of Ukraine, and their harmonious coexistence.
Support for contemporary cultural products: the creation of cultural content and cultural products that reflect on contemporary historical events and Ukraine’s War of Independence; reflections on history aimed at shaping identity and uniting society; adapting, creating and promoting (in collaboration with state institutions and non-state initiatives) relevant cultural products, in particular audiovisual and audio content.

Cultural Heritage Preservation: digitisation of cultural heritage objects in frontline and de-occupied regions, as well as heritage at risk of loss or destruction; rethinking heritage and decolonising collections; safeguarding cultural heritage and the Ukrainian language and strengthening their role in shaping identity; supporting commemorative practices and an inclusive culture of remembrance.

Inclusive Culture: ensuring barrier-free access to cultural practices and content for all; inclusive and trauma-informed cultural practices to support mental recovery; cultural products for children and young people, including those aimed at shaping identity; inclusive and adaptive employment practices and employment opportunities in the cultural and creative sectors.

Programme budget for 2026-2027 year– 35 346 664,61 UAH[1].

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

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

In 2026-2027, the Foundation is offering the following Competitions (LOTS):
Competition (LOT) 'Innovative Cultural Products'
Competition (LOT) 'European Local Culture'
Competition (LOT) 'Artistic Debuts'
Competition (LOT) 'Artistic Mobility'

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

II. Competitive selection calendar and project implementation deadlines[2]

	Start Date	End Date
Application period	26.10.2026	28.12.2026, 18:00 (Kyiv time zone)
Conducting an information campaign (including online consultations)	26.10.2026	28.12.2026
Publication of the register of received application packages	04.01.2027	
Selection of projects for compliance with technical criteria	05.01.2027	19.01.2027
Notification in the applicant's personal online account regarding the status of the application package following technical selection	19.01.2027	
Publication of the register of projects based on the results of the selection process for compliance with technical criteria	no later than 25.01.2027	
Evaluation of projects by experts from the Foundation's expert councils	05.01.2027	08.02.2027
Notification in the applicant's personal online account of the scores awarded to the application package following expert evaluation	no later than 15.02.2027	
Publication of a ranking list of all projects following expert evaluation	no later than 16.02.2027	
Approval of the expert councils' decisions by the Foundation's Directorate, conduct of negotiation procedures, etc.	17.02.2027	23.03.2027
Signing of Grant Agreements and publication of the register of winning projects	no later than 20.04.2027	
Implementation of projects, including the submission of reports	From the date of Grant agreement signing, not earlier than 01.03.2027	15.08.2027

[2] *Dates specified in the Competitive Selection Calendar and the implementation period of funded projects may be adjusted in the event of force majeure circumstances, including power outages, security threats, epidemiological restrictions, or other unforeseen situations that make it impossible to adhere to the established schedule.*

III. On “Artistic Mobility” Competition (LOT)

The “Artistic Debuts” call (LOT) forms part of the Cultural Horizons programme, implemented by the Ukrainian Cultural Foundation in partnership with Cultural Vistas gGmbH and co-funded by the European Union under the Creative Europe Programme.

The aim of the Competition (LOT) is to support the professional mobility of Ukrainian artists and cultural and creative professionals by providing opportunities to work, study, conduct research, participate in exchange programmes and educational initiatives both within the European Union and in Ukraine.

The Competition supports various formats of professional exchange and development, including internships, residencies, research and educational programmes, professional events, and other forms of international and interregional cooperation.

The expected outcomes include strengthening the professional capacity of participants, sharing and applying the knowledge and experience gained in practice, expanding professional networks and partnerships, and further integrating Ukraine’s cultural and creative sectors into the European cultural space.

The European Union’s priorities in supporting projects under the ‘Artistic Mobility’ Call (LOT):

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

The priorities of the Call (LOT) are to support mobility that:

- contributes to the development of professional competencies and the acquisition of new knowledge, practical skills, and professional approaches in the cultural and creative sectors;
- creates opportunities to establish and develop professional contacts, partnerships, and networks of cooperation between representatives of the Ukrainian and EU cultural sectors;
- facilitates the exchange of professional experience and the transfer of knowledge and practices, as well as their subsequent application in professional activities;
- promotes the participation of Ukrainian artists and cultural and creative sector professionals in international professional, artistic, educational, and research environments;
- contributes to the integration of the Ukrainian cultural and creative sectors into the European cultural space, the development of international cooperation, and the promotion of Ukrainian cultural practices abroad;
- fosters cross-sectoral, and interregional professional cooperation, as well as the development of new professional practices, partnerships, and joint initiatives.

Total budget of the competition (LOT) — 10 509 400 UAH (220 000 €)[3]
Minimum Grant Amount (cannot be reduced): 130 000 UAH (2500 €)[4]
Maximum Grant Amount (cannot be increased): 280 000 UAH (5500 €)

Within this Call (LOT), the following sectors of culture and creative industries are supported:

- audio art;
- visual art;
- cultural heritage;
- cultural and creative industries (cross-sectoral projects);
- literature;
- performing and scenic arts.

Requirement for the outputs (product):
Main project's output is conducting professional mobility, aimed at reaching a professional result set by applicant

Eligible mobility forms include:
- Educational mobility — participation in educational programmes, courses, summer schools, training programmes, workshops, seminars, and other forms of professional learning.
- Internship and practical mobility — undertaking an internship, traineeship, practical placement, or professional training at cultural, artistic, educational, research, or other relevant institutions.
- Residency and creative mobility — participation in artistic, cultural, research, and interdisciplinary residencies, laboratories, and creative programmes, as well as the implementation of joint creative or co-production projects.
- Research mobility — conducting professional, academic, art-historical, cultural studies, archival, or field research using relevant specialised resources and infrastructure.
- Professional networking mobility — participation in professional exchange programmes, study visits, peer-to-peer programmes, mentoring, professional meetings, networking events, and other activities aimed at developing professional contacts and partnerships.
- Event-based mobility — participation in conferences, forums, festivals, biennials, fairs, exhibitions, professional showcases, and other significant cultural events, provided that the applicant actively participates in the professional programme or has a clearly defined professional purpose.

Combining several professional mobility forms within a single application is permitted, provided that they share a common objective and are aimed at achieving a defined professional outcome.

Please note! The professional outcome of a project is the specific result that the applicant intends to achieve through the implementation of the selected professional mobility format or formats. This outcome may involve acquiring or improving professional competencies, gaining practical experience, conducting research, developing professional partnerships, designing a joint initiative, or achieving another result directly related to the purpose of the mobility. The applicant must specify the expected professional outcome and how it will be achieved in the project application.

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[3] *Please note that the total budget of the Call (LOT) may increase or decrease depending on changes in the average monthly accounting exchange rates published on the European Commission website (InforEuro), calculated as of the date of the decision to open negotiation procedures for projects within the budget of the respective Call (LOT), or in the event of reallocation of funds between grant programmes.*

[4] *The minimum and maximum grant amounts are calculated as of the date of the competition announcement, defined by the grant agreement, and cannot be increased in UAH equivalent after the submission of the project proposal for the Call.*

The achievement of the stated outcome must be reflected in the project reporting in accordance with the requirements of the Call (LOT). For example:

- If the outcome is training — a certificate, official confirmation, or proof of participation;
- If the outcome is an internship — a letter or certificate from the host institution confirming completion of the internship;
- If the outcome is a residency — confirmation of participation, the programme, and materials documenting the outcome produced;
- If the outcome is research — research findings, a report, or materials developed;
- If the outcome is the development of a professional partnership — documents or materials confirming the professional interaction that took place;
- If the outcome is participation in a conference or festival — the event programme, confirmation of participation, materials from the professional programme, etc.

Mobility format: in-person, remote, or hybrid.

Taking online courses independently, watching recorded lectures, using open educational resources, and engaging in other forms of individual online learning without direct professional interaction are not considered professional mobility under this Call (LOT).

Please note: The remote format is permitted only as part of a mobility activity that involves professional interaction with a specific institution, programme, professionals, or professional community, and not as independent participation in a standard online course.

Mobility may take place:

- within Ukraine;
- outside of Ukraine (EU countries);
- in a combined format involving travel within Ukraine and abroad (EU countries).

The mobility activity must:

- be relevant to the applicant's professional activities in the cultural and creative sectors;
- have a clearly defined objective and expected outcome;
- provide opportunities for professional development, creative or research activities, the exchange of experience, or the development of professional networks;
- provide for the application of the outcomes achieved in the applicant's subsequent professional activities.

Please note!
Only professional mobility aimed at achieving the professional outcome specified in the project application is eligible for support under this Call (LOT). **Tourist or private trips, as well as attendance at cultural or professional events solely as a spectator, listener, or visitor, without a clearly defined professional purpose, are not considered eligible mobility activities.**

If the project involves travel abroad, the stipend recipient is responsible for preparing the necessary documents and complying with the requirements of Ukrainian law and the laws of the destination country regarding departure from Ukraine, crossing the state border, and entry into the destination country.

Receiving a stipend from the Ukrainian Cultural Foundation does not constitute grounds for, authorisation of, or a guarantee of permission to travel abroad. The Foundation does not authorise stipend recipients' departure from Ukraine and does not make decisions regarding the crossing of the state border. The possibility of travelling abroad is determined exclusively in accordance with applicable legislation and subject to the stipend recipient having the necessary documents and legal grounds.

Men aged 18 to 60 must take into account the restrictions and requirements established by law, including requirements concerning possession of a military registration document and documents confirming their entitlement to travel abroad where applicable legal grounds exist.

The Foundation shall not be held liable for the inability to undertake the travel planned under the project in the event of refusal of permission to cross the border or enter the destination country, or for any consequences arising from the stipend recipient's failure to comply with the applicable requirements. In such cases, the stipend recipient shall bear responsibility for the consequences for project implementation in accordance with the terms of the Grant (Stipend) Agreement.

Eligible stipend recipients under this Call (LOT) are individuals who are Ukrainian citizens, at least 18 years of age, and engaged in professional activities in the relevant cultural and creative sectors (including artists, cultural practitioners, cultural managers, researchers, and cultural and creative sector professionals).

Mandatory documents required for submitting an application package for Call (LOT) 4 "Artistic Mobility":

- Project proposal (submitted electronically using the application form available on the UCF's official website);
- Budget Form (the designated Excel template available on the Foundation's website. Detailed instructions for completing the budget are provided in one of the tabs of the downloaded file);
- Copy of the applicant's passport (pages 1–2 (and pages 3–6, if they contain relevant entries) and the page containing the registered place of residence; or, for an ID card, copies of both sides and a paper copy of an extract from the Unified State Demographic Register containing information on the registered place of residence, or a paper copy of an extract from the territorial community register);
- Copy of the taxpayer registration card (tax identification number certificate) in paper form, except for individuals who, due to their religious beliefs, have refused to obtain a taxpayer registration number and have the relevant entry in their passport;
- Copy of the certificate confirming internally displaced person (IDP) status and registration as an IDP, where applicable);
- Full extract from the Information and Analytical System "Record of Information on Criminal Prosecution and Criminal Record Status";
- **Confirmation of planned professional activity** — a document issued by an organiser, host institution, programme, or other responsible party confirming that the applicant may participate in a specified professional activity during the stated period. Depending on the type and format of mobility, such a document may include, but is not limited to: an invitation or confirmation letter from the host institution; confirmation of enrolment in an educational, research, residency, or other professional programme; a letter confirming an internship or work placement; confirmation of participation in a professional event or programme; confirmation of participation in a research programme or access to relevant resources or infrastructure; or another document confirming the arrangements agreed upon for

carrying out the proposed professional activity. Documents issued in a foreign language must be accompanied by a certified translation into Ukrainian.

IV. Procedure for Submitting an Application Package for the Grant Programme

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

To submit an application package, an applicant must create a personal online account on the Foundation's official website. If you already have an account, you can use it; a password recovery service is available if needed.

After creating your account, you will be automatically redirected to the website's main page, where you should select the relevant competition programme → select the Call (LOT) → select the project type. After completing these three steps, the "Apply" button will appear on the right-hand side of the screen. Click it to start completing the application form.

The application can be completed in stages. Please use the "Save" button to save your progress. For convenience, you can "Print" the completed application, either to view it on a separate screen or to print it out.

At the end of the application form, there are designated fields for uploading the project budget and mandatory documents. Once you have completed all fields of the project application and uploaded the budget and mandatory documents, apply your electronic digital signature in the designated field and click "Submit."

Please note that once the application package has been submitted to the Foundation, no changes can be made, as this functionality is not supported by the technical parameters of the automated project management system.

After submitting the application package, the applicant will receive an email confirming successful submission to the Call (LOT), including the project number assigned by the system. For example: 9COHO41-12345.

After submitting the application package to the Foundation, you can track its status throughout the different stages of the competitive selection process. Please check the status of your application regularly. The Competitive Selection Calendar for the Call (LOT) indicates the deadlines for the Foundation's notifications regarding the results of each stage of the competitive selection process.

Project Proposal

The project proposal must be completed electronically. The application form includes built-in guidance on how to correctly complete each field, indicated by the letter "i" (information) in the upper-right corner of the field. If the data entered does not match the required format (e.g. letters instead of numbers), the system will prevent the application package from being submitted.

Due to martial law in Ukraine, special foreign exchange restrictions imposed by the National Bank of Ukraine (NBU) are currently in effect. Therefore, if you intend to make payments outside Ukraine or purchase goods, services, or works from abroad, the bank will process such payments only in accordance with the rules and restrictions established by the NBU.

Project Budget (hereinafter referred to as the "Budget")

Download the Budget template in EXCEL format. The Budget must be submitted exclusively using the template provided by the Foundation.

Please note that detailed instructions for completing the Budget are provided in one of the tabs of the downloaded file. Carefully review all recommendations, as they will help you prepare the Budget in accordance with the Foundation's requirements.

When preparing the list of expenses in the Budget, follow the principles of effective and rational use of public funds. In practice, this means that all expenses must be economically justified, necessary,

and reasonable.Only eligible expenses may be included in the "Expenses covered by the UCF stipend (grant)" column. The list of eligible and ineligible expenses is provided below.

Eligible expenses are those that meet all of the following criteria.

Cost necessary to support the professional mobility of Ukrainian artists and professionals in the cultural and creative sectors for professional development, acquisition of new knowledge and practical skills, conducting research, participation in professional programmes, and the development of international and interregional cooperation, as provided for in the budget, namely:

- travel costs (tickets);
- accommodation costs;
- costs of consumables (stationery, paper, paints, canvas, etc.);
- costs of equipment, tools and inventory;
- other expenses.

Recommendations

When purchasing equipment, tools, or supplies, applicants must provide a clear justification of the necessity and appropriateness of using the above-mentioned assets for your mobility project. In addition, when planning such expenses in the Budget, applicants must indicate that the assets used during the implementation of the project will remain in the personal possession of the individual and will not be subsequently sold or leased.

The eligible expenses listed above must be actually incurred during the project implementation period. The project implementation period is defined as the period from the date on which the Stipend (Grant) Agreement (hereinafter referred to as the "Agreement") is signed by both parties until the date of submission of the final report, but no later than the project completion date specified in the Agreement.

Stipend funds may not be used for the following (ineligible costs):

- purchase of goods, performance of works, or provision of services that are not related to the implementation of the project;
- payment for intermediary services;
- implementation of projects aimed at generating profit;
- payment for goods, works, or services that have been or will be financed from other sources, either before or after the signing of the Stipend(Grant) Agreement (double funding);
- costs related to preparing the project application;
- purchase of equipment, tools, or supplies costing more than UAH 20,000.00 (excluding VAT) per unit;
- taxi fares;
- obtaining a foreign passport;
- losses resulting from exchange-rate differences;
- expenses (purchase of goods, works, or services) involving **related parties** whose relationship may affect the terms or economic results of their activities or those of the persons they represent;
- food and catering expenses;
- purchase of intangible assets;
- other expenses incurred for purposes other than those intended, including expenses prohibited by the Applicant Guidelines for LOTs under the relevant competition programmes.

Stipend recipients may not, without prior approval from the Foundation and using stipend funds:

- change the amounts of individual items in the approved Budget by more than **10% of the stipend amount** (the total stipend amount may not be increased);
- add new expenses under items that were not included in the approved Budget.

Renaming an expense item is **not considered the addition of a new item**, provided that its content, intended purpose, and economic substance remain unchanged.

Please note! Restrictions apply to certain Budget items, namely:

- Travel costs (tickets): urban and intercity transport — no higher than second class; rail travel — no higher than a compartment (coupe) carriage; air travel — economy class only;
- Accommodation for business trips within Ukraine: the daily accommodation costs may not exceed the limits established by Resolution No. 98 of the Cabinet of Ministers of Ukraine dated 2 February 2011;
- "Equipment, tools and inventory": this Budget item may include equipment, tools, and supplies costing no more than UAH 20,000.00 (excluding VAT) per unit.

The budget provides for only one source of revenue: funds from the Ukrainian Cultural Foundation.

The stipend recipient may make payments abroad and transfer funds abroad using stipend funds from a bank client account or an account with a non-bank payment service provider, within the applicable limits, for goods, works, services, and/or accommodation, including through electronic payment instruments (payment cards), where and to the extent permitted by the legislation of Ukraine.

Cross-border transfers of currency values from Ukraine, as well as transfers of funds in UAH or foreign currency to correspondent accounts of non-resident banks opened with resident banks, including transfers made on behalf of clients, may be made by the stipend recipient only in the cases provided for by Resolution No. 18 of the Board of the National Bank of Ukraine dated 24 February 2022, "On the Operation of the Banking System during the Period of Martial Law," subject to the restrictions and requirements established therein and by other applicable regulations.

Foundation's Recommendations

Goods, works, and services may be purchased only from legal entities or individual entrepreneurs.

Travel and accommodation expenses are provided exclusively for the stipend recipient and may not be used for the benefit of other persons.

The Budget does not provide for the purchase of intangible assets using the Foundation's funds, including software, copyrights, licences, patents, etc.

V. Stages of the Competitive Selection Process and Technical Selection Criteria

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

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

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

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

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

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

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

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

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

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

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

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

Foundation's recommendations

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

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

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

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

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

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

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

In accordance with the Procedure for notifying a conflict of interest that arose during the competitive selection and funding of projects by the Ukrainian Cultural Foundation, **an expert cannot be an applicant for that competitive programme or participate in the implementation of projects under the competitive programme in whose expert evaluation they are involved. At the same time, an expert may be an applicant and participate in the implementation of projects under a competitive programme in whose expert evaluation they did not participate.**

Please familiarize yourself with the Methodology of Expert Evaluation to learn more about the rules of the experts' work and the evaluation criteria.

Each project is evaluated in parallel by three experts from the relevant expert council (the maximum number of points from one expert is 100). The maximum rating score that an application package can receive within the 'Artistic Debuts' Call (LOT) is 300 points.

In the personal online account, all expert comments and the evaluation rating score are accessible to the applicant.
The overall ranking of the Competition (LOT) will be formed after the evaluation of all application packages. Rating registers based on the results of the expert evaluation are published on the official website of the Foundation.

The funding sequence for projects will follow the established ranking and within the limits of the general budget fund allocated for the programme (or special fund resources). Based on the rating register and the budget allocated for the implementation of the Competition (LOT), the Directorate of the Foundation determines by its decision which projects are admitted to negotiation procedures.

The decision of the experts of the expert councils is final and not subject to review, except in cases provided for by the Procedure for notifying a conflict of interest that arose during the competitive selection and funding of projects by the Ukrainian Cultural Foundation.

VII. Negotiation Procedures (Grant Agreement Preparation)

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

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

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

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

- a project proposal with all mandatory annexes and a budget, taking into account the recommendations of the experts from the expert councils and the remarks of the negotiation procedures;
- copy of the applicant’s passport (pages 1–2 (and pages 3–6, if they contain relevant entries) and the page containing the registered place of residence; or, for an ID card, copies of both sides and a paper copy of an extract from the Unified State Demographic Register containing information on the registered place of residence, or a paper copy of an extract from the territorial community register);
- copy of the taxpayer registration card (tax identification number certificate) in paper form, except for individuals who, due to their religious beliefs, have refused to obtain a taxpayer registration number and have the relevant entry in their passport;
- copy of the certificate confirming internally displaced person (IDP) status and registration as an IDP, where applicable);
- full extract from the Information and Analytical System “Record of Information on Criminal Prosecution and Criminal Record Status;
- copy of a bank certificate confirming the opening of a new separate bank account for an individual to receive stipend funds, or a copy of a bank certificate confirming the existence of an account with a zero balance, together with a bank statement (account turnover) confirming that there have been no transactions on the account during the last three (3) monthsв;
- copy of a certificate from the servicing banks confirming the absence of any overdue financial liabilities, including overdue loans;
- certificate confirming the absence of any overdue financial liabilities, overdue loans, etc., using the form provided by the Foundation;
- Document(s) confirming compliance with the applicable legislation of Ukraine on the protection of intellectual property and copyright in relation to the creation and/or use of an intellectual property object within the framework of the project. Such documents may include: a copy of a licence for the use of an intellectual property object; a copy of a licence agreement; a copy of an agreement on the commissioned creation and use of an intellectual property object; a copy of an agreement on the transfer of exclusive intellectual property rights; or another legal instrument concerning the disposal of intellectual property rights. Alternatively, the applicant may submit a letter confirming that no intellectual property objects belonging to third parties will be used within the project and that all objects and results created within the project will be used in accordance with the applicable legislation of Ukraine, using the form provided by the Foundation;
- consent to the collection and processing of personal data, using the form provided by the Foundation;

- certificate confirming the absence of pending enforcement proceedings in which the applicant is identified as a debtor under an enforcement document, using the form provided by the Foundation.

The Foundation reserves the right to request additional documents and information regarding the project, the applicant, and the members of the project team.

VIII. Project Management Rules

Double funding is prohibited: projects submitted to the Call cannot be financed by any other donors or organisations for the same types of costs. If double funding is identified at any stage of the selection process or project implementation, the project will be excluded from the Call or the Agreement will be terminated. If double funding is identified during project implementation or reporting, the stipend recipient shall be required to return to the Foundation the funds previously transferred to them under the Agreement.

Following the signing of the Agreement, the following is prohibited:

- changing the type of activity specified in the project application;
- changing the amounts allocated to approved budget items by more than 10% of the stipend amount (the stipend amount may not be increased);
- adding new expenses under budget items not included in the approved budget.

The stipend recipient is responsible for keeping records of stipend expenditures based on duly completed original supporting documents.

During the restoration of their activities or the creation of a cultural and artistic product, the stipend recipient may not generate profit (income).

The stipend recipient undertakes to:

➪ in all written communications related to the Project (posts, articles, press releases, infographics, reports, announcements, and other public documents developed and published within the framework of the Project), include the following disclaimer at the beginning of the material: ***"[Project/Event Title] has been prepared with the support of the Ukrainian Cultural Foundation within the 'Cultural Horizons' Programme. The 'Cultural Horizons' Programme is a result of cooperation between the Ukrainian Cultural Foundation (Ukraine) and Cultural Vistas gGmbH (Germany) and is co-funded by the European Union. However, the views and opinions expressed are solely those of the author(s) and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor the granting authority can be held responsible for them."*** In digital text-based materials (including social media posts), the use of the hashtags #запідтримкиУКФ #CulturalHorizons and tagging the Ukrainian Cultural Foundation's page via @ucf.ua is permitted. The use of the disclaimer is mandatory;

➪ in oral communications regarding the project (during communication with the mass media, during press conferences, briefings, presentations, festivals, concerts, forums, and, in particular, in the speeches of hosts, moderators, etc.) to state the disclaimer during the event: ***"The project [Project/Event Name] is implemented with the support of the Ukrainian Cultural Foundation within the framework of the 'Cultural Horizons' program, co-funded by the European Union";***

➪ on all handouts (in particular, reports, brochures, flyers, tickets, etc.) and video materials to place the logos of the Ukrainian Cultural Foundation, the European Union (the flag indicating co-funding is available at the link –

https://www.eacea.ec.europa.eu/grants/visual-identity/visual-identity-programming-period-2021-2027/european-flag-emblem-and-multilingual-disclaimer_en), and the "Cultural Horizons" program on the cover, title page, front side, or in the opening credits depending on the material, and at the end of the material to state the disclaimer: ***"[Project/Event Name] was prepared with the support of the Ukrainian Cultural Foundation within the framework of the 'Cultural Horizons' program. The 'Cultural Horizons' program is the result of cooperation between the Ukrainian Cultural Foundation (Ukraine) and Cultural Vistas gGmbH (Germany) and is co-funded by the European Union. However, the views and opinions expressed are solely those of the author(s) and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA). Neither the European Union nor the granting authority can be held responsible for them."*** The use of the disclaimer is mandatory;

➪ prior to printing, reproduction, distribution, or broadcasting, to obtain approval of the appearance and content of communication materials and publications from the Foundation by sending a corresponding request with samples of communication materials to the email: press@ucf.in.ua;

➪ at least 5 days prior to holding public events (press conferences, briefings, presentations, festivals, concerts, forums, etc.) within the framework of project implementation, to invite representatives of the Foundation to participate in them by sending a corresponding request to the email: press@ucf.in.ua.

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

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

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

IX. Reporting Procedure

No later than the project implementation completion date, the grantee shall submit the **final report** to the Foundation.
The requirements for the final report are determined in accordance with the Procedure for Monitoring the Fulfillment of Obligations to the Ukrainian Cultural Foundation by Entities Receiving Funding.

I. The stipend recipient final report consists of the following documents:

1. **Narrative Report (Annex 3 to the Agreement)** – a report in narrative form containing information on the achievement of the stipend's aim and objectives, implementation of the planned mobility, knowledge, skills and competencies acquired, and key outcomes. The narrative report must be accompanied by materials confirming the implementation of the mobility and its results, including photographs, video materials, programme and information materials, certificates, proof of participation, research findings, creative works or other professional outputs, as appropriate to the format of the mobility and the professional outcome specified in the application).

Please note! Depending on the type of professional mobility, the declared outcome may be evidenced by, among other things:
- Training — a certificate, statement or confirmation of participation;
- Internship — a letter or statement from the host institution;
- Residency — confirmation of participation, the programme, materials documenting the output produced;
- Research — a report, research findings or materials developed;
- Professional partnership — documents or materials confirming professional cooperation and its outcomes;
- Conference, festival, forum, etc. — the programme, confirmation of participation or materials from the professional programme.

2. **Financial report** (Annex 4 to the Agreement): accompanied by copies of documents confirming payment of the expenses incurred, as well as a complete bank statement covering the entire project implementation period and corresponding to the amount of the stipend received.

All pages of the final report must be numbered, bound, and certified by the stipend recipient's signature.

Please note that the final report documents must be submitted in accordance with the state unified requirements for document formatting. In particular, each volume of the final report must not exceed 250 sheets (no more than 40 mm in thickness), pursuant to paragraph eight of Clause 2, Chapter 2, Section IV of the Rules for Records Management and Archival Storage of Documents in State Authorities, Local Self-Government Bodies, Enterprises, Institutions and Organisations, approved by Order No. 1000/5 of the Ministry of Justice of Ukraine dated 18 June 2015).

The stipend recipient is responsible for the accuracy of the indicators and information provided in the final report.
The final report documents must be submitted in both hard-copy and electronic formats via the applicant's personal account on the Foundation's official website.

The Foundation reviews and analyses the final report documents and, where applicable, sends comments to the stipend recipient. The stipend recipient must address all comments and provide the

documents specified in the Foundation's letter within the timeframe established by the Foundation. If discrepancies are identified between the budgeted expenditures and the expenditures reported in the Financial Report, or if misuse of funds or other irregularities are identified, the Foundation reserves the right to request additional documents from the stipend recipient for verification.

Important! The final report package must be submitted to the Ukrainian Cultural Foundation no later than the end of the project implementation period. For example, if the project implementation deadline is 15 August 2027, the final report package must be received by the Foundation no later than 15 August 2027.
The final report package must be delivered by courier service to the Foundation's address, marked "Cultural Horizons" Programme: Ukrainian Cultural Foundation
28–30 Ivana Mazepy St., Kyiv, 01010, Ukraine
Foundation's working hours: Monday–Thursday, 9:00–18:00; Friday, 9:00–16:45.

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

X. Regulatory and Legal Documents

Law of Ukraine "On the Ukrainian Cultural Foundation"
Regulation on the Ukrainian Cultural Foundation
Procedure for Conducting Competitive Selection of Projects Carried Out with the Support of the Ukrainian Cultural Foundation and Monitoring Their Implementation
Regulation on the Expert Councils of the Ukrainian Cultural Foundation
Methodology of Expert Evaluation
Procedure for Notification of a Conflict of Interest Arising During the Competitive Selection and Financing of Projects by the Ukrainian Cultural Foundation
Procedure for Monitoring the Fulfillment of Obligations to the Ukrainian Cultural Foundation by Entities Receiving Funding
Main Mistakes Made by Applicants and Grantees During the Preparation of Documentation for Participation in Competitions of the Ukrainian Cultural Foundation

XI. Glossary

Application Package — a set of documents comprising the project application, project budget and other documents required under this Instruction.

Aggressor State — a state that has, by any means, occupied part of the territory of Ukraine or committed aggression against Ukraine and has been recognised by the Verkhovna Rada of Ukraine as an aggressor state or an occupying state.

Cultural Activity (Activity in the Field of Culture) — creative, economic, scientific, library, information, museum, educational, cultural and leisure, and entertainment activities aimed at creating, reproducing, distributing, displaying, promoting, preserving and using cultural goods and cultural values to meet the cultural needs of citizens.

Stipend (Grant) Agreement — an agreement concluded between the Foundation and the stipend recipient in accordance with the terms of the grant programme and the LOT, for the provision of financial support for the implementation of a stipend project.

Cultural Institution — a legal entity whose primary activity is in the field of culture, or a structural unit of a legal entity whose functions include carrying out activities in the field of culture.

Invitation — a document issued by the host party or organiser confirming that the applicant has been invited to participate in a specified professional, educational, creative or research activity and, where possible, providing information on its dates, venue and format of participation.

Applicant — a natural person participating in the competitive selection process by submitting an Application Package.

Inclusion — a process of creating conditions for equal participation, equal access and opportunities for cultural expression for all citizens and communities by recognising and overcoming barriers.

Applicant Guidelines — a document relating to a grant programme/LOT that provides information about the programme and the relevant LOT, establishes the conditions for the competitive selection of projects, and is approved by an order of the Foundation before the announcement of the Call (LOT) and the commencement of the acceptance of Application Packages for each LOT announced by the Foundation under the relevant grant programme.

Grant Programme — a set of tasks and activities united by a common conceptual and thematic framework and implemented to achieve the vision, mission and objectives defined in the Foundation's strategy under a common name. The Foundation implements grant programmes and conducts competitive selection processes under cultural and artistic programmes and the stipend / scholarship programme.

Competitive Project Selection — the competitive selection of projects in the fields of culture and the arts and the creative industries, comprising the following stages: technical screening; evaluation of Application Packages by experts from the Foundation's expert councils; approval of the expert councils' decisions by the Foundation's Directorate; endorsement by the Foundation's Supervisory Board of the decisions approved by the Directorate concerning projects whose value exceeds 150 minimum monthly wages; negotiation procedures; and signing of a Grant Agreement/Stipend (Grant) Agreement with the Foundation. Further details on the

stages of the competitive selection process and the evaluation criteria are provided in the relevant section of this Instruction.

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

Cultural Product — goods and services produced or provided in the course of cultural activity and intended to meet creative, spiritual and leisure needs.

LOT — a component of a grant programme aimed at addressing specific tasks and supporting projects within a clearly defined area under the relevant grant programme.

International Mobility — professional mobility involving the stipend recipient's physical crossing of Ukraine's state border to participate in professional, creative, educational or research activities.

Interregional Mobility — professional mobility within Ukraine involving the stipend recipient's physical travel between different regions of Ukraine or other administrative-territorial units, in accordance with the terms of the LOT.

Mobility — the temporary physical relocation of an artist or another professional in the cultural and creative industries within Ukraine and/or abroad to undertake professional, creative, educational or research activities, acquire new competencies and experience, and develop professional networks and partnerships.

Educational Programme — an integrated set of educational components planned and organised to achieve specified learning outcomes.

Confirmation of Participation — a document issued by the host party or organiser of the relevant activity confirming the stipend recipient's participation in a programme, event, internship, residency, research activity or other declared activity.

Host Party — a natural or legal person, institution, organisation, establishment, company or other entity that hosts the stipend recipient or organises their participation in professional, educational, creative or research activities.

Host Institution — a cultural, artistic, educational, research or other specialised institution or organisation that hosts the stipend recipient for participation in a relevant programme, internship, residency, research activity or other professional activity.

Applied Research — theoretical or experimental research aimed at acquiring new knowledge and applying it in practice.

Professional Activity — educational, creative, research, internship, residency, networking or other activity directly related to the stipend recipient's professional practice.

Professional Added Value of Mobility — the body of knowledge, competencies, practical experience, professional contacts, partnerships, research results and/or access to professional resources and infrastructure acquired as a result of mobility and having potential for further practical application.

Professional Objective — an objective of the mobility defined by the applicant, directly related

to their professional, creative, educational or research activities and justified by the need for physical relocation.

Professional Event — an organised event of a professional nature in the cultural and creative industries, participation in which serves a defined professional objective, including a conference, forum, festival, biennale, fair, exhibition, professional showcase or similar event.

Professional Result — a specific result that the stipend recipient is expected to achieve through mobility and that can be used in their subsequent professional, creative, educational or research activities.

Mobility Programme — an organised set of events, activities and/or professional opportunities in which the stipend recipient participates for the purposes of professional development, learning, research, creative practice or the development of professional networks.

Residency — an organised programme that provides an artist or another professional in the cultural and creative industries with time, space, resources and/or a professional environment to undertake creative, research or other professional activities.

Internship — a form of professional training and practical experience gained through participation in the professional activities of a host institution or organisation over a specified period.

Stipend Recipient — an applicant in respect of whom the Foundation has made a decision to award a stipend and with whom the relevant agreement has been concluded.

Stipend (Scholarship) Project — a set of interrelated activities and actions aimed at achieving the stipend recipient's defined professional, creative, educational or research objective within the timeframe and budget specified in the agreement.

Creative Activity — activities involving the creation, interpretation and performance of works.

Tourist or Private Trip — a trip whose primary purpose is not to undertake the professional, creative, educational or research activities provided for in the stipend project.

XII. Additional Information

We recommend subscribing to the official Facebook page of the Foundation, where up-to-date information about our activities and opportunities for applicants is published.
Our physical and postal address: 28-30 Ivana Mazepy St., Kyiv, Ukraine, 01010.
Our registered address: 19 I. Franka St., Kyiv, Ukraine, 01030.
Our email for inquiries: info@ucf.in.ua
Email of the 'Cultural Horizons' program: programa.COHO@ucf.in.ua

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

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

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

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

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

Consultations and Clarifications

Consultation — the consideration of an applicant's individual circumstances and the provision of recommendations regarding project preparation or implementation.

The Foundation does not provide individual consultations on the advisability of participating in a call, the choice of a grant programme/LOT, determining the content of a project and its compliance with the LOT's aim, objectives and outputs, engaging partners, preparing a budget, or developing a strategy for participating in the call.

The Foundation also does not provide:

Legal advice on the application of legislation to the specific circumstances of an applicant's activities, including matters relating to contractual and employment relationships, the applicant's rights and obligations, the protection of intellectual property rights, the assessment of legal risks, and other matters requiring individual legal analysis;

Accounting advice, including advice on maintaining records of income and expenditure, recording the receipt and use of grant funds in accounting records, preparing primary accounting documents, and compiling accounting and financial reports;

Tax advice, including advice on the taxation of grants and an applicant's activities, determining tax liabilities, applying tax exemptions, and calculating and paying taxes, duties and other mandatory payments.

The above restrictions do not apply to clarifications of the requirements set out in the call documents, the terms of the grant agreement, and the established procedures within the Foundation's remit.

Clarification — an explanation of the provisions of the call documentation, established requirements and procedures within the Foundation's remit.

The Foundation provides clarifications on:

- the conditions of grant programmes and LOTs, including their aims, objectives and expected outputs;
- the mandatory documents comprising the Application Package, the established requirements for their preparation and the submission procedure;
- deadlines and procedures for submitting applications and conducting the competitive selection process;
- procedures for project implementation, amendments to projects and reporting;
- requirements for the structure and completion of the project budget;
- budget preparation rules and the eligibility of expenses in accordance with the requirements of the call documentation;
- the financial terms and conditions governing the implementation of the grant agreement;
- financial reporting requirements and supporting documents;
- provisions of the call documentation and the grant agreement, including the rights and obligations of the parties;
- procedures for concluding, amending and terminating the grant agreement;
- requirements for preparing documents within the Foundation's procedures;
- consequences of failure to comply with, or improper performance of, the terms of the grant agreement, within the Foundation's remit.

Clarifications are provided on the basis of the applicable call documentation, the terms of the grant agreement and the established procedures. They must not replace applicants' independent decisions regarding the preparation of project proposals and participation in the call, or create advantages for individual applicants over other participants.

Clarifications of general relevance to call participants may be published by the Foundation to ensure equal access to information.

XIII. Checklist for applicants

Application package	Check	
Project application (electronic form)	Yes ▢	No ▢
Project budget (EXCEL)	Yes ▢	No ▢
Copy of the applicant's **passport** (pages 1–2, pages 3–6 if they contain entries/stamps, and the page containing the registered place of residence) or a copy of both sides of the ID card and a paper copy of an extract from the Unified State Demographic Register containing information on the registered place of residence, or a paper copy of an extract from the Territorial Community Register	Yes ▢	No ▢
Copy of the certificate confirming the applicant's internally displaced person status and registration as an internally displaced person (if applicable)	Yes ▢	No ▢
Copy of the applicant's taxpayer registration card (tax identification number certificate) in paper form, except for individuals who, due to their religious beliefs, have refused to obtain a taxpayer registration number and have a corresponding entry in their passport	Yes ▢	No ▢
Full extract from the information and analytical system "Register of Information on Criminal Prosecution and Criminal Records"	Yes ▢	No ▢
Additional document (if any)	Yes ▢	No ▢

XIV. ANNEXES

Annex 1

To the Ukrainian Cultural Foundation

CERTIFICATE

I,_____,
(Full Name)

hereby confirm to the Ukrainian Cultural Foundation that I have no outstanding financial liabilities, including loans with overdue payments.

I confirm that the above information is accurate and reflects the actual circumstances.

_____	_____	_____
Data	*Signature*	*Name and Surname*

Annex 2

To the Ukrainian Cultural Foundation

CERTIFICATE

I,_____,
(Name and Surname)
hereby confirm to the Ukrainian Cultural Foundation that, within the framework of the Project:_____

_____
Project name and Number

no intellectual property objects belonging to third parties are used, and that all objects and results arising within the framework of the Project will be used in accordance with the requirements of the applicable legislation of Ukraine.

I confirm that the above information is accurate and reflects the actual circumstances.

_____	_____	_____
Data	*Signature*	*Name and Surname*

Annex 3

CONSENT
to the Processing of Personal Data

I,_____,
(Surname, first name)
(_____ _____ _____ year of birth, passport series ____ № _____
dd mm

issued by_____
_____),
pursuant to the Law of Ukraine "On Personal Data Protection", hereby give my consent to the Ukrainian Cultural Foundation to:

process my personal data obtained from primary sources, including the following information: education, profession, specialisation and qualifications, employment and academic activities, academic degree, academic title, passport details, registered or actual place of residence, biographical information, telephone numbers, email addresses, other contact details, and information on my participation in or management of international projects;

use my personal data, including actions taken by the data controller in relation to the processing of such data, including the use of personal data in accordance with its professional, official, or employment-related duties, measures taken to protect such data, as well as actions involving the granting of partial or full rights to process personal data to other subjects of relations associated with personal data;

disseminate my personal data, including actions taken by the data controller to transfer information concerning an individual;

provide third parties with access to my personal data, including actions taken by the data controller upon receipt of a request from a third party for access to personal data, as well as my access as the data subject to information concerning me.

I undertake, in the event of any changes to my personal data, to provide, as soon as possible, updated and accurate information and the originals of the relevant documents for the purpose of updating my personal data.

«_____»_____20____ p. _____
(signature)

Annex 4

To the Ukrainian Cultural Foundation

CERTIFICATE

I, _____,
(surname and first name)

hereby confirm to the Ukrainian Cultural Foundation that I have no pending enforcement proceedings in which I am identified as a debtor under an enforcement document, and that I am not a person upon whom an obligation to enforce a decision has been imposed.

I confirm that the above information is accurate and reflects the actual circumstances.

_____	_____	_____
Date	*signature*	*Name and Surname*