

ZMINA: Rebuilding

Open Call for national project funding proposals

Aim: to create and demonstrate on the national level cultural, artistic, and creative projects that facilitate, promote or mediate public discourse on "rebuilding": identity, social norms, communities, relationships, infrastructure, etc.

Eligible applicants for national projects

Call for national project proposal is open for

- Individual applicants from the Ukrainian cultural and creative sector,
- legal entities (public or private bodies) representing an organization of the Ukrainian cultural and creative sector, including cultural departments; educational, municipal and state cultural institutions working at the national and local levels.

All cultural and creative sectors are eligible (visual arts, performing arts, filmmaking, literature, urban cultural planning etc.).

Applicants and organizations must not be the subject to [sanctions imposed in Ukraine and beyond](#) and meet the requirements of [anti-money laundering public policy](#) reaching the level of ultimate beneficial owners.

Individual applicants;

- must have at least two years of professional experience in artistic, cultural, or creative sectors*,
- must be located on the territory of Ukraine or outside. Persons located on the territories of the Republic of Belarus, Russian Federation, territories occupied by the Russian Federation in Ukraine or in other countries are not eligible;
- must be at least 18 years old on the day of the application deadline, currently have Ukrainian citizenship and,
- must have the status of individual entrepreneurs (FOP) or act as individual artists without such status**

* experience in artistic, cultural, or creative sectors should be described in the application form with the references to the relevant experience and be justified through the required documents specified for this wave of national projects program

** individual artists providing their artistic, cultural, or creative activity simultaneously with the other official job are eligible

Organizations:

- must have been in existence for at least two years and have at least two years of professional experience in culture, art, or creative sector***,
- must have their registered offices or places of residence in Ukraine but outside Ukraine's temporarily occupied territories

*** experience in artistic, cultural, or creative sectors should be described in the application form with the references to the relevant experience and by the uploading the required documents specified for this wave of national projects program

There is no requirement for a partnership. However, grantees may work with other individuals or organizations corresponding project eligibility criteria for their project implementation and reflect this partnership in the application.

IMPORTANT NOTICE: Doing any economic activity from within the temporarily occupied territory of Ukraine is restricted. Any agreement related to that territory is automatically null and void. The list of the temporarily occupied territories is arranged by the Ministry of Reintegration. The level of uncertainty with regards to that list is extremely high, and there exist lots of issues that have no solution at the level of the law. The risks related to those issues potentially cover any entity on the side of the applicant. The issues of the temporarily occupied territories substantially affect the capacity of the IZOLYATSIA Foundation to support the applicants involved. It's highly recommended to the applicants to check the list of the temporarily occupied territories in advance and approach the Ministry of Reintegration for clarifications where risks arise or even possible.

What projects can be submitted:

ZMINA: Rebuilding program will support projects that contribute to the research and development of Ukraine's rebuilding themes and cover one or more **types** bellow:

- focused on concrete creative practices contributing to wartime resilience and post-war recovery in Ukraine, preservation and construction of new identities, social norms, communities, relationships, infrastructure, decolonization, building new cultural narratives, cultural urbanistic planning, etc.
- highlight the essential and unique role of the cultural and creative sector in social and economic (re-)development, now and in the future.
- designed to involve the general public in imagining the post-war future and shaping society's vision of the desired appearance of communities,

infrastructure, and social norms, with the involvement of local communities as well,

- are aimed at achieving results in specific creative forms that have a physical manifestation and can be disseminated to other local communities.

National projects should create and archive specific works and best practices that can be shared with other communities.

All projects should be aimed at working with specific local communities and must include interaction/engagement with audiences on resilience, rebuilding, or reconstruction, taken in their broadest sense (film screenings, photo-viewing, discussions, theater workshops, co-design of ideal living spaces, prototyping, etc.).

Projects that integrate New European Bauhaus' main focuses of beautiful, inclusive and sustainable projects will be more preferable among projects with the same score.

- beautiful are the places, practices, and experiences that are enriching, inspired by art and culture, responding to needs beyond functionality,
- inclusive: encouraging dialogue across cultures, disciplines, genders and ages,
- sustainable: in harmony with nature, the environment, and our planet.

National projects should include:

- implementation in Ukraine,
- at least one public event focused on discussion around "rebuilding",
- large-scale project presentation event,
- both creation and presentation of the product (both can happen simultaneously),
- active cooperation with clearly defined local communities, including local authorities, architects, city planners and other experts.

Implementation of projects, including reporting:

- Start of project implementation: from the date of signing the Subgrant agreement.
- Projects must be implemented within six months of the signature of the Subgrant agreement.
- Submission of an interim (simplified) financial report after spending 70% of the project budget.
- Submission of the final narrative and financial reports - within 30 days after the project closure.

Maximum amounts, general budget and payments:

- The maximum subgrant amount for a national project is 10,000 €
- General budget for the first wave of national projects is 100,000 €

Co-financing can be included in the project budget but is not mandatory.

IMPORTANT: If the applicant is a natural person or a natural person-entrepreneur (FOP), the subgrant provider acts as a tax agent for such applicants, and when paying (providing) the subgrant withholds on behalf of the applicant, the personal income tax of 18% and military duty of 1.5%. This means such applicants can include a maximum subgrant amount of EUR 8,050 in the project budget.

Subgrant payment procedure for the selected projects:

- 70% of the subgrant is paid after participating in the grant acceptance workshop on requirements and recommendations for project visibility,

financial management, narrative reporting, monitoring and evaluation that meet EU standards.

This part is paid in UAH equivalent at the exchange rate on the date of sale of the relevant tranche from The European Union.

- 30% of the subgrant is paid after receiving the financial and narrative report, which describes all the actual spent costs and contains information about the project and its results.

This part is paid in UAH equivalent at the exchange rate as calculated in the financial report.

Timetable and deadlines (indicative):

Call opening: 07.07.2023

Deadline for submission: 07.09.2023 at 23:59 (Kyiv time)

Evaluation: October 2023

Information on evaluation results: November 2023

Subgrant agreement signature: November 2023

Applicants will be informed of the selection process results by the email address used to register in the IZOLYATSIYA applications platform.

Due to the number of applications, the ZMINA: Rebuilding project team will not be able to justify the decision, and it will be final.

How to apply?

Applicants can submit their proposals via the online application platform — <https://platform.izolyatsia.org/contest/7a478935-afdd-4929-b4d1-1d0ec15982a8>

The application package consists of the following:

- application form (filled online on the IZOLYATSIA application platform),
- required attachments to the application.

The application form consists of the following:

- project description, compliance with the program requirements, relevance to the target community, implementation process, and what will be achieved as a result of the project,
- description of the project's community involvement level and methods. The activities planned by the project should not only be demonstrative but also participatory,
- description of the mechanisms/algorithms/tools for measuring the engagement of the audience attending the event,
- description of how and at what stages the project will involve local authorities and other experts such as architects, urban planners, and other specialists.

Required attachments:

- completed budget (the budget form is available on the application platform), in .xlsx/.xls format - without a signature,
- a scanned copy of the letter of guarantee executed and signed by the applicant's official representative (the form of the letter of guarantee is available on the application platform) in .pdf format,
- applicant's documents:
 - for legal entities: actual full extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations; the current version of the charter or regulations or equivalent (if such is mandatory for the legal entity),

- for individual entrepreneurs: actual full extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations; copy of passport; copy of the document with information on the tax ID (if any),
- for individuals: copy from the passport pages from 1 to 6 and pages indicating the current place of residence (for passports in the form of a booklet) or the front and back of the ID card passport and certificate of registration of residence/extract from the register of the territorial community; copy of the document with information on the tax ID, IDP certificate (if any)) - each of these documents - as a separate single file in .pdf format,

You may be asked at a later stage for further documents ***(for legal entity validation, financial capacity check, bank account validation, etc).***

IMPORTANT! Submission of the application is only possible after completing all sections of the form and uploading of the attachments. However, uploading all the required attachments to the application is the sole responsibility of the applicant.

Upon application submission, an applicant will receive an email confirming that the application has been submitted, and the application status will change to "Submitted" on the platform.

Application submission requires the provision of information that identifies the applicant. The mere use of the application platform constitutes consent by the applicant to the processing of the data provided in a manner necessary and sufficient for the implementation of the program, the processing and evaluation of the application and the administration of the

sub-grant. The information will be used only for this purpose until the applicant's consent to the contrary is obtained.

In case of technical problems during the application submission, please contact zmina@izolyatsia.org.

Selection criteria: how your application will be evaluated

Eligibility check:

The team of the **ZMINA: Rebuilding** project will check all applications submitted on the platform for compliance with the eligibility requirements.

The applications can be rejected, if it turns out that:

1. the applicant misrepresented information required as a condition for participating or failed to supply that information.
2. the applicant was previously involved in the preparation of the call and this entails a distortion of competition that cannot be remedied otherwise (conflict of interest).
3. Documents submitted in the application do not represent the information required by a specific application form field.
4. the applicant did not pass the technical eligibility requirements.

Technical eligibility requirements:

- application is submitted by the eligible applicant and partners (if any),
- the applicant's location or place of residence meets the conditions specified for this wave of national projects program,
- the start of project implementation meets the conditions specified for this wave of national projects program,
- project implementation period is within the project implementation period defined for this wave of national project selection,
- all required attachments are uploaded to the platform following standard templates that can be downloaded on the platform,
- all required attachments are uploaded to the platform in separate files and in the formats specified for this wave of national project selection,
- all required attachments are readable, accessible and printable,
- for the extract from the Unified State Register of Legal Entities, Individual Entrepreneurs and Public Organizations - the data in the extract are actual on the date of application submission and a full extract is provided,
- the subgrant amount requested in the budget is within the maximum subgrant amount determined for this wave of national project selection,
- the application form is complete and contains all the requested information.

IMPORTANT NOTICE: It is crucial that statements made by the applicant in the letter of guarantee are true. Otherwise, the application can be rejected at any stage of the selection process. At the further stages, untrue statements shall be the legal ground for termination of the subgrant agreement, return of subgrant funding and recovery of damages.

Applications that do not pass the eligibility check determined above will be rejected. Such applicants will be notified by email to the email address used to register in the IZOLYATSIA applications platform.

The rest of applications will form a preliminary list of projects.

At the next selection stage, each application from the preliminary list of projects will be subject to a separate independent evaluation by two external experts.

Evaluation criteria:

Objectives (20 points)

- Are the project and expected results in line with the objectives of the Call?
- Are the expected results well-defined and quantified?

Methodology (20 points)

- Does the project plan make sense? Is the timetable coherent and realistic?
- Are the activities well described?
- Are the activities likely to produce the intended results?
- To what extent have the risks of project failure been calculated and minimized?

Project team (10 points):

- How experienced is the project team, including experience in narrative and financial reporting?

Project budget (10 points):

- How detailed and reasonable is the budget?
- Is the project budget coherent with the needs and scale?
- Does the budget contain any unacceptable expenses?

Visibility, audience, and impact (20 points):

- Does the project involve both local communities and local authorities? What is the level and nature of this involvement across the project process?
- How strong is the foreseen project visibility?
- Will the project results be relevant in other communities/contexts?
- Is the project likely to have a sustainable impact, and a solid long-term footprint?
- Is it possible to multiply the project outputs or implementation processes to other communities or contexts?

Cross-cutting issues (20 points):

- How are gender balance, diversity and inclusion addressed?
- Has environmental sustainability been addressed?
- Have environmental impacts been minimized?
- How significant are the environmental impacts?

Two external experts will evaluate the application. The final score will result from the arithmetic mean of all scores.

To be selected for the final stage, an application must score at least 50 points. Applications with a final score of less than 50 points will be rejected, and the applicants will be notified by email.

At the final stage of selection, applications will be processed by a five-person selection committee:

- One representative from each project partner (IZOLYATSIA, TEH, Malý Berlín),
- A high-level and well-respected representative from the Ukrainian CCSs,
- A high-level and well-respected representative from the EU CCS.

The selection committee will make a final selection of projects, basing themselves on the scores obtained but also aiming to reach the 'best' fit within the available budget and geographical diversity.

Additionally, the following aspects will be taken into consideration to decide between two almost equivalent projects:

- Gender balance,
- Regional balance,
- Inclusion, including less-abled A&CP,
- Diversity of cultural sub-sectors,
- The project includes displaced Ukrainian communities,
- The project includes Ukrainian A&CO in exile,
- Projects that address environmental sustainability,
- Projects that integrate New European Bauhaus' main focuses.

Eligible and ineligible costs:

The general eligibility conditions are the following:

- costs must be declared under one of the budget categories set out in the budget form,
- costs must be incurred in connection with the project as described and necessary for its implementation (direct costs),
- they must be reasonable and justified and must comply with the principle of sound financial management regarding economy and efficiency,
- they must be incurred in the project period. The project implementation period is defined as the period from the date of bilateral signing of the Subgrant Agreement to the end date of the project implementation, which is specified in the Subgrant Agreement; they must be identifiable and verifiable, recorded in the beneficiary's accounts and must be confirmed by actual payment following bank statements and supporting documents following the terms of the Subgrant Agreement,
- they must comply with the applicable national law of Ukraine.

The budget form has the following budget categories:

1. Professional fees, incl. taxes (artistic/cultural work only; except project administration team) - maximum daily rate for time spent on the project is 75€/day.
2. Travel costs:
 - 2.1. Travel costs for artists and actors involved in the project, including taxes - max. 65€/return trip inside Ukraine and max. 350€/return trip outside Ukraine,
 - 2.2. Green top-up for travels of more than 600 km outside Ukraine not undertaken by plane, including taxes - max. 300€/return trip,
3. Per diem and accommodation for artists and actors involved in the project, including taxes - max. 65€ / overnight,
4. Family support for artists and actors involved in the project traveling with small children, including taxes - max. 100€ / traveling artists and actors involved in the project,
5. Visa costs, including taxes - max. 80€/visa,
6. Delivery/transportation (of materials, equipment, etc.),
7. Materials,
8. Tools, equipment and other assets - only as depreciation costs. Only the portion of the costs that correspond to the rate of actual use for the project can be considered,
9. Services required for the implementation of the project (production, rental of equipment, tools, etc. - except for services related to the project administration team,
10. Communication, marketing and documentation costs,
11. Project administration team (accountant, manager, lawyer etc.) - only as co-financing.

Not eligible costs are:

- indirect costs,
- project administration team (accountant, manager, lawyer) at subgrant costs,

- costs that do not comply with the eligibility conditions set out above, in particular:
 - costs related to return on capital and dividends paid by a beneficiary,
 - debt and debt service charges,
 - provisions for future losses or debts,
 - interest owed,
 - currency exchange losses,
 - bank costs charged by the beneficiary's bank for transfers from IZOLYATSIA,
 - excessive or reckless expenditure,
 - deductible or refundable VAT,
- costs or contributions declared under other EU grants (or grants awarded by an EU Member State, non-EU country or other body implementing the EU budget),
- costs or contributions for staff of a national (or regional/local) administration for activities that are part of the administration's everyday activities (i.e. not undertaken only because of the subgrant),
- costs or contributions (especially travel and subsistence) for staff or representatives of EU institutions, bodies or agencies,
- costs or contributions (especially travel and subsistence) for staff or representatives of IZOLYATSIA, Trans Europe Halles and Malý Berlín.

Based on the results of the final selection of projects by the selection committee, applicants for projects that have been successfully selected will be notified to continue participating in this wave of national project selection at the stage of concluding a subgrant agreement. Applicants whose projects are not selected for funding at this final stage will receive a rejection letter or notification of inclusion in the reserve list by email.

An invitation to prepare a subgrant agreement does not constitute a formal funding commitment. The **ZMINA: Rebuilding** team will need to conduct

various legal checks before signing the subgrant agreement: confirmation of legal entity, location, exclusion checks, etc.

Concluding the subgrant agreement

To sign a subgrant agreement, **ZMINA: Rebuilding** team needs to clarify technical or financial aspects of the project in detail and may require additional information from the applicants. This stage may also include adjustments to the application and budget based on the recommendations of the Selection Committee or other aspects. Resolving all issues and clarifications will be a prerequisite for signing a subgrant agreement. The rights and obligations to implement projects under the applications in accordance with the selection results will arise only after the signing of the subgrant agreement between the applicants and IZOLYATSIA Foundation and in accordance with the terms of this agreement. In the case of partnerships at the level of applicants, such a contract or agreement will be concluded by all of them, and all such applicants will be considered jointly and severally liable for the successful implementation of the project, compliance with the rules and requirements for financing, reporting, etc. and for obligations under such a contract or agreement.

The subgrant agreement template that will be used and other relevant templates and instructions will be available for review via a link on the program website from 16.07.2023.

Simultaneously with the subgrant agreement preparation, the **ZMINA: Rebuilding** team will conduct a mandatory workshop on the subgrant terms and conditions (requirements and recommendations for project visibility, financial management, narrative and financial reporting, project monitoring

and evaluation that meet the standards of the Creative Europe program) (hereinafter referred to as the requirements).

On the part of the program team, the subgrant manager and the program team will oversee the work of subgrantees and provide support and information to help subgrantees meet the project implementation and reporting requirements.

Applicants' support

During the application period **ZMINA: Rebuilding** team will provide ongoing support to applicants:

- support line via email zmina@izolyatsia.org; the program team will answer all the questions within two business days.
- FAQ published and updated on the IZOLYATSIA application platform.
- weekly ZOOM calls for applicants and the program team. To join the meeting, the applicant must register via the following form <https://forms.gle/m8V76HZEEyBMPr3r5>.