

Ukrainian Cultural Foundation
Competition Programme
Culture for Changes

Guidelines for Applicants

LOT 2: Ukrainian-British Cooperation

Dear colleagues,

This Guidelines for applicants will help you to better understand the terms and opportunities of the LOT “Ukrainian-British Cooperation” of the “**Culture for Changes**” competition programme.

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

Table of contents

I. About the Ukrainian Cultural Foundation	4
II. About the “Culture for Changes” Programme	6
III. About the “Ukrainian-British Cooperation” LOT	9
IV. Project Type and Terms of Co-Financing	11
V. Requirements for Applicants and Partners	12
VI. Mandatory Documents for Submission of Application Package for “Ukrainian-British Cooperation” LOT	13
VII. How to Submit an Application Package for Competition Programme	14
VIII. Stages of the Competition and Criteria for Technical Selection of Projects	19
IX. Assessment of projects by experts of the UCF expert councils	21
X. Approval of Decisions of Expert Councils by the Directorate through Negotiation Procedures	22
XI. Approval of Decisions of Expert Councils by the Supervisory Board	24
XII. Project Management Rules	24
XIII. Monitoring of Project Implementation	26
XIV. Reporting Procedure	27
XV. Legal documents	28
XVI. Glossary of the “Ukrainian-British Cooperation	28
XVII. Checklist for Applicants for the Supporting artists with disabilities LOT	32
XVIII. Annex No. 1: Work Plan	33
XIX. Annex No. 2: Project concept	34
XX. Annex No. 3: Letter of intent for cooperation	35
XXI. Annex No. 4: Audience Monitoring Questionnaire	36
XXII. Annex No. 5: Event Monitoring Questionnaire	37

Important:

The following rule is applied in 2021:

One (1) applicant — One (1) application for each programme.

This means that one legal entity or individual entrepreneur may be an applicant **for all competition programmes in parallel**, but only provided that they submit **only one (1) application package for each of the competition programmes**.

Projects submitted by the same applicant to different competition programmes must have different names, goals, objectives, results and different composition of project teams.

If several projects of the same applicant win, the Foundation may support a **maximum of three projects**.

The standard language of all projects supported by the Foundation is Ukrainian. If supporting materials (video, audio, printed materials, etc.) in foreign languages are used in the project, a translation of the content into Ukrainian (text translation, captioning, etc.) must be added.

The content for the foreign audience of the project under the Culture for Changes programme, must be created or translated into English (text translation, titration, etc.).

I. About the Ukrainian Cultural Foundation

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

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

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

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

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

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

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

Our physical and postal address: 10-12 Lavrska St., Kyiv, 01010, Ukraine

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

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

Email of the "Ukrainian-British Cooperation" programme:
programa.cfc@ucf.in.ua

Important documents:

- ✓ all rules and requirements for the application package can be found in this Guidelines for applicants;
- ✓ information on the stages and terms of competitive selection can be found in the Procedure for Competitive Selection of Projects;
- ✓ information on the procedure of activities of the Expert Councils of the Foundation can be found in the Regulations on Expert Councils of the Ukrainian

Cultural Foundation;

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

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

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

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

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

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

Please note:

Employees of the Foundation do not provide legal advice and consultations on accounting issues and payment of taxes, fees and mandatory payments.

If you have any questions regarding the taxation of grants, we advise that you submit your questions to authorized governmental tax agencies.

If you have any questions regarding the programme, please write to programa.cfc@ucf.in.ua

II. About the “Culture for Changes” programme

The Culture for Changes programme is an international partnership program aimed at jointly seeking answers to today's challenges by supporting cultural dialogue and creating joint cultural and artistic projects. The program aims to contribute to the achievement of the 17 Sustainable Development Goals (SDGs), which are part of the 2030 Development Agenda adopted by world leaders at the historic UN Summit in September 2015 by supporting projects that promote knowledge about SDGs in society and intensify the dialogue around current challenges facing humanity. The program is to be implemented in 2021 by the Ukrainian Cultural Foundation in partnership with the Foundation Remembrance, Responsibility and Future (Germany) and the British Council (UK).

About the Foundation Remembrance, Responsibility and Future (EVZ) (Berlin, Germany)

In memory of the victims of the Nazi regime, the Foundation Remembrance, Responsibility and Future (EVZ) advocates for human rights and the understanding of peoples. The Foundation continues to provide support to survivors of World War II. In so doing, the program shows the long-term political and moral responsibility of the German state, economy and society for National Socialist arbitrariness. The EVZ Foundation was established in 2000 to compensate former forced laborers. The payment program was completed in 2007. Since then, the EVZ Foundation has annually supported international projects in the following areas: • Critical consideration of history • Advocacy for human rights • Activities for the benefit of victims of National Socialism. You can find the most up-to-date information about the EVZ Foundation on its official [website](#) and Facebook and Instagram pages.

About the British Council

The British Council is an international organization of the United Kingdom whose goal is to deepen cultural ties and educational opportunities. We promote friendly dialogue and better understanding between people in the UK and other countries. We do this through a positive contribution to the UK and the countries we work with - changing lives, creating opportunities, building relationships and trust. We work in more than 100 countries around the world in the fields of arts and culture, English, education and civil society. Last year, we interacted with more than 80 million people and reached 791 million people online, broadcasts and publications. Since 1934, we have been a British charity governed by the Royal Charter and the British government.

You can find out about the activities of the British Council in Ukraine on the institution's [website](#).

The program "Culture for Changes" corresponds to the following priority areas of the Ukrainian Cultural Foundation:

1. Creating favourable conditions for facilitation of creative activities, partnership

development and formation of common values of civil society in Ukraine;

2. Promoting intercultural dialogue and supporting cultural diversity.
3. Ensuring cultural rights by providing equal access to cultural resources and equal opportunities for personal development and fulfilment for all citizens and communities, regardless of cultural, linguistic, ethnic, regional, social, gender and other features or differences.

The budget of the Culture for Changes program in 2021 consists of the contributions of:

- Ukrainian Cultural Foundation - UAH 14 million
- British Council in Ukraine - 50 thousand UK pounds
- Memory, Responsibility and Future Foundation - 75 thousand Euros.

Objectives of the program "Culture for Changes":

- shaping a common European future through the intensification of international cooperation by supporting joint projects in the fields of culture and the arts;
- stimulating the development of international cross-sectoral and intersectoral partnerships to create innovative cultural and artistic products;
- stimulating public dialogue around the current challenges of humanity through cultural and artistic products;
- raising public awareness of the Sustainable Development Goals;
- building new cultural and artistic partnerships between organizations from Ukraine and Germany and from Ukraine and the United Kingdom.

As part of the competition program "Culture for Change" for 2021, we offer LOTs:

- LOT 1. Ukrainian-German cooperation;
- **LOT 2. Ukrainian-British cooperation.**

Calendar of competitive selection and project implementation schedule

	Beginning	End
Submission of application packages in electronic form	1 December 2020	1 February 2021, 18:00 (Kyiv time)
Information campaign (including online consultations)	01.12.2020	01.02.2021
Publication of the register of application packages received	by 04.02.2021	
Selection of project submissions meeting all technical criteria	04.02.2021	12.02.2021

Notification to the applicant's personal online account of application package status following the technical selection stage	by 16.02.2021	
Publication of the register of projects following the selection of projects which meet all technical criteria	by 16.02.2021	
Assessment of projects by the expert councils of the Foundations	04.02.2021	15.03.2021
Receipt of results of expert assessment delivered to the applicant's personal online account	by 26.03.2021	
Publication of a rating register of all projects following expert evaluation	by 26.03.2021	
Approval of expert council selections by the Directorate of the Foundation (through negotiation procedures) and approval by the Supervisory Board of UCF	29.03.2021	30.04.2021
Execution of Grant Agreements and publication of the register of winning projects	by 11.05.2021	
Implementation of projects, including submission of reports	upon execution of the Grant Agreement by the Foundation, but not earlier than 30 April	30 October 2021

III. About the “Ukrainian-British Cooperation” LOT

Total budget for the LOT 2 consists of:

- Ukrainian Cultural Foundation – 7 million UAH
- British Council in Ukraine – 50 thousand UK pounds¹

Minimum grant amount (that cannot be decreased): UAH 100,000

Maximum grant amount (that cannot be increased): UAH 700,000

LOT supports the sector of cultural and creative industries.

LOT support priorities:

- support for cultural and artistic projects that promote the creation of new or strengthen existing partnerships between artistic, educational and scientific organizations in Ukraine and the United Kingdom;
- support for cultural and artistic projects aimed at finding solutions that have local impact and global relevance;
- support for cultural and artistic projects aimed at finding new forms of artistic expression, greater inclusiveness and diversity of the artistic process, rethinking heritage.

LOT terms:

1. The project must involve a project coordinator / manager from both countries representing the applicant organization and partner.
2. The communication component of the project should include public coverage of the project through the involvement of information partners, relevant media, opinion leaders, etc. in Ukraine and the United Kingdom, indicating that the project is supported by the UKF and the British Council.
3. The UK partner should be involved at all stages of the project.

¹Please note that the LOT budget may be either increased or decreased as a result of Verkhovna Rada approval of 2021 Ukrainian State Budget legislation.

Possible variants of final products of LOT (the list is not exhaustive):

- exhibition
- publications
- residency
- performance
- concert
- creative space (hub, experimental laboratory, workshop)
- educational programme
- archive
- analytical report
- video
- video blog
- web series
- podcast
- digital projects (VR, AR, MR)

We offer the following formats of the projects in the order of priority:

- Online;
- Live * and online (which involves conducting both offline and online activities of the project team and participants within one project).
- Live ** (subject to the recommendations of the Ministry of Health of Ukraine on the organization of anti-epidemic measures for cultural and artistic activities during the quarantine period affecting the spread of coronavirus disease (COVID-19) and corresponding with current recommendations in the UK).

Applicants have the opportunity to determine the format of the project, but the formats "online", "live and online" are priorities.

The LOT applicant must be a legal entity registered on the territory of Ukraine in accordance with current legislation and have relevant experience in the field of culture, education, international exchange.

The LOT partner must be a legal entity registered in the United Kingdom, in accordance with applicable law and with relevant experience in the field of culture, education, international exchange.

The beneficiaries of LOT are:

- Ukrainian and British cultural and artistic institutions;
- individual artists, producers, cultural operators, etc.
- Ukrainian, British and foreign media;

- diplomatic, state and international institutions in Ukraine and the United Kingdom;
- wide audience.

Expected short-term results of the LOT:

- 10+ projects supported that are implemented in cooperation between Ukrainian and British partners;
- implemented projects strengthened, intensified or established 10+ partnerships within the program;
- at least 10 Ukrainian and 5 international media covering the implementation and results of projects supported by the Ukrainian Cultural Foundation and the British Council in Ukraine;
- establishing additional partnerships gained during the implementation of projects (with at least 2 Ukrainian and / or foreign partners).

Expected long-term results of the LOT:

- shaping a common European future through the intensification of British-Ukrainian cooperation by supporting joint cultural and creative projects;
- arts and culture play an increasing role in bringing together diverse groups, creating more open and sustainable societies that protect heritage and address local and global issues.
- raising awareness of sustainable development goals in both countries; intensification of participation of artists, cultural operators and organizations from Great Britain and Ukraine in international projects;
- raising awareness and creating a positive image of Ukraine in the United Kingdom and, accordingly, of the United Kingdom in Ukraine.

IV. Project Types and Terms of Co-Financing

Please note!

The following rule change authorized by the Foundation: national and international cooperation projects **do not require** mandatory co-financing. Instead, co-financing can be offered by the applicant for any type of project. The Foundation considers co-financing as the attraction of resources exclusively in **monetary form** or other sources not prohibited by law, which are not grant funds of the Foundation and which are used by the applicant to achieve the objectives and the results of the project. Project co-financing may be provided by the applicant or the partner (s) or by a third party.

Within the framework of LOT "Ukrainian-British Cooperation" only international cooperation projects are supported.

The LOT international cooperation project is a cultural and artistic project implemented in partnership between Ukrainian and British organizations in Ukraine and / or the United Kingdom.

Additional partners are not required, but their involvement is possible and welcome.

V. Requirements for Applicants and Partners

The LOT applicant must be a legal entity registered on the territory of Ukraine, in accordance with current legislation and have relevant experience in the field of culture, education, international exchange.

The LOT partner must be a legal entity registered in the United Kingdom, in accordance with applicable law and with relevant experience in the field of culture, education, international exchange.

The following persons may not act as applicants or partners, participate in the implementation of projects or receive funding from the Foundation:

- political parties and associations;
- religious organisations;
- legal entities and individual entrepreneurs declared bankrupt or in which bankruptcy proceedings have been initiated;
- legal entities and individual entrepreneurs that are in the stage of termination/liquidation of the legal entity or termination of entrepreneurial activity of the individual entrepreneur;
- authorized representatives of a legal entity and individuals who have records of criminal convictions for economic crimes that have not been expunged or removed in the manner prescribed by law;
- authorized representatives of a legal entity and individuals who have records of criminal convictions for crimes in the area of official and professional activities related to provision of public services that have not been expunged or removed in the manner prescribed by law;
- authorized representatives of a legal entity and individuals who have records of criminal convictions for a crime that have not been expunged or removed in the manner prescribed by law;
- legal entities and individuals against whom restrictive measures (sanctions) determined by the decision of the National Security and Defence Council of Ukraine and put into effect by the Decree of the President of Ukraine in accordance with the Law of Ukraine “On Sanctions” were applied;
- applicants who have debts to the State budget, the Pension Fund of Ukraine, the Fund of Compulsory State Social Insurance, or have outstanding debts for wages, other credit liabilities;
- applicants against whom there are pending enforcement proceedings at the time of submission of the application package(s);
- applicants who have pending legal proceedings with the Foundation and/or effective court decisions under which claims of the Foundation were granted.

VI. Mandatory Documents for Submission of Application Package for “Ukrainian-British Cooperation” LOT

- project application (electronic form to be completed in the personal online account on the website of UCF);
- Annex No. 1 to the project application “Project Work Plan” (in PDF);
- Annex No. 2 to the project application “Project concept” (in PDF);
- project cost estimate (special EXCEL table that can be found on the page of the relevant competition programme);
- full (expanded) extract from the Unified State Register (USR) with information generated at the time of submission of the application package (in PDF). The extract can be ordered on the website of the Ministry of Justice of Ukraine (a fee is charged for the extract, an electronic digital signature of the person creating the request is required to order the extract);
- For a **partner organisation that is not a resident of Ukraine**: a scanned copy of all original constituting documentation corresponding to applicable legislation in the country of registration and a duly certified translation thereof into Ukrainian;
- letter (s) of intent for cooperation from the partner(s): scanned copy of the original in PDF. Sample letter of intent for cooperation — **Annex No. 3 to the Guidelines for applicants**. If document is drafted in foreign language a certified translation into Ukrainian must be submitted as well.

Please note:

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

Please note:

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

VII. How to Submit Application Package for Competition Programme

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

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

To submit the application package, the applicant must [create a personal online account](#) on the Foundation's website. If you have created a personal account previously, you may use it. (The website allows for password recovery).

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

The application may be completed in stages: to do this, please use the **“Save”** button. For convenience, the completed application can be **“Printed”** — that is, displayed on a separate screen for preview, reading or printing.

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

After sending the application package, the Applicant receives an e-mail notification on the successful submission of the application to the competition, indicating the project number assigned by the system (e.g., 4CFC23-12345).

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

Project application

The project application must be completed in electronic format. Please read the list of questions you are required to answer in advance on the Foundation website. We also advise you to read the expert assessment criteria – this will help you answer the questions in the application to be assessed (see [Methodology of Expert Assessment](#)).

The project application has built-in tips on how to correctly fill in its fields — **the**

letter “i” (*information*) in the upper right corner of the field. If the data provided does not match what is expected in a field (e.g., letters instead of numbers), the system will prohibit the submission of the application package until properly formatted data is entered.

Important:

Corrections and changes may be made to an application at any time prior to its final submission to the Foundation. After it has been submitted you will not be able to make any changes to either the text of the application or any uploaded documents. Also, you may not re-submit your corrected application package — the system automatically blocks this option. We recommend that you check all documents before sending, create a separate folder on your computer and submit final versions of your project documentation from this folder with your application in order to avoid errors.

Cost estimate

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

The cost estimate consists of the following tabs: revenue side and cost estimate. The applicant must complete all pages.

Please note that the column “**Cost Rationale and Breakdown**” on the cost estimate sheet is also mandatory. If the project involves co-financing and/or reinvestment, these columns are also mandatory.

The Foundation strongly recommends that you engage the services of an accountant at your organisation while drawing up the project cost estimate — all recommendations for its completion are made in accordance with standard accounting principles and employ respective accounting terminology.

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

Important:

The Foundation transfers the **grant in several tranches** during the project implementation period. The tranche schedule will be an annex to the Grant Agreement. The amount of the tranches and the payment schedule depends on the annual allocation plan.

The cost estimate must include only **eligible costs** (the list of eligible and ineligible costs is given below) in the column “Costs at the expense of the grant from UCF”.

The column “Costs at the expense of reinvestment” must include **only eligible costs**, with the exception of costs for project team members’ remuneration.

In the column “Co-financed costs”, you may include all types of eligible costs, **without setting cost limits** for individual items of the cost estimate, and **you may also include types of costs that are ineligible in accordance with the rules of the Foundation.**

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

- costs that are necessary for implementation of the project;
- costs that meet the principles of efficient and rational use of state funds;
- costs that will actually be incurred during the implementation period of this project; the project implementation period is determined as the period from the date of execution of the Grant Agreement by both parties until the date of submission of the final financial statements (but not later than the final project implementation date stipulated in the Grant Agreement);
- the costs that will be reflected in the accounting records of the grantee (its partners) must be identified and supported by original documents or duly certified copies;
- costs stipulated in the project cost estimate, namely:
 - wages and social fees;
 - travel expenses of the personnel of the applicant organisation;
 - equipment and intangible assets;
 - costs related to lease (of premises, machinery, equipment and tools, stage equipment, vehicles);
 - costs of project participants in cultural, educational and other activities and do not receive remuneration and/or fees;
 - material costs;
 - printing services, publishing services;
 - promotion services;
 - services for creation of a web resource;
 - purchase of methodical, educational, informational materials, including

- on electronic media;
- translation services;
- other costs, **including payments under license agreements for the non-exclusive right to use intellectual property (royalties).**

Please note:

According to the rules of the Foundation, the final report of the applicant must be confirmed with a report of an independent auditor! Please be sure to anticipate these costs either at the expense of the grant, co-financing, or reinvestments.

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

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

Important:

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

- wages of full-time employees: the amount of wages (bonus for additional workload) is set in accordance with the staffing list of the applicant organisation, the Regulation on Bonuses and other regulations governing the amount of wages of employees of the applicant organisation;
- the maximum amount of services provided by a team member under a civil

contract or under agreements with an individual entrepreneur may not exceed the amount specified in paragraph 3 of Article 3 of the Law of Ukraine “On Public Procurement”, namely **UAH 50,000.00 (fifty thousand) per month for one person**; this amount of services provided under a civil contract and under agreements with an individual entrepreneur may include all additional costs that may arise in the provision of the services (compensation for travel, accommodation and meals, etc.), but may not exceed the established amount;

- costs for business trips of the personnel and travel of project participants are established in accordance with the provisions of Resolution of the Cabinet of Ministers No. 98 dated 2 February 2011;
- costs for purchase of equipment, tools, inventory are limited to the amount of **UAH 6,000.00 (six thousand) without VAT per unit**;
- catering services: at the rate of **UAH 250 (two hundred and fifty) per person per day**, with the obligatory provision of copies of registration lists with signatures of the participants;
- when planning the project cost estimate, keep in mind: if the amount of goods, works, services (**except for works or services provided by members of the project team**) provided by a legal entity or an individual entrepreneur is equal to or exceeds the amount specified in paragraph 3 of Article 3 of the Law of Ukraine “On Public Procurement”, namely **UAH 50,000.00 (fifty thousand)**, **at the time of reporting** this amount must be confirmed by three commercial quotations from other suppliers of goods, works, services, to which the grantee applied in the process of researching the market price of a proposal.

Work plan

A structured document used for the administrative management of the project; it may be changed only upon approval of change requests through execution of a supplementary agreement.

It defines all the necessary parameters of the project, namely: activities, their duration, the need for human and financial resources, performance indicators. The document is the basis for assessment and monitoring of the progress of the project. For ease of completion, we recommend that you work in landscape orientation in a Word document page.

Annex No. 1 to these Guidelines for applicants includes a sample work plan — please adjust it to fit your project needs.

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

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

1. technical selection;
2. expert council selection;
3. directorate approval of expert council decisions via negotiation procedures;
4. Foundation Supervisory Board approval of Foundation Directorate approvals of expert council decisions.

Technical selection of projects

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

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

- has been submitted through the official website of the Foundation ucf.in.ua by the deadline;
- has been submitted in full in accordance with the description of the application package for this LOT;
- contains a cost estimate with two completed sheets (revenue and cost sections part) and submitted in the form established by the Foundation in EXCEL format;
- Has been submitted in Ukrainian, and in the event of documents submitted in foreign languages, contains a duly certified (i.e., either by the applicant, or by a notary, or by a translation agency) translation of said documents into Ukrainian;
- has been submitted by an applicant and partner that meet the requirements for applicants and partners (a full list of requirements for applicants is given in Section 5 of the [“Procedure for competitive selection of projects”](#)).

Important:

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

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

The result of consideration of the application package at this stage will state one of the following:

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

Applicants may submit appeals regarding technical selection results within **5 calendar days** after the Foundation has sent them an email stating the results of the technical selection stage.

In the event an applicant applies to the Foundation, please adhere to the following sequence:

- prepare an application to the Directorate of the Foundation on the letterhead of the applicant organisation with a request to revise the results of the technical selection, certifying it with the signature of the head and seal (if any), put the date;
- be sure to indicate the reason of the negative result of the technical selection in the application and provide substantiation of the decision offered by you;
- in the absence of the required document, attach it to the application;
- send a scanned copy of the application with attachments to the e-mail address of the programme-- **programa.cfc@ucf.in.ua** with the subject — APPLICATION 4CFC23- 12345 (where 12345 is your application number).

You will be informed about any subsequent decision of the Management Board: a) by e-mail and/or b) a reversal of the technical selection decision to be indicated in the personal account of the applicant.

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

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

Having passed the technical selection, the application package is submitted for assessment by the expert council of the relevant programme of the Foundation. The application packages are assessed by experts of the Foundation in accordance with the Regulations on Expert Councils of the Foundation, the Project Assessment Methodology, subject to the funding criteria and the requirements of this Guidelines for applicants.

Important:

The applicant is prohibited from contacting experts during the expert assessment in order to influence their decision.

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

Each project is assessed in parallel by five experts from the relevant expert council. Please read the [Methodology of Expert Assessment](#) to learn more about the rules guiding expert evaluations and assessment criteria.

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

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

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

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

In the event you apply to the Foundation, please adhere to the following sequence of actions:

- prepare an application to the Directorate of the Foundation on the letterhead of the applicant organisation, certifying it with the signature of the head and seal (if any), put the date;
- send a scanned copy of the application to the e-mail address of the programme programa.cfc@ucf.in.ua with the subject- APPLICATION 4CFC23-1234 (where 12345 is your application number).

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

X. Approval of Decisions of Expert Councils by the Directorate via Negotiation Procedures

Decisions of expert councils are approved by the Directorate regarding the conditions, mechanisms and amount of UCF support through negotiation procedures with the applicant via the applicant's personal online office. In some cases, the negotiation procedure may take the form of a personal meeting with the applicant.

If necessary, expert commentary regarding the application package will be provided to the applicant. Said commentary must be taken into account prior to the execution of the Grant Agreement. Full consideration of any comments provided is a prerequisite of the execution of the Grant Agreement.

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

- project application with all required annexes and the planned cost estimate reflecting the comments and recommendations of expert councils and the commission on negotiation procedures;
- a copy of the certificate of opening of a new, designated bank account for the receipt of grant funds or a certificate from the bank on the existence of an account maintaining a zero balance and a bank statement confirming the absence of funds from the designated account for the prior three (3) months;
- a copy of a certification from other servicing banks on the absence of a balance of credit debt or interest (if any);
- a copy of the extract from the Unified State Registry of Legal Entities (USR), Individual Entrepreneurs and Public Organisations, generated in full and covering the period from the date of receipt of the e-mail invitation through the date of negotiation procedures, and including a complete list of data from the USR;
- a copy of the articles of association or other constituent document (with all amendments and supplements) which is valid on the date of the negotiation procedures;
- a copy of the staffing list, regulations on bonuses or any other regulations governing the amount of wages to be paid to employees of the applicant organisation;

- copies of the passport and identification number of the head of the legal entity (or individual entrepreneur), and any extant orders on the appointment of the organizational head;
- a copy of the document granting the head the authority to sign contracts and financial documents in the amount of more than UAH 50,000.00 (fifty thousand in the event of the existence of such restrictions);
- a copy of the certificate from the State Tax Service of Ukraine at the place of registration on the absence of tax debts on taxes and fees (mandatory payments);
- certification by the applicant in any form confirming the absence of debts owed for back wages, to be signed by the organizational head and accountant (if any) and certified by organizational seal (if any);
- a certification by the applicant in any form of the absence of debts on loans;
- documents confirming compliance with applicable legislation on the protection of intellectual property and copyright for creation and use of the result of intellectual activity or intellectual property to be used in the implementation of the project (said document may be a copy of the license agreement for exclusive/non-exclusive use of intellectual property or a letter from the applicant in an arbitrary form that no third party intellectual property nor results of intellectual activity are employed in the project, and all intellectual property and results that will be created within the project will be used in accordance with applicable law);
- letter of consent in any form permitting the processing, use, disclosure and access of personal data. Said consent is given individually by each team member who provides their personal data. The letter must state that said consent is granted to the Ukrainian Cultural Foundation;
- **in the event co-financing is solicited** for the project, the Applicant must provide documents confirming co-financing. Such documents may include: a copy of the cooperation agreement indicating the amount of funding from each of the parties to the agreement, and indicating all obligations of both parties in the implementation of the project; a copy of the letter of guarantee, in which each of the parties engaged in the financing of the project confirms its financial obligations for the amount of funding; if co-financing drawn from budgetary funds is provided, please provide a duly certified copy of the administrative decision authorizing the allocation of funds.

XI. Approval of Decisions of Expert Councils by the Supervisory Board

The final stage of the competitive selection of projects is the approval of any decisions rendered by expert councils and subsequently approved by the Directorate of the Foundation by the Supervisory Board of the Foundation in case of projects, the amount of which exceeds 150 minimum wages established by the Law of Ukraine “On the State Budget of Ukraine” as of 1 January 2021.

The approval procedure is carried out at a meeting of the Supervisory Board where projects are considered and comments of experts and reports of the chairmen of the commissions on negotiation procedures are taken into account. All decisions are rendered in a public vote.

After approval of the decisions of expert councils, the Directorate of the Foundation allocates funding for the implementation of the projects, and the Grant Agreement is executed with the applicant.

XII. Project Management Rules

Important:

The grantee must engage a professional accountant to keep accounting records of all project implementation costs.

Projects submitted to competitions of UCF may not receive financing for identical expenditures from any other donor or organisation. In the establishment of any violation of this rule – double financing – at any stage of the competition or project implementation, the project will be excluded from the competition and/or the Grant Agreement will be terminated. If a violation is established at the reporting stage, the grantee must return to the UCF all funds previously transferred to it under the Grant Agreement.

Following the execution of the Grant Agreement, it is **prohibited**:

- to change the name of the project;
- to replace the project coordinator/manager, producer, author or developer of the intellectual product;
- to increase the number of team members, except for those team members who participate free of charge or at the expense of co-financing;
- to change the functional duties of team members;
- to increase the amount of wages, remuneration under employment contracts, civil contracts and agreements with individual entrepreneurs who are team members;
- change and add new cost items not provided for in the planned cost estimate, without consent of the Foundation;
- change the items of the approved cost estimate within more than **10% of the**

grant amount without approval by the Foundation (the grant amount cannot be increased).

In the implementation of the project with co-financing and/or reinvestment, the grantee must record **both the amount of the grant from UCF and co-financing and/or reinvestment in the report** — indicating the sources, list and amount of costs in quantitative and monetary terms.

The grantee is responsible for keeping account of the costs of the project on the basis of properly executed primary documents. The grantee must form the costs for implementation of the grant project in the accounting in accordance with the provisions of the National Accounting Regulation (Standard), Article 16 “Expenses” and subject the norms of the Budget and Tax Codes of Ukraine, the Labour Code of Ukraine, the Law of Ukraine “On Accounting and Financial Reporting in Ukraine” and other regulations.

The grantee is responsible for the data in the cost estimate and the report on the use of the grant amount. The grantee **is solely liable** for the obligations to third parties that have arisen during the implementation of the grant project.

Where the rules and procedures for grantees require public procurement and must comply with national or international standards, along with the principles of transparency, proportionality, sound financial management, equal treatment and non-discrimination, the grantee must provide documents confirming the performance of such obligations at the reporting stage in order to avoid any conflict of interest.

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

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

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

XIII. Monitoring of Project Implementation

During the implementation of the cultural and artistic project by the applicant, the Foundation monitors its implementation, including monitoring visits to public events within the project or forms written requests for relevant information (in accordance with the Procedure for Monitoring of Performance of Obligations to the Ukrainian Cultural Foundation by Entities Receiving Funding). In the course of monitoring, the Foundation establishes how the grantee ensures the implementation of the project, assesses the effectiveness in terms of use of time, human, logistical, financial and other resources. The result of the monitoring and assessment is a monitoring report, which is an internal document of the Foundation.

In case of violation of the terms of implementation of the project, violation of the terms of use of funds or other circumstances stipulated in the Agreement, the Directorate of UCF may decide to terminate the Agreement, terminate funding with the grantee's obligation to refund the grant funds.

Before sending the final reporting documents to the UCF, the grantee must fill in the **final monitoring questionnaire on the results of the project in the personal online office on the website of the Foundation**. These data are needed, *inter alia*, to measure the performance indicators of the Foundation and confirm the efficiency of the use of funds.

We recommend that you do not forget about the internal monitoring of your projects and collect up-to-date data on quantitative indicators of audience reach at public events within the project or during the promotional campaign, etc. To facilitate the data collection process, the Foundation has developed two standard questionnaires for project audiences. You can combine these questionnaires or add questions yourself. Questionnaire forms are given in annexes to this Guidelines for applicants (see **Annex No. 4 and Annex No. 5** to this Guidelines for applicants).

XIV. Reporting Procedure

No later than on the date of expiration of the Grant Agreement, the grantee must submit to UCF the **final reporting documents** on the 100% project implementation together with the independent auditor's opinion for the full amount of the cost estimate (including co-financing or reinvestment, if any). The Foundation verifies and analyses the project reports and sends comments, if any, to the grantee, who must respond to all comments and submit the required documents specified in the letter within the specified time. The balance of funds under the Grant Agreement must be transferred to the grantee after signing of the Project Implementation Certificate.

Final reporting is *a package of documents in paper form*, confirmed by the independent auditor's report (please read the [requirements to the independent auditor's report](#)). Final reporting includes completed annexes to the Grant Agreement (**content report** and **report on receipt and use of funds for project implementation**) and other mandatory documents specified by the Foundation. [Control procedure](#)).

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

The grantee must also provide the Foundation with materials confirming the implementation of the project: printed materials (2 copies of each type), audio, video, photographic materials on electronic media, other cultural and artistic products created within the project.

The final report must be stitched (using a punch without the use of paper clips, staples and files) and sealed by an auditing firm.

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

The grantee is responsible for the data in the final report on the use of the grant amount.

Important:

The final reporting package must be submitted to the Ukrainian Cultural Foundation no later than the expiration date of the Grant Agreement, i.e., **on or before 30 October 2021**.

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

“Culture for Changes” programme, Ukrainian Cultural Foundation
10-12 Lavrska St., Kyiv-01010

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

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

- Law of Ukraine “On the Ukrainian Cultural Foundation”;
- Regulation on the Ukrainian Cultural Foundation;
- Strategy of the Ukrainian Cultural Foundation for 2019~2021 “Culture and Creativity for Understanding and Development”
- Communicative Strategy of the Ukrainian Cultural Foundation;
- Procedure for competitive selection of projects;
- Regulations on Expert Councils of the Ukrainian Cultural Foundation;
- Methodology of Expert Assessment;
- Procedure for notification of conflicts of interest that arose in the competitive selection and financing of projects by the Ukrainian Cultural Foundation;
- Procedure for monitoring the fulfilment of obligations to the Ukrainian Cultural Foundation by entities receiving funding.

XVI. Glossary of the ‘Ukrainian-British Cooperation’ LOT.

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

Competition programme (hereinafter — the Programme) means a set of tasks and activities, united by a single idea and thematic concept, implemented to achieve the vision, mission and goals defined by the strategy of the Foundation and have a common name. The Foundation implements competitive programmes and carries out competitive selections within the framework of cultural and artistic programmes, institutional support programmes and scholarship programmes.

LOT is a part of the competition programme aimed at solving tasks and supporting projects in a specific area within this competition programme.

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

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

Partner is a legal entity or individual who is in a contractual relationship with the applicant and is a participant/co-executor of the project.

Project team is the main executors engaged in project planning, responsible for various stages of the project implementation in accordance with the Work Plan and responsible for the final result. The project team can include those who create, coordinate and support the project throughout its implementation. One-time service providers or contractors may be classified by the applicant as contractors.

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

Cultural and artistic project means the activities of individuals and legal entities aimed at creating a particular cultural product, cultural benefit or cultural service (their combination) in order to achieve clearly defined goals within a certain cost estimate (budget) and the implementation of which requires actions within the agreed period provided for by the Grant Agreement concluded with the Ukrainian Cultural Foundation. The standard language of the cultural and artistic project with the support of the Foundation is Ukrainian, if the project is implemented in a foreign language, a translation into Ukrainian must be provided.

Grant means financial resources provided free of charge on non-refundable basis by the Ukrainian Cultural Foundation to an entity engaged in cultural activities for the implementation of the project.

Co-financing means raising resources in monetary form exclusively other sources not prohibited by law, which are not grant funds of the Foundation and which are used by the applicant and partners to implement the objectives and achieve the results of the project. Project co-financing may be provided by the applicant or the partner(s) or by a third party.

Reinvestment means expenses for implementation of the project at the expense of funds received during and within the project in the form of income from the sale of tickets for cultural and artistic events, books and other cultural products created within the project.

Grant Agreement is a standard form of the Grant Agreement, approved by the central executive body in charge of the formation and implementation of the state policy in culture and arts. The essential terms of the Grant Agreement are the definition of a specific project for the implementation of which funds are provided; the amount of the grant (amount of funds) with the appropriate cost estimate indicating the objects for which it will be spent; payment schedule; obligations of the person receiving the funds, including reporting obligations; minimum technical requirements for the project to be met; grant implementation period; procedure for provision of evidence to confirm the proper performance of the Grant Agreement; liability for violation of the Agreement.

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

Work plan means a project implementation plan presented in the form of a table, indicating the period of work and persons from among members of the team responsible for its implementation. A sample project work plan is given **Annex No. 1** to this Guidelines for applicants.

Cultural product - goods and services that are produced (reproduced) in the process of cultural activities on the basis of works and serve to satisfy citizens with their creative, spiritual, leisure needs (publications, audio products (phonograms, audio albums), consumer arts, performances, exhibitions, concerts of another).

Innovations - newly created (applied) and (or) improved competitive technologies, products or services, as well as organizational and technical solutions of production, administrative, commercial or other nature, which significantly improve the structure and quality of production and (or) social sphere.

Promotion - activities aimed at forming consumer demand for a particular cultural product and its subjects - authors, performers, manufacturers (brands), which can occur both on a commercial (business) and non-commercial basis, and uses advertising tools, marketing, public relations, etc.

Cross-sectoral - the intersection and interaction of different sectors of culture and arts. In interaction, the sectors reinforce each other, contribute to the development of the cultural ecosystem, the involvement of a wider audience (compared to a single-sector event), the development of new partnerships, the creation of new conceptual ideas.

Cross-sectoral projects are projects that are implemented on the border of two or more areas of public relations, such as culture and health care, and so on.

The Sustainable Development Goals (SDGs) are key areas for development of the countries approved at the UN Summit on Sustainable Development. They replaced the Millennium Development Goals, which expired at the end of 2015. The SDGs have been approved for the period from 2015 to 2030 and include 17 Global Goals, which meet 169 goals.

17 Sustainable Development Goals: 1. Overcoming Poverty 2. Overcoming Hunger 3. Strong Health 4. Quality Education 5. Gender Equality 6. Clean Water and Good Sanitation 7. Renewable Energy 8. Decent Work and Economic Growth 9. Innovation and infrastructure 10. Reducing inequalities 11. Sustainable development of cities and communities 12. Responsible consumption 13. Combating climate change 14. Preserving marine ecosystems 15. Preserving terrestrial ecosystems 16. Peace and justice 17. Partnership for sustainable development.

More about the Sustainable Development Goals can be found [here](#).

Augmented Reality (AR) is a technology that allows the user to combine real-world objects with interactive digital elements - images, sounds, texts and more.

Virtual Reality (VR) is a technology that allows the user to fully immerse themselves in a computer-generated virtual environment.

Mixed Reality (MR) is a technology that allows the user to manipulate both physical and virtual objects and environments.

XVII. Checklist for Applicants

Application package	Note
Project application (electronic form)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annex No. 1. Work plan (PDF)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Annex No. 2 “Project concept” (in PDF)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Cost estimate (EXCEL)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Full (extended) extract from the Unified State Register (USR) with information generated at the time of	Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>submission of the application package (PDF). The extract can be ordered on the website of the Ministry of Justice of Ukraine.</p>	
<p>For a partner organisation that is not a resident of Ukraine: scanned copy of the original constituent document/documents in accordance with the established provision of the applicable legislation of the country of registration and duly certified translation thereof into Ukrainian;</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>letter (s) of intent for cooperation from the partner(s): scanned copy of the original in PDF. Sample letter of intent for cooperation — Annex No. 3 to the Guidelines for applicants. If document is drafted in foreign language – certified translation into Ukrainian must be submitted as well. Letter (s) of partnership intentions (PDF).</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

XVIII. Annex No. 1: Work Plan

WORK PLAN

SAMPLE

Applicant Guidelines for applicants:

1. The work plan and project implementation deadlines are the obligatory Annex to the application for the “Ukrainian-British Cooperation” programme.
2. To be filled based on the needs of the project submitted for the grant from UCF.
3. For convenience, we recommend that it be completed using the landscape orientation of the document.
4. Plan has to show the engagement of partner as well

Event, type of activity <i>(to be filled in based on the project needs)</i>	05.2021	06.2021	07.2021	Responsible team member	Project performance verification indicators	Event budget (UAH)
1. Formalization of contractual relations with team members							
2. Preparation for the project							
2.1. materials preparation							
2.2.							
3. Rehearsals for an inclusive performance							
3.1. Making costumes							
3.2. Production of scenography							
3.3.							
3. Conducting screenings of inclusive performances							
3.1. ...							
4. Information support							
4.1. Placing a press release							
4.2. Creating a FB page							
4.3.							
5. Preparation of reports							

5.1. Preparation of financial statements							
5.2. Preparation of a content report							
5.3. Preparation of the auditor's report							
6.							

XIX. Annex № 2: Project concept

PROJECT CONCEPT

Structure example

1. The concept of the future project

- short description
- aim
- main tasks
- main results
- number of involved team members, project participants
- links to the web resources of the applicant and the partner

2. Technical task (provided if you plan to create a website, mobile application, a separate web page, etc.)

1. Project concept is an obligatory Annex for the LOT Ukrainian-British cooperation
 2. Filled according to the needs of the project

XX. Annex No. 3: Letter of intent for cooperation

SAMPLE

FORM (if any)

Date, city, reference number

Ukrainian Cultural Foundation
Competition programme “NAME OF THE PROGRAMME”

Letter of Intent for Cooperation and Partnership

ORGANIZATION NAME (hereinafter referred to as the Applicant), PARTNER NAME (hereinafter referred to as the Partner) hereby guarantee that, in case of the victory in the competitive selection of projects of the Ukrainian Cultural Foundation, we have an intent to establish a partnership with the Applicant for joint implementation of the project PROJECT NAME (hereinafter referred to as the Parties).

To achieve the common goal, the Parties have signed this Letter of Intent for Cooperation and Partnership (hereinafter referred to as the Letter) and have agreed on the following tasks:

1. ...
2. ...
3. The Parties shall provide each other with the information necessary for effective cooperation.
4. The Parties acknowledge and confirm that, within the scope of their authority, they will ensure the implementation of the objectives of this Letter and will make joint efforts to implement it.

Signature of the authorized representative of the applicant organisation
Seal (if any)

Signature of the authorized representative of the partner organisation
Seal (if any)

XXI. Annex No. 4: Audience Monitoring Questionnaire

Portrait of a visitor to an event supported by UCF

(name)

We're happy to see you at our event!

Please take a few minutes for our short survey.

The questionnaire is anonymous. All data will be analysed and summarized.

1. Please check your age group:

18~24 _____

25~34 _____

35~44 _____

45~54 _____

55~64 _____

65~74 _____

75+ _____

2. Your gender:

F _____ M _____

Rather Not Say _____

3. Your level of education:

Primary (Grades 1-6)

High School

University Student

University or Trade School Graduate

4. Which of the following best describes your current employment status?

Labourer, agricultural worker

Employee (non-labour intense work that does not require higher education)

Specialist (non-labour intensive work that requires higher education)

Self-employed

Entrepreneur, business owner, private farmer

Military Service, law enforcement

Homemaker

Retired

Student (primary, secondary, university, graduate)

Unemployed

Other (please specify) _____

5. Do you belong to ethnic and cultural minorities of Ukraine?

yes ___ no ___

6. Do you have a disability?

yes ___ no ___

7. Do you live in the town where the event takes place?

yes ___ no ___

Thank you very much for your help!

XXII. Annex No. 5: Event Monitoring Questionnaire

Questionnaire of a visitor to an event supported by UCF

Name of the Organization

Name of the project

Format:

online _____

live _____

both _____

Total number of participants

number of participants with disabilities

1. Did you like the project?

- Yes, there were many interesting moments.
- Yes, I was thrilled.
- No, it is not relevant to me.
- No, I didn't like the artistic level.
- No, I didn't like the organizational level.

1. Could you attend the event?

- Yes, I am a person without disabilities.
- Yes, I am a person with a disability; adaptations of the facility allowed me to attend.
- No, I am a person without disabilities, something prevented me from attending.
- No, I am a person with a disability and could not attend it.

If "No", please indicate the reason (which adaptation was missing?)

1. Have you ever been a participant in a project that is adapted for people with disabilities or one that is made with the participation of people with disabilities?

- Yes
- No
- Don't know

1. Would you like to attend a similar adapted project again?

- No, I'm not interested in such projects.
 - Yes, it is very useful.
 - Yes, but using other types of art.
 - If other, please state which
-

Thank you very much for your help!