

DOSSIER REQUIREMENTS FOR CATEGORY 1 - CONSERVATION

Closing date: 1 October 2009

Compliance with the following requirements is necessary to facilitate the effective functioning of the Jury.
Dossiers which fail to fulfil the requirements will not be presented to the Jury.

Entries must be submitted to the Europa Nostra Secretariat no later than **1 October 2009**.

Entries must be submitted in **English or French**. No other language will be accepted.

Entries must be in the form of **1 dossier** of A4 format (no fold-outs larger than A3 format) in a protective binder and must include:

1. A **cover-page** with the name and photo of the building / site / work(s) of art.

2. A completed and signed **entry form**, including:

A **concise summary** of the project (maximum 1 page). This should cover: aims of the project and its results, partners involved, implementation, phases of development, funding arrangements, budgetary constraints, approximate total cost, and the qualities which make it outstanding in a European context.

A **detailed description** of the project (maximum 5000 words) which should cover the following points:

A description of the heritage, including historical background, value and significance; heritage protection status;

B state of conservation and use of the heritage before the project commenced;

C scope of the project: aims and objectives; historical and technical research; stages of implementation; design and conservation work carried out; context in which project was undertaken; design and technical problems involved and their chosen solutions both before and during the work; use of appropriate building and conservation techniques; use of traditional crafts and skills; use of appropriate materials; results achieved; provisions for future use and maintenance; response to urban or landscape context. State clearly if any related work still needs to be completed.

D costs, financial and management arrangements, and any difficulties overcome in the process of completing the project. Contributions and involvement of each partner should be clearly indicated;

E contribution of the project to the conservation and enhancement of the cultural heritage: impact on conservation policy and practice; historical, cultural, environmental, educational and/or social value; European added-value.

3. **Two signed statements:**

A Agreement from the **owner of the building/site/works of art** (or authorised person) consenting to the entry being submitted.

B Permission from the **owner of the copyright** (usually the photographer) for Europa Nostra to use photographs for publication and promotional purposes related to the Awards scheme.

4. **Drawings:**

A A location plan, preferably to the scale of 1:10 000, on which the building or site is clearly marked

B A site-plan

C Floor-plans, section and elevation drawings, showing pre- and post-restoration conditions. All alterations/new additions should be clearly marked

5. **Photographs:**

Good quality colour prints showing clearly the overall situation and important details of the project. Photos **must** include BEFORE and AFTER views, preferably from the same viewpoint, laid out together in the dossier. Wherever possible, please include historical photographs and photos of the works in progress.

Photos should be clearly labelled and captioned.

Entrants of winning schemes may be asked to provide additional photographs or material for press and promotional purposes.

6. **Three (3) CD ROMs:**

The **dossier in PDF format** and the **photographs** must also be sent on two separate CD ROMs:

1 **CD ROM 1** is for quick reference use by the jury. Photo files on this CD ROM should be in **jpeg** format only and not exceed **150kB** each.

2 **CD ROM 2** is for the assessment on location done by a local expert prior to the Jury meeting. Photo files on this CD ROM should be in **jpeg** format only and not exceed **150kB** each.

3 **CD ROM 3** contains ready for print files for possible inclusion in the magazine that will be published on the occasion of the European Heritage Awards Ceremony. Photo files on this CD ROM should be in **high resolution** (300dpi) and in **jpeg** or **tiff** format only..

A **modest** amount of **additional or larger supplementary information** may be sent but it cannot be guaranteed that the Jury will study it. This material may be in other languages.