

DOSSIER REQUIREMENTS FOR CATEGORY 3 - DEDICATED SERVICE

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 should be **nominated by a third-party only**.

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

Entries must be in the form of **one (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 photograph of the nominee.
2. A completed and signed **entry form**, including:

A **concise summary** of the nominee (maximum 1 page). This should cover: achievements of the nominee and contribution to the conservation and enhancement of cultural heritage; as well as the qualities which make it outstanding in a European context.

A **curriculum vitae** if the nominee is an individual; **or a presentation of the nominated organisation**, its structure, mission, activities and accomplishments (maximum 1000 words)

A **detailed history and description** of the nominee's contribution to the conservation and enhancement of cultural heritage in Europe: conservation, awareness-raising, policy change; difficulties encountered; value and significance of the service at the European level (maximum 2000 words).

3. **Two signed statements:**

- A Agreement from the **nominee** authorising the nomination to be 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. **Three (3) reference letters** stating the scope and impact of the dedicated service to heritage conservation of the nominee. These should be from three persons other than the nominator.

5. **Photographs:**

- A Three (3) recent **photographs** (jpeg or tiff format) of the nominee (person or group).

- B Up to twenty (20) good quality colour prints of the heritage work and its results. **BEFORE** and **AFTER** photographs should be included where possible and laid out together.

Photos should be clearly labelled and captioned.

Winning entrants schemes may be asked to provide additional photographs or material for press and promotional purposes.

6. **Two (2) CD ROMS:**

The **dossier in PDF format** and the **illustrations** must also be sent on a CD ROM (2 identical copies), with ready to print files for possible inclusion in the magazine that will be published on the occasion of the European Heritage Awards Ceremony. Photo files on these CD ROMs 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.