

DOSSIER REQUIREMENTS FOR CATEGORY 4 - EDUCATION, TRAINING AND AWARENESS RAISING

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 a **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 project.
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 6000 words) which should cover the following points:

- A scope of the project: aims and objectives, historical and technical research, stages of implementation, context in which project was undertaken.
- B results achieved. State clearly if the project is completed or whether it still needs to be completed. Detail any future follow-up of the project.
- C 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.
- D 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 and benefits; European added-value.

If relevant, please detail how the project has involved youth, the community and/or non-traditional audiences; and also how the project has contributed to intercultural dialogue and to the protection of cultural diversity.

3. **Two signed statements:**

- A Agreement from the **project leader** (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. **Illustrations:**

Illustrate the dossier with photographs and/or diagrams of the project and its tangible results.

All illustrations should be clearly labelled and captioned.

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

5. **2 (two) identical CD ROMs:**

The **dossier in PDF format** and the **illustrations** must also be sent on CD ROM (two 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 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.