



Culture Programme



Education and Culture DG



EUROPEAN UNION PRIZE FOR CULTURAL HERITAGE/ EUROPA NOSTRA AWARDS 2011

APPLICANT'S GUIDE -category 1 - General Information for completing an Application

The deadline for submission is 1 October 2010 (date of sending). This means that the last day on which to post the submission is 1 October 2010.

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

Some information for filling in the entry form

Title of the project

- In English or French
- No longer than 60 characters
- In case your project will be selected, we might use this title for publications and communication

Brief description of the conservation work (200 words max.)

We ask you to provide a text describing the importance of your project and a description of the object in question in a maximum of 200 words. In this description, please include the following pieces of information:

- The title of the project
- The location of the project
- The dates of the project
- The overall aims of the project
- A brief description of the phases of the project
- The final results of the project

You can use the following text as an example of how to write the Brief Description:

The Church of Santa María la Mayor in Colmenar de Oreja, just outside of Madrid, was built in the latter part of the 13th century by the Order of Santiago, and was later extended in the second half of the 16th century.

The roof, the church tower and three entrance doorways, dating back to the 16th century and attributed to Juan de Herrera, were in serious state of deterioration and desperately needed to be restored. Archaeological research revealed a part of the original plan of the church and remnants of the choir destroyed in 1936. Consequently, the level of the pavement was lowered to its original level; the columns and the ribbed vaults were cleaned and consolidated, thus recuperating their original height. The remains of 16th century paintings were discovered above the altarpiece in the central nave and in the Presbytery, which were subsequently restored as well.

Start and Completion date of the project (between September 2007 and September 2010)

The work must have been **completed** within the three years prior to the deadline for the submission of entries. If there is still a part of the project that is incomplete, please state what it is and if there is a proposed deadline for the completion of that phase. Start of the project can be prior to 2007.

Entrant

- The entrant will be the **only** contact person with Europa Nostra for any communication
- He/she has to be aware of all the details of the project
- Please fill in the **direct** email address and telephone number
- The entrant is responsible for any communication with other participants (architect, owner and others)
- Entrant and Project leader can be the same person

Photographs

- The same photographs (up to 25) must be submitted both printed (as part of the dossier) and digital (high and low resolution)
- Please submit photographs that show the project, including before and after views from the same viewpoint.
- All printed illustrations should be clearly labelled and captioned.

Digital files:

- Please send photos as individual jpeg/tiff files
- Please send a separate document that clearly labels the photos sent. Each photo must have a caption to explain what it is, and whether it is before or after the restoration. The photo itself must not have any text. The text must be supplementary.
- Please send the same photos in both high (300dpi) and low (150dpi) resolutions. Please send these photos on separate CD ROMs meaning that there should not be a mix of both and high and low resolutions on one CD ROM.

CD ROMs

- Please submit 3 CD ROMs
 - o 1 CD ROM must contain high resolution (300dpi) photos. These should be in jpeg or tiff format only.
 - o 2 identical CD ROMs must contain low resolution (150dpi) photos in jpeg format only.
- The CD ROMs should include:
 - o A completed entry form and any additional information, including drawings and designs as a single PDF file.
Each CD ROM should contain an identical digital copy of the paper dossier (entry form, drawings and photos in low resolution) that you have submitted.
 - o Photographs according to the above specifications

Declarations

1. **Declaration by entrant** should include the entrant's signature and date of signing. Please also state whether this is the first time the project has been entered for a European Union Prize for Cultural Heritage / Europa Nostra Award or whether it is a resubmission. If it is a resubmission, please write the previous registration number and title of the project.
2. **Declaration by owner** should include the project leader's signature and date of signing.
3. **Declaration by photographer** should include the photographer's signature and the date of signing.

Additional information

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.