



Culture Programme



Education and Culture DG



EUROPEAN UNION PRIZE FOR CULTURAL HERITAGE/ EUROPA NOSTRA AWARDS 2011

APPLICANT'S GUIDE – Category 2- -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 study

- In the original language and translation in French or English
- 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 study (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 about the study:

- 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 Bedestan is one of the most important historical buildings in Nicosia, reflecting the multicultural life and many historical periods of the city. Contained within the city walls, the Bedestan was originally a 12th century Byzantine church, later used as a covered market place.

The study's aim is to enhance the building through historical research and diagnostic investigations prior to the assessment for static consolidation, conservative restoration and re-qualification, and finally, through the re-insertion of the monument into the urban setting of the historic centre of the city.

The overall result is a showcase project which ensures continuity between the past, present and future needs of the building. The study, the restoration research and the re-use of the Bedestan are part of various initiatives within the wider framework of the "Rehabilitation of Old Nicosia".

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

The research must have been **completed** within the three years prior to the deadline for the submission of entries. Start of the project can be prior to 2007. If the study is preliminary research carried out before a now completed intervention, submit the entry as a Category 1 project only.

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
- Entrant and Project leader can be the same person

Photographs/Illustrations

- The same photographs (up to 25) must be submitted both printed (as part of the dossier) and digital (high and low resolution)
- 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 ROM

- Please submit 2 CD ROMs
 - 1 CD ROM must contain high resolution (300dpi) photos. These should be in jpeg or tiff format only.
 - 1 CD ROM must contain low resolution (150dpi) photos in jpeg format only.
- Each CD ROMs should include:
 - 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.**
 - Photographs according to the above specifications

Declarations

1. **Declaration by entrant** should include the author'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 author** 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.