



Culture Programme



Education and Culture DG



EUROPEAN UNION PRIZE FOR CULTURAL HERITAGE/ EUROPA NOSTRA AWARDS 2011

APPLICANT'S GUIDE – Category 3- 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

Brief description of the dedicated service of the nominee (200 words max.)

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

- The name of the nominee
- The overall works the nominee has been engaged in
- The contribution made by the nominee to European Heritage

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

The mission embarked upon by Dr Glenn Murray is as unique as the cultural heritage monument he single-handedly set out to rescue 22 years ago. An avid coin collector since the age of seven, his lifelong passion has taken him from searching for coins to researching historic mint buildings and coining technologies. In 1987, Dr Murray learned of the abandoned and forgotten Segovia Mint, built in 1583 by the famous architect, Juan de Herrera, with its complex mechanical minting technique developed in 1551 in Augsburg, Germany. The native Californian immediately recognised its potential and without hesitation set up residence in Spain for the sole purpose of creating cultural awareness for the restoration of the site, currently underway.

While this award recognises Dr Murray's gargantuan efforts, he prefers to point the spotlight towards the building itself which he has shown to be the "world's oldest, most sophisticated and complete industrial manufacturing plant still standing today".

Nominator

- The nominator will be the **only** contact person with Europa Nostra for any communication
- Please fill in the **direct** email address and telephone number
- The nominator is responsible for any communication with the nominee

Three reference letters

Please submit three (3) reference letters stating the scope and impact of the dedicated service to heritage conservation of the nominee.

The letters must be written in **English** or in **French**.

These should be from three persons other than the nominator.

Photographs

- The same photographs (up to 25) must be submitted both printed (as part of the dossier) and digital (high and low resolution). Please include also three (3) recent good quality prints of the nominee (person or group).
- 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 ROM

- Please submit 3 CD ROMs
 - 1 CD ROM must contain high resolution (300dpi) photos. These should be in jpeg or tiff format only.
 - 2 identical CD ROMs must contain low resolution (150dpi) photos in jpeg format only.
- The 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 nominator** should include the nominator's signature and date of signing. Please also state whether this is the first time the nominee 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 entry.
2. **Declaration by nominee** should include the nominee'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.