

Annual Mobility Grants Regulation

Created in 2001, the Network of European Royal Residences aims to foster synergy among its members, bringing together more than 90 Palace-Museums in 15 countries in Europe.

In order to encourage the exchange of good practices between residences, the Network supports **mobility grants**.

10 grants of 1,000 euros will be granted to professionals working in member residences.

1 / WHO

All trades in the Royal residences are eligible for these grants: curators, conservators, researchers, restorers, gardeners, educators, fundraising, development, public services and communication department staff, and all other professionals and employees of historic royal residences involved in the implementation of the institution's mission.

2 / DURATION

The duration (1 week – 10 days) of the stay is flexible and should be set between the candidate, their institution and the host institution.

Mobility periods are "short", ranging from a few days to two weeks.

3 / PERIOD

For the year 2018:

After the selection procedure, the grant should be paid by bank transfer before December 31, 2018. The mobility period will be before May 31, 2019.

For the year 2019:

After the selection procedure, the grant should be paid by bank transfer before April 30, 2019. The mobility period will be between May and November 2019.

	Deadline for Bank Transfer	Mobility Period
2018	31/12/18	December 2018 - May 2019
2019	30/04/19	May 2019 - November 2019

3 / COSTS SUPPORTED BY THE GRANT and PAYMENT

Each selected grantee receives a grant of € 1,000. This grant is considered to be **an aid** to mobility.

Therefore, it might not cover the entire cost. Depending on the duration of the stay and the host country, the grantee must take into account that part of the cost will be covered by he himself or his institution.

This grant must be used to pay any costs directly related to the mobility trip (example: transport, accommodation, local transportation, catering, etc).

Please note that the organisation of your trip (flights, accommodation, insurance) is not undertaken by the Network of European Royal Residences and all logistical aspects are directly managed by the grantee.

To note:

A financial report and a final report must be send by grantee to the Network of European Royal Residences within 1 month following the end of the mobility trip, under penalty of refunding the grant.

4 / SELECTION PROCEDURE

The **steering committee** was elected during the General Assembly 2018 and is composed of:

1. Mr. Sebastian Edwards, Deputy Chief Curator & Head of Collections / Historic Royal Palaces, United Kingdom
2. Ms. Elzbieta Grygiel, Communication Department Manager / Museum of King Jan III's Palace at Wilanów, Poland
3. Ms. Gabriele Horn, General Direction / Prussian Palaces and Gardens Foundation Berlin-Brandenburg, Germany
4. Ms. Pilar Martin Laborda, Head of Cultural Development / Patrimonio Nacional, Spain

In case of application from an institution represented by a member of the steering committee, the latter will not evaluate this application and will be replaced by a member of the secretariat.

Assessment criteria:

- Quality and pertinence of the mission / 10 points
- Motivation / 10 points
- Adequacy between the candidate's job and the mission / 10 points

To note:

The application must be filled in English, irrespective of the working language.

HOW APPLY? –APPLICATION PROCEDURE

1) Fill out the contact request form to send to residencesroyales@chateauversailles.fr before September 30, 2018. (Optional)
2) Contact facilitation between the applicant and the host institution by the Secretariat. (Optional)
3) Negotiation of the terms of the mobility trip with the host institution. If in agreement, the candidate and the residence define the framework of the mission: potential dates, objectives of the mission, department, etc.
4) Fill out the application form which must be signed by the head of the department of the candidate and the host organisation.

5) Send the application to residencesroyales@chateauversailles.fr before November 15, 2018.
6) Assessment of applications by the steering Committee from November 15th to November 30th, 2018
7) Communication of results on December 1st, 2018
8) Mobility period: from December 2018 to May 2019

DURING THE MOBILITY PERIOD

A **certificate of attendance** will be required and must be signed by the grantee and the host institution.

The Network of European Royal Residences is not responsible for any conflicts or logistical problems that the applicant may meet during the mobility period.

AFTER THE MOBILITY PERIOD

A **“mobility certificate”** will be issued to each participant, once all documents and receipts have been submitted. Each institution is also free to provide the participant with a certificate proving his mobility period.

Documents to be provided by participant to the secretariat within 1 month following the end of the mobility period:

- Certificate of attendance
- Final Report
- Financial Report, corresponding to 1,000 euros with copies of receipts (accommodation, international and local transportation costs, etc)

The grantee will have to reimburse the grant if these documents are not provided to the Secretariat.

Please note that we will communicate the results of mobility programme on the website of the Network. Short descriptions of each granted project (internship) will also be published, ex-post, on the basis of a report submitted by the grantee (description of goals and results).