

Annual Mobility Grants 4th Call

Applicants Guidelines

Regulation

Created in 2001, the Network of European Royal Residences aims to foster synergy among its members, bringing together more than 100 Palace-Museums in 15 countries in Europe.

In order to encourage the exchange of good practices between residences, the Network developed in 2018 a mobility **mobility grant program**.

In 2020, due to the COVID 19 crise, the 3rd call of Mobility Grants could not be organized. In 2021, **15 grants of maximum 1,000 euros** will be granted to professionals working in member residences. To adapt to the consequences of the Covid, please note that:

- The complete applications of the 3rd call will be accepted (via a confirmation letter)
- The 4th call is open to new applicants (people who not applied in 2020)

1 / WHO, WHAT

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.

Priority will be given to applications highlighting professional's exchanges, interaction with counterparts, aiming professional capacity development rather than applications with academic / research objectives.

2 / DURATION

The duration of the stay is flexible and should be set between the candidate, their institution and the host institution.

Mobility periods are "short", ranging from one week to two-three weeks, in the frame of working assignment. Nevertheless, priority will be given to mobility period corresponding at least at 5 working days

To note: due to current circumstances and the impossibility to plan travels, exact dates of mobility are not requested.

3 / COSTS SUPPORTED BY THE GRANT

Each selected grantee receives a grant of maximum € 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 not be covered by the grant.


This grant must be used to pay costs directly related to the mobility trip (example: transport, accommodation, local transportation, catering, etc). Thanks to note that all the costs must be in the most reasonable level. You can find a list of rates per diem by countries on the website of the Network of European Royal Residences in order to have estimation.


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

4/ PAYMENT OF THE GRANT

The grant will be transferred to the winner in two steps with a pre-financing, intended to provide winners with a float, and a final payment.

- **A pre-financing payment** corresponding to 60% of the total grant maximal amount, either 600 euros, will be transferred to the winner within 30 days after the official publication of the results.
- **A final payment**, corresponding of the rest of grant (up to a maximal amount of 1000 euros) will be transferred to the winner within 30 days after the submission of the financial breakdown. The final payment, relative to the real costs, will reimburse a part of these costs.

Example 1	Pre-financing	Real cost of the mobility		Final payment	TOT 750,00
	600 euros	750 euros		150 euros	
In case of Costs not exceeding the grant of 1000,00 euros	Delivered BEFORE leaving	Costs declared in the financial breakdown		Delivered AFTER the submission of the financial breakdown	

Example 2	Pre-financing	Real cost of the mobility		Final payment	TOT 1000,00
	600 euros	1250 euros		400 euros	
In case of Costs exceeding the grant of 1000,00 euros	Delivered BEFORE leaving	Costs declared in the financial breakdown		Delivered AFTER the submission of the financial breakdown	

To note:

The financial report and the final report must be sent 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. Moreover, without the submission of the two reports, the final payment will not be transferred to the winner.

4 / SELECTION PROCEDURE

The **steering committee** was elected during the General Assembly 2018 and renewed during the General Assembly 2019 and is composed of:

1. Ms. Elzbieta Grygiel, Communication Department Manager / Museum of King Jan III's Palace at Wilanów, Poland
2. Ms. Gabriele Horn, General Direction / Prussian Palaces and Gardens Foundation Berlin-Brandenburg, Germany
3. A member of the Board / Network of European Royal Residences

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

All the results are collated and the total score of each applicant is calculated. Each application receives a mark out 120.

Selection:

Grants will be delivered to the first 15 applications reaching a score equal or higher than 90/120
To note: If the **steering committee** estimates that the level of applications is not high enough, it reserves the right to not deliver the 15 grants in totality.

5 / COMMUNICATION AND FEEDBACK

The results of mobility program will be communicated 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).

Each winner commits to give a feedback of its internship in its institution (team, colleagues, manager, etc). This program aims to share knowledge, experiences, etc. Each winner commits to answer to surveys that the Network could send after mobility which allow to analyze and to constantly improve the program of Mobility Grants.

HOW APPLY? –APPLICATION PROCEDURE

FOR NEW APPLICANTS / (for professionals who not applied for the 3rd call in 2020)

WHO	WHAT	NOTES
APPLICANTS	Pre-filling of the application form	Each applicant is invited to make researches about the potential “host institution” and to give a majority of details about their jobs, aims, etc
	Send of the pre-filled application form	Before 12 March 2021 To residencesroyales@chateauversailles.fr <i>(Due to Covid, some institutions could not be able to host professionals. Do not hesitate to send you pre-filled application form <u>in advance</u> to have time for modifying your host institution if necessary)</i>
SECRETARIAT	Collect of the pre-filled application forms	
	Send of all the pre-filled application forms to each concerned member	Requested host institution (director and contact person) will receive all the application forms in one shot
REQUESTED HOST INSTITUTION	Evaluates and inform each applicant	Both positive and negative, before 16 April 2021
APPLICANTS	Define more precisely the framework of the mission: potential dates, objectives of the mission, department, etc in order to entirely fill out the application form	In case of agreement of the requested host institution and with its support and indications
	Complete the application form	
APPLICANTS	Send the application form	Before 21 May 2021 to residencesroyales@chateauversailles.fr
SELECTION COMMITTEE	Evaluates all the application forms	End of May 2021: 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
SECRETARIAT	Communicate the results	End of May 2021
SECRETARIAT	First bank transfer to the winners	Within 30 days after the publication of the results. Pre-financing of 600 euros
MOBILITY PERIOD From June 2021 to December 2021		
GRANTEE	Send the financial breakdown and the final report	to residencesroyales@chateauversailles.fr Maximum 30 days after its return
SECRETARIAT	Second bank transfer to the winners	Final payment according the real cost declared in the financial breakdown

*Explanatory diagram of the application procedure in annex 1

FOR APPLICANTS OF THE “3rd CALL”/ (for professionals who applied in 2020 and who had the agreement of the host institution)

WHO	WHAT	NOTES
APPLICANTS	Check that their “2020” host institution still agree to host them in 2021 (confirmation letter) Finalize the application form (if necessary)	A sample of “confirmation letter” has been prepared. Each applicant is invited to send the confirmation letter to their contact to have the confirmation.
	Send the confirmation letter signed by the host institution to the Secretariat (with the complete application form if necessary)	before 21 May 2021 To residencesroyales@chateauversailles.fr
SECRETARIAT	Collect of the confirmation letters	The confirmation letter will allow the Secretariat to forward the application prepared in 2020 to the steering committee for the 2021 year.

After the sending of the confirmation letter, the application procedure is the same that for “new applicants”: evaluation by the selection committee, results, mobility period, etc. (see above).

To note:

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

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.

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 Breakdown, with copies of receipts in your name (accommodation, international and local transportation costs, etc)

Annex1/ Explanatory diagram of the application procedure for new applicants

