

## Annual Mobility Grants 5th Call

### Host institution Guidelines

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 launched in 2018 a program of **mobility grants** in order to support exchange between professional working in royal residences.

In 2022, **20 grants of maximum 1,000 euros** will be granted to professionals working in member residences

Not only grantees can benefit from this type of exchange. **The host institution also benefit from the mobility:** the first calls of the mobility program proved that diverse cultural perspectives can inspire creativity and drive innovation being a greater opportunity for personal and professional growth for your employees.

Here below you can find some complementary information about your role in the process:

#### Before the mobility exchange

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##### 1. Study the pre-filled application forms

From 14<sup>th</sup> March you will receive the pre-filled application form coming from European professionals wishing to make a mobility exchange in your institution with information about the subject and department concerned as well as the period of time.

Please check internally the possibility to host the grantee with the team concerned in order to inform the applicant both in a positive and negative way **until 15<sup>th</sup> April**.

Do not forget to put [residencesroyales@chateauversailles.fr](mailto:residencesroyales@chateauversailles.fr) in copy.

Only after your agreement the grantee will be ready to fully fill the application form.

##### 2. Define more precisely the framework of the mission with the applicant (potential dates, objectives of the mission, department) in order to let the applicant finalize the application form. Please note that the applicant has a strict schedule to follow and need answers from your part to complete its application form. By accepting to host a professional, the host institution commits to answer and cooperate with him.

##### 3. Sign the application form

By signing the application form you commit to welcome one or several professionals if their applications are selected by the steering committee.

The applicant is now ready to send the application form to the Secretariat of the network by 20 May 2022. All the application forms will be evaluated by an international steering committee. Results will be given end of May 2022.

## During the mobility exchange

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### 4. Prepare his/her arrival

- Establish the program of the mobility period of the professional: agenda, meetings with professionals, visits, etc according the mission defined in the application form.
- Communicate the necessary information for its arrival some days in advance: meeting point, time of arrival, contact person, etc.

### 5. Welcome the grantee

- Provide all the necessary tools at the winner the day of the arrival: badge, access, maps, program, etc
- Sign the “certificate of attendance” at the end of the mobility
- Please make sure that someone can be available during the internship of the winner in case of need.

Please note that the Secretariat of the Network will deliver a mobility certificate to each grantee. However, if you wish you are free to establish your own certificate too.

## COMPLEMENTARY INFORMATION

Grantees will ensure to have **insurance** (institution’s insurance or personal insurance). The host institution does not have to provide insurance.

A **training agreement** is not necessary. However if you need to establish it for your internal reasons, you are free to do it directly with the grantee. In no case the training agreement will be delivered by the secretariat.

Explanatory diagram of the application procedure for host institutions/

