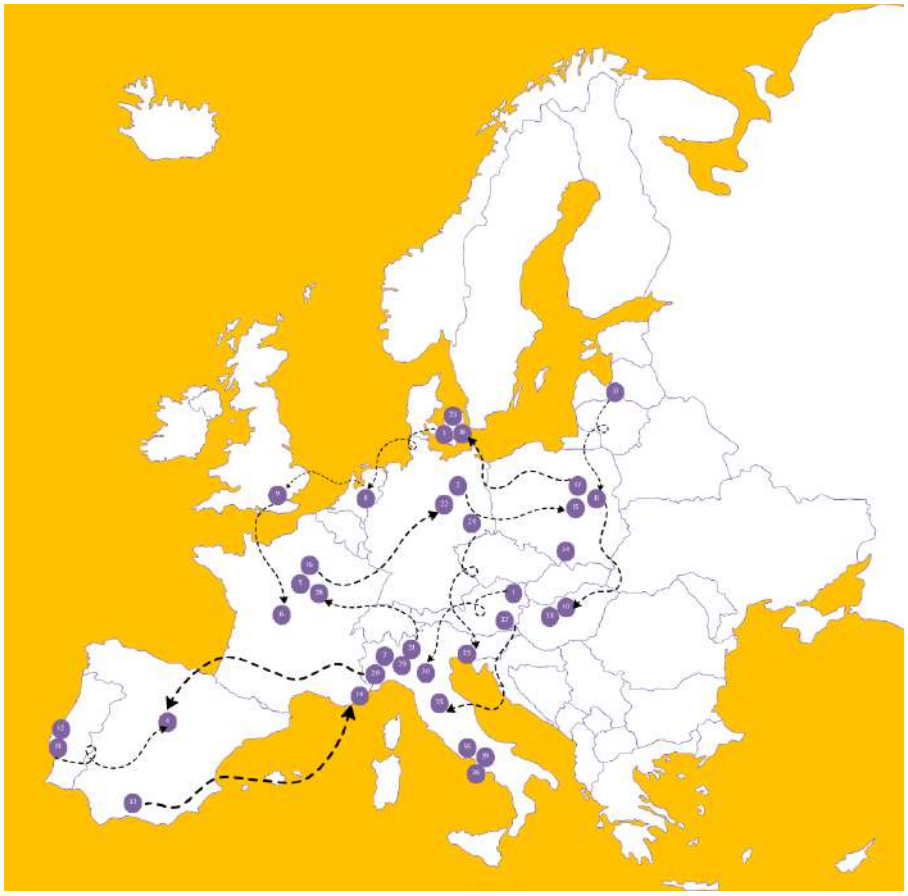
MOBILITY GRANTS PROGRAMME



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GUIDELINES 2027 EDITION

05th October 2026 – 28th January 2027

GENERAL PRESENTATION

WHAT's the MOBILITY GRANTS PROGRAMME?

Created in 2001, the Network of European Royal Residences aims to foster synergies among its members, bringing together more than 100 Palace-Museums in 13 European countries. Since 2018, to encourage the exchange of best practices, the Network has funded mobility grants **dedicated to the employees of member institutions** across Europe. All fields are eligible (*curators, conservators, educators, fundraising, development, gardeners, researchers, restorers, technicians, public services, communication department staff, and all other professionals and employees of historic royal residences involved in the implementation of the institution's mission…*). Each employee can apply with the authorization of their own institution.

AIM/ Based on the framework of the Erasmus programme, these **short professional exchanges** aim to strengthen the links between institutions, improve the skills of the employee and strengthen the sharing of best practices. The mission and the output of the exchange should be concrete and relevant for all parties. Indeed, the exchanges are always a great way to inspire creativity and drive innovation for both the sending and the hosting institution. Past editions have proven that long-lasting collaborations continued after this experience.

FOR WHOM/ The Mobility Grants Programme is open to **all employees** of institutions that are members of the Network of European Royal Residences which are up to date with their annual subscription. The complete list of members is available online on the website of the Network: http://www.europeanroyalresidences.eu/members/. All members of the Network are automatically part of the programme unless they inform the Secretariat differently. Each employee of a member institution is welcome to apply to the Mobility Grants Programme, with permission from their own institution (president, director, direct manager, etc.).



PROCEDURE/ The procedure is coordinated by the Secretariat of the Network and supervised by an international Steering Committee, appointed at the General Assembly, ensuring the impartiality of the evaluation process. **New !** Grants will be provided to the first 20 applicants that reach a **score equal to or higher than 20/30.**

The opening of the call is notified to each Director and contact person of the Network in each member institution. The balance of participants from different countries/member institutions and the success of the project largely relies on the wider communication inside the member institutions (before and after the exchange) especially **through the contact person**. They are responsible for maintaining permanent communication with the Secretariat and guaranteeing the active involvement of their institution in the activities. Thus, it is essential that contact persons spread the information within their institution as much as possible and guarantee the running of the programme during the preparation of the applications and during the placements. A list of each member institutions' contact person is available in the Guidelines. Please be mindful that contact persons are volunteers and they take this task in addition to their job.
Several **webinars** will be organized after the opening of the call to present the procedure and answer questions of potential applicants (the link to the 1st webinar is sent jointly with the call to all contact persons). It is important that the contact persons attend this meeting in order to be informed about the procedure and meet potential applicants and other contact persons. It is kindly suggested to ensure that feedback will be given to the Director and other colleagues of the same institution to make them benefit of the lessons learned and capitalize off the experience.



FINANCING/ The programme is **funded in its totality by the Network's own resources** through annual membership fees. Each year 20 grants of up to 1,200 euros each are allocated. The financial support must be intended as an AID to the mobility, which means that it might not cover the entire costs depending on the duration of the stay, the host country etc. Applicants are responsible for building their own budget according to their needs and the money they have at their disposal and it is the responsibility of applicants to think about how to fund the costs not covered by the grant. According to different administrative rules, it is also the responsibility of the applicant to decide with their own institution if this time abroad will be considered as a work trip, a training period or if it should be taken as personal leave.

Please note that each institution can be both a **sending institution** and a **host institution.** Detailed information and tasks for sending institutions and host institutions will follow.

GENERAL SCHEDULE 2026-2027

WHEN	ACTIONS
October 05, 2026	Opening of the call. Please note that all information is available on the website
	Applicants undertake their **own research** to find the most appropriate institution according to their needs
October 12, 2026	**1st WEBINAR** on Zoom **for POTENTIAL APPLICANTS and CONTACT PERSONS.** The webinar aims to: ● Explain the procedure: give more details, answer questions, give advice, etc ● Allow applicants to see and meet contact persons: the contact person is the key contact between the Secretariat of the Network and their institution. They are in charge of informing applicants, spreading application forms in their institution for the mobility project, etc.
November 04, 2026	**2nd WEBINAR only for FINAL APPLICANTS** Q&A session. We ask applicants to prepare and keep their questions for the webinar. All questions will be answered during the webinar as they can also help other applicants and vice versa.
FROM November 09 to November 12, 2026	**SEND the filled-out application form** By answering to the Google Form. If you encounter any difficulty, please contact: mobilitygrants@outlook.com All the applications must be sent during this PERIOD
From November 17 to December 10, 2026	**EXAMINATION of the applications by the Host Institution** in order to validate the request. The answer (positive or negative) will be sent to the Secretariat
From December 16 2026 to January 23, 2027	**EVALUATION** of the eligible applications by the steering committee (By eligible application we mean the applications accepted by the requested host institutions). Applicants whose application were not validated by the requested host institution (negative response or no response) will be informed by email.
End of January, 2027	**COMMUNICATION of the final results** by the Secretariat (by email). The first bank transfer (pre-financing) to the winners will be done within 30 days after the publication of the results.
YOU CAN GO ON YOUR MOBILITY **From February to December 2027**	
December 10 2027	**DEADLINE for sending the FINAL REPORT** in order to receive the final payment

SENDING INSTITUTIONS – WHAT TO DO?

If **an employee of your institution wishes to apply**, your institution is considered a SENDING INSTITUTION. In this case the CONTACT PERSON should:

I. **HELP APPLICANTS build their project/** after spreading the information as much as possible within the institution, the contact person can assist potential applicants by providing more information and, if needed, help them find the right institution and department abroad. We advise contact persons/HR and all involved people to study the different documents (guidelines for applicants, FAQ, etc.) in order to have a clear vision of the procedure as a whole.



New ! Please note that in case of high interest within your institution, we highly encourage to filter applications and pre-select a reasonable amount of candidates that will be representing your institution for this call.

II. **REMIND** applicants of major deadlines and webinars.

III. **FOLLOW** the process and the RESULTS.

IV. **ENSURE FEEDBACK** within the institution once the applicants are back (this could be done by an article through your internal communication, by an informal meeting with directors and other employees etc.)

! Please note that grantees are responsible for their own **insurance** (institution's insurance or personal insurance), not the host institution.

HOST INSTITUTIONS - WHAT TO DO?

If **an employee of another member institution** wishes to come to your institution, you will act as a HOST INSTITUTION. In this case the CONTACT PERSON should:

I. **HELP APPLICANTS FIND INFORMATION** before the submission**.** Indeed, the contact person can be reached by another contact person or by a professional from another member institution for more information to fill in the application form.

II. **EXAMINE and SELECT THE APPLICATION FORMS** sent by the Secretariat. The applications will be sent directly to Directors and contact persons (to avoid receiving a lot of separate emails). These applications will give information about the applicants, the objective of the mobility and the reason behind the submission. To examine and select the application forms, the contact person will:

- **Check the feasibility internally.** Please note that applications will be on different subjects from different profiles (gardeners, curators, educator, etc.) and the contact person must forward each application to the corresponding department to let them check the possibility and their interest to host the applicant, as well as remind them of important deadlines that need to be met.
- **Give an answer to the Secretariat** by completing the document "Section reserved to the Host Institution" (one per application, including rejected applications) which will be sent together with the applications. In case of agreement, the Host institution signs the document which is a commitment. Please do not rely on individual departments to send back the filled in "Section reserved to the Host Institution" form. Instead, all filled in forms should be sent back collectively to the Secretariat by the institution's contact person.



Please note that we are working on a tight schedule. Kindly respect deadlines in order to allow the evaluation committee to deliver the results on time.

III. **HOSTING OF THE GRANTEE (when necessary).** The contact person (or the mentor, HR, etc.) should be available and on-site during the stay in order to provide support to the grantees in case it is needed. Contact persons also prepare the grantee's arrival by:

- **Establishing the programme:** agenda, meetings with professionals, visits, etc according to the mission defined in the application form and necessary information for the grantee's arrival should be communicated to the grantee and the Secretariat a few days in advance, including meeting points, time of arrival, contact person, etc.
- **Providing all necessary tools:** badge, access, maps, programme, etc.

- **Signing the "certificate of attendance"** at the end of the mobility period (document provided by the Secretariat directly to the applicant)

Please note that:

- Grantees are responsible for their own **insurance** (institution's insurance or personal insurance). The host institution does not have to provide insurance.
- **Training agreements** are not necessary. However, if you need to establish it for internal reasons, you are free to do it directly with the grantee. In no case will the training agreement be delivered by the Secretariat.
- 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.

TOOL KIT FOR APPLICANTS

GENERAL INFORMATION

WHO IS ELIGIBLE

All professions in the Royal Residences are eligible: architects, conservators, curators, educators, engineers, gardeners, landscape architects, researchers, restorers, roles engaged in fundraising and development 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 exchanges and valuable interactions with peers across Europe, aiming for professional capacity development. Only one application per applicant will be accepted. **New ! Please note that participation is limited to once every 3 years.**
New ! Projects should be individual and will be individually evaluated. Group applications will not be considered.

WHERE TO GO

You can find the complete list of the Network's member institutions here. In case an institution is not able to participate in the project, this will be notified on the webpage. Keep in mind possible language barriers.
New ! This programme encourages european collaboration, as such it is not possible to apply for an institution based in your own country.

FOR HOW LONG

The duration of the stay is flexible and should be set between the APPLICANT, their institution, and the host institution. Nevertheless, the mobility period must cover at least 5 full-time working days (excluding the days of travel). According to the whole process, the potential period for your exchange is usually from February to December.
Please note that grantees are responsible for their own insurance (institution's insurance or personal insurance), not the host institutions'. Depending on different administrative rules, it is also the responsibility of the applicant to decide with their own institution if this time abroad would be considered as a mission, a training period or it should be taken as personal leave.

HOW TO SHAPE MY PROJECT



A mobility generally **responds to a need of learning** or a question to be solved within the institution, which could be answered by learning from institutions that are experienced in the requested field. You can find examples of successful experiences of past editions here. Each applicant is invited to clearly define their needs, challenges, questions in their daily professional life and do their research in order to find the most suitable host institution.

Start to consider the period when you would like to conduct your exchange in order to let the host institution examine your request as well as possible. Moreover, do not forget to check internally with your HR/your manager if you are allowed to leave (you will need this authorization for your application).

In case the applicant knows a person in the host institution, the applicant is free to contact them to have more information or in-depth knowledge of the structure, build a project, etc. If needed, you can ask the contact persons of the Network to check the feasibility of the exchange.



WARNING: Please note that the contact persons are volunteers. You can contact them for advice if necessary but please do so in a rational and reasoned manner. As such, please remember to:

- Conduct in-depth research before contacting an institution
- Not contact several royal residences at the same time with multiple emails. Do not forget that each request asks time and work from volunteers, in addition to their usual workload
- In your email, do not forget to present yourself, to explain your mobility project and to clearly ask your questions. The contact persons have different profiles and can receive several mobility requests.

Please note that you are allowed to submit only one application.

HOW TO FILL IN THE APPLICATION FORM

The application form aims to present the mobility project to your requested host institution. If accepted, the same form will be sent also to the steering committee. This is why it is very important to give as much detail as you can about your current position and skills, the aims of the mobility, the objectives to be reached, etc. If you already have a direct contact do not forget to mention it in the form. The application form must be filled out in English, independently of the working language. Be careful to:



- fill the document of the **call in progress** that you can download from the website here
- respect all the criteria (both minimum and maximum number of words, language, etc.). The Steering Committee is authorized to refuse to evaluate applications that do not respect the criteria.

TO NOTE: Due to a high number of applications, applicants are asked to carefully read all the documents (FAQ, guidelines etc.). In fact, the majority of the questions have already been raised during previous editions and the answers are in the documents to avoid emailing the Secretariat. Please do not forget to rely on your contact person or ask your colleagues who already participated in the programme in the last editions, etc. Remember that it is very important to respect both the minimum and maximum length of each question and to highlight also how the hosting institution should benefit from your stay.

Also, do not forget to **attend the webinars** to clear up your queries.



Please note that the **link** to participate on Zoom will be sent to your contact person that is responsible for forwarding it inside your institution.
If, for any reason, you do not have the link, please write an email to mobilitygrants@outlook.com. You will receive the link to connect ONE day before the event.

HOW TO SEND THE APPLICATION FORM

The completed application form should be sent by filling in the Google Form. If you encounter any difficulty, please contact the Secretariat: mobilitygrants@outlook.com**. Please send your application only during the DAYS indicated in the calendar** (even if your application is completed beforehand).



Please note that your application is officially registered only when you receive a **confirmation email** from the Secretariat of the Network of European Royal Residences. If you do not receive a confirmation email after 3-4 days, please contact the Secretariat.

The Secretariat will collect all the applications and forward them to each potential institution (to the director and the contact person that are in charge of checking if they can validate and accept them).

HOW WILL THE APPLICATION BE EXAMINED

Applications will be evaluated by the Steering Committee which is composed of 5 people and elected by the General Assembly. The Steering Committee for the 10th call is composed of:

1. *Sebastian Edwards*, Deputy chief curator & Head of Collections / Historic Royal Palaces, the United Kingdom
2. *Sara Gonçalves Pereira*, Museum Registrar / Parques de Sintra – Monte da Lua, Portugal
3. *Karina Marotta*, Adviser at the presidency cabinet / Patrimonio Nacional, Spain
4. *Christina Schindler*, Deputy Head of Marketing / Palace of Schönbrunn, Austria
5. *Paulina Szulist-Płuciniczak*, Head of Education Department / Museum of King Jan III's Palace at Wilanów, Poland

The committee meets several times on Zoom in order to discuss the applications and ensure the impartiality of the results. In case of an 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.

New ! Assessment criteria:

Quality and precision of the mission: up to 15 points
Motivation: up to 15 points

All the results are collected and the total score of each applicant is calculated. Each Steering Committee member can give a maximum of 30 points per application (15 per criteria). Thus, each application receives a mark that is the average of the five steering committee members'. Grants will be provided to the first 20 applications reaching a score equal to or higher than **20/30.**

New ! Additional bonus points may be awarded as follows:

- **First-time institutional participation** (never having sent a grantee -> in the sense 'never won')

➔ 5 bonus points

- **Potential for concrete future collaboration/ long-lasting benefit** (This criterion assesses not only the potential for continued collaboration between the participating institutions, but also the extent to which the proposed mobility could generate wider benefits for the Network) :

➔ 5 bonus points if the project has a concrete benefit for both institutions
➔ 10 bonus points if the project has a concrete benefit for the whole Network

To note: If the Steering Committee estimates that the level of applications is not high enough, it reserves the right to not deliver the 20 grants in totality.

HOW TO CHECK THE RESULTS



All eligible applications will be sent to the Steering Committee for the final evaluation. By eligible application we mean an application accepted by the requested host institution. The results (negative and positive) will be communicated **to each applicant via email** by the Secretariat**.** Later, the results will also be available on the website of the Network of European Royal Residences. Short descriptions of each granted project will also be published on the basis of a report submitted by the grantee (description of goals and results).

For successful applicants, an email with all the necessary information regarding the realization of the mobility and the reports to send will be sent following the results. The first bank transfer (pre-financing) to recipients will be made within 30 days after the publication of the results.

IMPORTANT: The contact person plays a key role in the relationship between the Network and its member institutions, therefore each applicant must keep their institution's contact person updated throughout the application process, and if successful, before and after the mobility.

WHAT CAN THE GRANT COVER



This grant is considered to be **an aid to mobility and can be up to 1.200 €** and must cover the costs directly related to the mobility trip (for example: transport, accommodation, local transportation, catering, bank charges, insurance etc.). Depending on the duration of the stay and the host country, the grant might not cover the entire cost of the mobility. Applicants must think about how to take in charge the costs not covered by the grant. Pease note that each applicant is responsible for building and managing their own budget. Please note that all the costs must be on the most reasonable level**. Do not forget to keep your receipts, invoices, etc.**

Costs related to personal expenses (additional nights to stay for the week-end, leisure expenses, etc) are not covered and must not be declared in the financial breakdown.

Only travel by public transportation (plane, train, or bus) will be covered by the grant. Travel by car is not permitted as part of the mobility and will not be covered by the grant. The Network of European Royal Residences accepts no responsibility or liability for any trip undertaken by car.

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

HOW WILL THE PAYMENT BE DELIVERED

The grant will be transferred to the winner in two steps:

- **A pre-financing payment** of 720,00 €, corresponding to 60% of the total grant amount, within 30 days after the official publication of the results. This first payment is intended to provide recipients with a financial cushion for the first major expenses such as travel and accommodation.
- **A final payment,** after the submission and validation of the final report, the certificate of attendance and the financial breakdown corresponding to the balance according to the real expenses within 30 days.

Find below the three possible situations:

Example 1 In case of costs **not exceeding the grant** of 1200,00 euros	Pre-financing 720 euros Delivered **BEFORE** leaving	Real cost of the mobility 1000 euros Costs **declared** in the financial breakdown and **validated**	→	Final payment 280 euros Delivered **AFTER** the submission of the financial breakdown	TOT 1000,00
Example 2 In case of costs **exceeding the grant** of 1200,00 euros	Pre-financing 720 euros Delivered **BEFORE** leaving	Real cost of the mobility 1350 euros Costs **declared in** the financial breakdown and **validated**	→	Final payment 480 euros Delivered **AFTER** the submission of the financial breakdown	TOT 1200,00
Example 3 In case of costs **lower than the pre-financing** of 720,00 euros	Pre-financing 720 euros Delivered **BEFORE** leaving	Real cost of the mobility 600 euros Costs **declared** in the financial breakdown and **validated**	→	REIMBURSEMENT by the grantee 120 euros The grantee must reimburse the difference **AFTER** the submission of the financial breakdown	TOT 600,00

The financial breakdown must be sent within 1 month following the end of the mobility trip and the final report before the 10th of December, under penalty of refunding the grant. All expenses declared in the financial report **must be justified** by invoices/receipts. Please note that in case of costs expending the total amount of the grant, the financing will not exceed 1200,00 euros.

DURING YOUR STAY

A **certificate of attendance** (provided by the Secretariat) is required and must be signed by the grantee and the host institution. During the stay, please remember to take pictures that will enrich your final report and to keep your receipts for eligible expenses.

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

AFTER YOUR STAY

Prepare the documents to be provided to the Secretariat **within 1 month after returning** from your mobility period:

1. Certificate of attendance
2. Financial Breakdown, with **copies of receipts** in your name (accommodation, international and local transportation costs, etc.)

And before the 10th of December:

1. Final Report, including pictures (please note that your final report must be sent at the latest on the 10th of December in order to receive the final payment)

Once all documents and receipts have been submitted, a **mobility certificate** will be issued by the Network of European Royal Residences to each participant and sent at the end of the year.

TO NOTE:

The final report is the real testimony of your mobility and is very useful to evaluate the benefits of the programme. Moreover, be sure to have the necessary authorization for the pictures as they will be published on social media and shared with the public. Please note that if the criteria (format, number of words, etc.) of the final report are not respected, the final payment will not be transferred to the recipient. Moreover, please note that your report will be presented to all the members of the Network. Each recipient shall **share feedback about their mobility period within their institution** (team, colleagues, manager, contact person etc.). This programme aims to share knowledge, experiences, etc. Each recipient shall answer to surveys that the Network could send after the mobility which allows us to analyze and to constantly improve the Mobility Grants Programme.

SUMMARY - APPLICANTS

1 CALL OPENS

05 OCTOBER 2026

Receive the necessary information and the application form from your institution's contact person or the Network's website.



2 BRAINSTORM

Think about what project you would like to implement and which host institution would be most suitable for your aims. Mission, host institution, and outputs should all be considered.

A list of member institutions is available online or in the guidelines.



3 Q&A

12 OCTOBER / 4 NOVEMBER 2026

Attend one of the webinars organised by the Network. These meetings are an opportunity for you to meet other applicants and the contact persons of potential host institutions.



OPTIONAL CONNECT

If necessary, you can contact your preferred host institution's contact person to receive more detailed information on current projects, internal structure, etc.

Please keep in mind that contact persons are taking on this role as volunteers in addition to their work load. Be mindful when emailing them.



4 WRITE

Fill in the application Google Form (in English!).

Successful applications:

- are precise in the aims/goals of the professional exchange
- provide a link between the applicant's role and the proposed project
- list the potential learning opportunities and outputs

KEEP IN MIND that you have to convince the host institution that your project/mission is worth validating.



5 SEND + WAIT

9 TO 12 NOVEMBER 2026

Send the application Google form during the indicated week. Wait for a response to ensure your application met all criteria and was accepted. If you have not heard back after 3 to 4 days or if you encounter any difficulty, please reach out to the Secretariat (to mobilitygrants@outlook.com)

Results will be communicated with you via email in around the end of January.



SUMMARY - CONTACT PERSONS

1 CALL OPENS

05 OCTOBER 2026

Contact persons are given all necessary information and the application form when the new call for Mobility Grants applications is open. The information and document should be disseminated and communicated to the entire institution.



2 WEBINAR

12 OCTOBER 2026

Contact persons are expected to attend the first webinar organised by the Secretariat to meet other contact persons and potential applicants. Be prepared to answer questions from potential applicants about your institution's structure, missions etc. The link to the Zoom will be sent to you. Please disseminate it across your institution.



3 SUPPORT

Applicants from your institution or potential applicants from other institutions might reach out to you for support and advice. After reading the guidelines thoroughly, please assist with any queries to your best capabilities.



4 VALIDATE

17 NOVEMBER - 10 DECEMBER 2026

After the Secretariat collects all applications, they will send an email to you and the Head of your institution containing all applications which has listed your institution as desired host institution, as well as a document titled "To fill in by host institution". Please send the applications to the appropriate departments to get validated (or not), as well as the other document.

Head of Departments should consult whether they are a. interested in the applicant's mission and b. have time to accommodate the applicant. Regardless of the decision the document titled "To fill in by host institution" has to be signed.



5 COLLECT

BY 10 DECEMBER 2026

Please ensure that all relevant departments respect the deadlines. Collect the filled in "To fill in by host institution" forms (negative AND positive answers) and send them to the Secretariat by the deadline.



6 RESULTS

END OF JANUARY

Waiting for the results might take up to one month. Once announced, you will be put in cc to the emails informing all relevant applicants of the result of their application. This includes applicants who wished to conduct an exchange at your institution.



FAQ

Can I apply for a mobility grant for an institution which is not part of the Network?
No, you cannot. The Mobility Grants Programme has been developed specifically for the network members (a list of all members is available on the website www.europearoyalresidences.eu)
In case a member cannot participate please note that the information will be published online, on the webpage dedicated to the call in progress.

Can I apply for several institutions?
No, you cannot. You are allowed to submit only one application per call, which is addressed to only one host institution. Applications addressed to several institutions, even from the same country, will be automatically refused.

I personally know a colleague working in a member institution who is not the contact person. Can I contact him/her directly?
Yes, you can contact someone directly to ask for some information and details in order to help you fill in the application form, know more about the structure, check that the institution is interesting for you, etc. If so, we advise you to indicate this in your application form.

Is it mandatory to make the mobility exchange in the same department as mine?
No, it is not mandatory, but please keep in mind that the aim of the mobility programme is to improve your skills and to share good practices between colleagues in the same field. Consequently, you should do your mobility exchange in the same department. However, if your department does not exist in the "host" institution, you need to find the equivalent department.

If I have been selected once, can I apply again for another project and/or another residence?
Yes, you can. However, please note that participation is limited to once every three years.

If I am not selected, can I try again another time?
Yes, you can. You are allowed to submit your application again during the next call if you have not been successful.

If I am not selected, can I know the reasons and my score?
Yes, you can send an email to the Secretariat to ask for more information. A copy of your evaluation can be made available.

What happens if I have to change my dates?
Dates of the mobility must be fixed between the grantee and the host institution. Any changes in date must be submitted to the approval of both the sending institution and the host institution. The Secretariat must be informed of any changes. In any event, you must complete your mobility before the end of the year in progress.

What happens if I have to cancel my mobility exchange?
If you have to cancel your stay and you cannot reschedule within the mobility period indicated in the guidelines, you will have to reimburse the mobility grant in its totality to the Secretariat of the Network.

If I have an accident during my mobility period or/and I have to be repatriated, who will be in charge of the cost?

The Network of European Royal Residences is not responsible for conflicts or logistical problems that the applicant may have during the mobility period. Before leaving, you have to check that you are correctly insured. You can include specific insurance in your expenses, it is considered as an eligible cost.

Can I extend the duration of the mobility exchange, for example if the project is not completed?

Yes, but only if both institutions (the sending and host institution) agree on the extension and if you respect the "mobility period" indicated in the guidelines, you can extend the duration of your mobility exchange. Please note that any changes must be communicated to the Secretariat and that the amount of the grant will not change.

What documents do I need during my stay?

The only document you need to bring with you is the certificate of attendance that the Secretariat sends to you before your departure. The certificate of attendance must be signed by the host institution.

What is required for the final report and financial breakdown?

Final Reports and Financial Breakdowns of the previous editions are available on the website. Please note that these documents may be modified / updated for the current call for the Mobility Grants Programme.

- The Final Report aim is to improve the process and get some feedback on your mobility experience. It is composed of a written report and questions concerning the application process as well as your placement in your host institution. Please note that photos are also requested in order to illustrate your mobility exchange.
- The Financial Breakdown (Excel document) lists all your expenses. Scanned versions of your receipts are also requested (accommodation, international and local transportation costs, etc.). Please ask for a receipt in your own name (not your institution) when possible.

I do not want my name and/or my project to appear on the website; what can I do?

Please note that by signing the application form you agree that your name, photos, and testimony will appear on the website of the Network of European Royal Residences.

Why do I have to take pictures? What sort of pictures should they be?

Any pictures will be used to promote the Network and this specific programme on the different media of the Network. Your photos should illustrate the activities and projects undertaken during your mobility period (not only "institutional" pictures of the palaces) and be of good quality. For image rights, please ensure that all individuals visible on your pictures have agreed to be shown on the Network's media and that you respect the image rights of your host institution (security, back-office, policy of the institution regarding pictures sharing, etc.)

LIST OF CONTACT PERSONS

2026-2027

This list aims to:

- help the applicants to **identify their contact persons** in their own institution in order to ask them question if necessary.
- help contact persons to exchange **between them**, if some applicants need an introduction or have questions.

As a reminder, contact persons are volunteers, it means that all work for the Mobility Grants Programme is in addition to their work. Please refer to section 2 "DETAILED APPLICATION PROCEDURE", page 10 of the guidelines to read the rules to respect before getting in touch with contact persons.

! This list is only dedicated to the Mobility Grants Programme. You can spread this list internally in the frame of this programme but not for other purposes or externally.

Palace of Schönbrunn, Austria
https://www.schoenbrunn-group.com/en/
Christina SCHINDLER, Product Manager schindler@schoenbrunn-group.com
Marlene STEINBACHER-HAAS, HR, steinbacher-haas@schoenbrunn-group.com

Palace of Eggenberg, Austria
https://www.museum-joanneum.at/en/palace-and-gardens-schloss-eggenberg
Paul SCHUSTER, Director, paul.schuster@museum-joanneum.at

The Royal Danish Collection, Denmark
https://www.kongernessamling.dk/en/
Signe Frank-Mikkelsen, Executive Secretary, sfm@kosa.dk

The Agency for Culture and Palaces, Denmark
https://kongeligeslotte.dk/en/palaces-and-gardens.html
Gerti AXELSEN, Deputy Director, gax@slks.dk

Frederiksborg Slot - The Museum of National History, Denmark
https://dnm.dk/en/
Dorthe HEEDEGAARD, Chief Secretary, dh@dnm.dk

Prussian Palaces and Gardens of Berlin-Brandenburg, Germany
https://www.spsg.de/en/home
Sabrina MÜLLER, Textile Conservator, s.mueller@spsg.de

Kulturstiftung Dessau-Wörlitz, Germany
https://gartenreich.de/de/
Julia CAHNBLEY, World Heritage Centre & International Agendas, julia.cahnbley@gartenreich.de

State Palaces, Castles and Gardens of Saxony, Germany
https://www.schloesserland-sachsen.de/en/palaces-castles-and-gardens/
Dirk WELICH, Head of Museum Affairs, dirk.welich@schloesserland-sachsen.de

Patrimonio Nacional, Spain
https://www.patrimonionacional.es/
Karina MAROTTA PERAMOS, Technical advisor, President's cabinet,
karina.marotta@patrimonionacional.es

Alhambra and Generalife, Spain
https://www.alhambra-patronato.es/en
Encarnación ALONSO GARCÍA, Secretariat of the direction direccion.pag@juntadeandalucia.es

Palace of Versailles, France
https://en.chateauversailles.fr/
Natalia VANKOVIC, Secretariat of the Network of European Royal Residences,
natalia.vankovic@externe.chateauversailles.fr

Château of Chambord, France
https://www.chambord.org/en
Catherine CHONIER, Head of Cabinet, catherine.chonier@chambord.org

Palace of Compiègne, France
https://chateaudecompiegne.fr/en
Etienne GUIBERT, Curator, etienne.guibert@culture.gouv.fr

Palace of Fontainebleau, France
https://www.chateaudefontainebleau.fr/en/
Anne MENY-HORN, General Administrator, anne.meny-horn@chateaudefontainebleau.fr
In copy of the email: Camille CLOET, in charge for general coordination and internal communication, camille.cloet@chateaudefontainebleau.fr

Royal Palace of Gödöllő,, Hungary
https://kiralyikastely.hu/royal-palace-of-godollo.html
Judit HERNIGL, Secretariat of the general manager, hernigl.judit@kiralyikastely.hu

Buda Castle Palace District, Hungary
https://www.budavaripalotanegyed.hu/en
Ákos KOVACS, Events Manager, Kovacs.Akos@varkapitanysag.hu

La Venaria Reale, Italy
https://lavenaria.it/en
Andrea MERLOTTI, Head of Study Centre, andrea.merlotti@lavenariareale.it
In copy of the email: Erika PAGGIORO, erika.paggioro@lavenariareale.it

Musei Reali Torino, Italy
https://museireali.beniculturali.it/en/
Lorenza SANTA, Art Historian, lorenza.santa@cultura.gov.it

Royal Palace of Caserta, Italy
https://reggiadicaserta.cultura.gov.it/en/
Valeria DI FRATTA, Responsable communication marketing, valeria.difratta@cultura.gov.it

Royal Palace of Monza, Italy
https://reggiadimonza.it/
Corrado BERETTA, In charge of Communication, corrado.beretta@reggiadimonza.it

Historic Museum and Park of Miramare Castle, Italy
https://miramare.cultura.gov.it/en/
Alice CAVINATO, Curator, alice.cavinato@cultura.gov.it

Royal Palace of Naples, Italy
https://palazzorealedinapoli.org/
Antonella DELLI PAOLI, Technical Assistant, pal-na@cultura.gov.it

Royal Palace of Milan, Italy
https://www.palazzorealemilano.it/en/homepage
Simone PERCACCIOLO, Head of Valorization, simone.percacciolo@comune.milano.it

Reggia di Colorno, Italy
https://reggiadicolorno.it/
Michela CANOVA, Administrative officer of the Province of Parma, m.canova@provincia.parma.it

Gallerie degli Uffizi, Italy
https://www.uffizi.it/palazzo-pitti
Alessandra GRIFFO, Curator, alessandra.griffo@cultura.gov.it

Reggia di Carditello, Italy
https://www.fondazionecarditello.org/new/reggia/
Michele AMORDELUSO, Director in charge of cultural / scientific activities,
michele.amordeluso@fondazionecarditello.org

Rundāle Palace Museum, Latvia
https://rundale.net/en/#
Ilze KUSINA, Public Relations Specialist, ilze.kusina@rundale.net

Paleis Het Loo, The Netherlands
https://paleishetloo.nl/en
Annette DE VRIES, Head of Research, Collection and Programming, a.devries@paleishetloo.nl

Prince's Palace in Monaco, Monaco
https://www.palais.mc/en/index.**html**
Thomas FOUILLERON, Director of the Archives and the Library of the Prince's Palace in Monaco,
tfouilleron@palais.mc

The Royal Castle in Warsaw, Poland
https://www.zamek-krolewski.pl/en
Marta SMOLINSKA, Specialist, Marketing Department, m.smolinska@zamek-krolewski.pl

Museum of King Jan III's Palace in Wilanów, Poland
https://www.wilanow-palac.pl/
Elżbieta GRYGIEL, Communication Department Manager, egrygiel@muzeum-wilanow.pl

Royal Lazienki Museum, Poland
https://www.lazienki-krolewskie.pl/en
Natalia OSES, Specialist in the Marketing Department, n.oses@lazienki-krolewskie.pl

Royal Wawel Castle, Poland
https://wawel.krakow.pl/**en**
Marta Graczyńska, Deputy Director for Education and Communications,
marta.graczynska@wawelzamek.pl

Mafra Nacional Palace, Portugal
https://palaciodemafra.pt/
Sérgio GORJÃO, Director, sergiogorjao@pnmafra.dgpc.pt

Parques de Sintra-Monte da Lua, Portugal
https://www.parquesdesintra.pt/pt/
Alexandra PINTO, Human Ressources, alexandra.pinto@parquesdesintra.pt
In copy of the email: António NUNES PEREIRA, Director of Pena Palace and Monserrate,
antonio.nunespereira@parquesdesintra.pt

Historic Royal Palaces, United Kingdom
https://www.hrp.org.uk/
Sebastian EDWARDS, Deputy Chief Curator & Head of Collections, Sebastian.Edwards@hrp.org.uk