

Mobility Grants Programme 2027 – Application Form

TO NOTE - before filling the form:

- *By applying and signing this form, the applicant acknowledges having read and accepted the guidelines of the Mobility Grants Programme*
- *Incomplete applications will be considered ineligible and will not be accepted*
- *This document must be filled in English. No other language will be accepted*
- *This document must be filled out on Google Form*
- *Respect the word count (minimum and maximum)*
- *Please note that from this edition, participation is limited to once every 3 years.*

This form must be sent only during the WEEK indicated in the calendar

1. First Name:

2. Last Name:

3. Sending Institution (your institution):

4. Field of work:

Plusieurs réponses possibles.

- ☐ Project Management
- ☐ Research
- ☐ Gardens
- ☐ HR
- ☐ Direction
- ☐ Security
- ☐ Marketing
- ☐ Communication
- ☐ Touristic promotion
- ☐ Communications / Social Media
- ☐ Conservation
- ☐ Autre : _____

5. Your position/role:

6. Department you are working in:

7. Host Institution you are applying to (institution where you would like to undertake your mobility):

APPLICANT

I/ Personal data

8. Date of birth:

9. Address (Please indicate an address to which you would like to receive your mobility grants certificate. It can either be your personal or institutional address):

10. Mobile phone:

11. Email address:

APPLICANT

II/ Professional Data

12. Current position and professional experience - (maximum 300 words) Please provide some details about your current position, your daily tasks and any relevant information about your professional background:

13. Education – (maximum 150 words) Please provide only the main information along with the year of completion: academic/professional institutions, professional courses etc.:

14. Participation in international projects, including events, programmes, exchanges.
(please specify project/programme name, location, year of participation and your responsibilities/position related to it):

15. Participation in activities of the Network of European Royal Residences over the last years (Technical Meetings, cooperation projects such as EPICO, Palace Day, etc):

16. Feel free to attach your CV to better illustrate your publications, academic contributions, research, interests etc.

Fichiers envoyés :

MOTIVATION AND PROJECT

Please, detail below your mobility project, your motivation and your expectations by completing the sections below.

*This section will help understand your project, assess its relevance, and evaluate your motivation. For more information on how to fill out the application form, you can refer to the Guidelines provided.

Some advice:

- Conduct in-depth research on the host institution you selected.
- Explain your objectives regarding the mobility: added values, new competences, working methods, new vision, personal/ professional benefits etc.
- Please outline your objectives for the mobility, including the activities, visits, and professional meetings identified you would like to pursue, in the most concrete and detailed way.

17. Title of your project (Please provide a title for your mobility project):

18. In what category does your project belong (there is no right or wrong answer):

Une seule réponse possible.

☐ Accessibility & inclusion

☐ Conservation

☐ Preventive conservation

☐ Sustainability

☐ Education

☐ Management

☐ Marketing and sales

☐ Autre :

19. In a few sentences, please explain your project (minimum 100 - maximum 250 words):

20. In a few sentences, please explain how your mobility could contribute to concrete outcomes for the two institutions involved and/or for all european institutions part of the Network (maximum 150 words):

21. Please explain why you selected this Host institution and its relevance in regards to your project (maximum 150 words):

22. Please explain your motivation and how this programme can contribute to your professional development (minimum 150 – maximum 300):

23. Have you visited the host institution before or do you know some employees of the host organization? If yes, we thank you to indicate their contact (name, function, etc.)

24. Suggested period of your mobility (how many days / period of the year):

25. Is it your first time participating? If no, what year was your last participation?
(Please note that from this edition, participation is limited to once every 3 years)

WORKING LANGUAGE AND LANGUAGE SKILLS:

26. Do you speak the language of the Host Institution selected:

Plusieurs réponses possibles.

☐ Yes

☐ No

27. What other languages do you speak?

ADMINISTRATIVE SECTION

I/ Applicant's Banking Information for Grant Payment Purposes (if selected)

*Please check the accuracy of your data to avoid delays in the payment of the first half of the grant.

28. ACCOUNT (name of the owner):

29. IBAN:

30. SWIFT:

31. If you have a document with all Banking Information reunited, feel free to add it here:

Fichiers envoyés :

ADMINISTRATIVE SECTION

II/ Principle Agreement of the sending institution and the applicant
Applicant's institution

32. Manager's full name:

33. Position:

34. Signature and stamp of the manager, *either electronic or by hand (if for internal reasons, you are unable to add your manager's signature here please refer to the Word document available on our website):*

Fichiers envoyés :

ADMINISTRATIVE SECTION

II/ Principle Agreement of the sending institution and the applicant
Applicant

*By applying and signing this form, the applicant acknowledges having read, accepted, and respected the guidelines of the Mobility Grants Programme.

35. Full name of the Applicant:

36. Signature, *either electronic or by hand (if for internal reasons, you are unable to add your manager's signature here please refer to the Word document available on our website)* :

Fichiers envoyés :

INFORMATION ON THE EVALUATION METHOD

The application will be evaluated by the members of the Steering Committee based on the following criteria:

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

As the Steering Committee is composed of **5 members**, the final score for each application is **the average of the 5 scores**.

Minimum score: A minimum of **20 points** is required for an application to be considered for a grant.

Bonus Points

Additional 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

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