Residency Guide

Funded by the
European Union

Cultural Horizons is designed and implemented by the **Ukrainian Cultural Foundation** and **Cultural Vistas** and funded by the **Creative Europe Program** of the European Union, through the **European Education and Culture Executive Agency (EACEA)** under the powers delegated by the European Commission. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the EACEA. Neither the European Union nor the granting authority can be held responsible for them.

Contents

1. Overview 2
2. Objectives 2
3. Timeline 3
4. Eligibility 3
4.1. Proof of Legal Status 3
5. Residency requirements 4
6. Responsibilities of the host organization 4
7. Finding the right match 5
8. Budget 5
8.1 Budget Template 5
9. Application process 6
10. Contact information 6

1. Overview

The Cultural Horizons Residencies provide subgrants for EU-based institutions to implement residency and cooperation projects with Ukrainian artistic and cultural workers.

The Cultural Horizons subgrants are designed to support organizations in Europe that operate in the fields of culture and arts to enhance their cooperation with the Ukrainian cultural sphere by implementing **a) residency placements and/or b) education projects organized on the basis of residencies** for and with Ukrainian artistic and cultural professionals in 2027.

- Amounts per subgrant: **5,000 – 20,000 EUR**
- A minimum of 20 subgrants will be provided

2. Objectives

- Develop and expand professional relationships between European and Ukrainian cultural institutions and actors, creating pathways for future collaborations
- Support capacity building of Ukrainian artists and cultural actors
- Expand access for Ukrainians affected by the war to high-quality cultural and artistic practices
- Strengthen skills in cross-cultural communication, mentorship, and leadership
- Enhance mutual understanding and awareness for cultural and artistic practices
- Support cultural heritage preservation in Ukraine
- Support cultural recovery and resilience in Ukraine

3. Timeline

- Application phase: Monday, June 29, to Sunday, September 30, 2026
- Evaluation process: October to November 2026
- Implementation phase for subgrant projects: January 1 to July 30, 2027 (minimum project duration – 3 months; maximum project duration - 8 months)
- Subgrant recipients submit their final reports and project documentation to Cultural Vistas: Recipients must submit these documents within one month of project completion, and no later than August 15, 2027

4. Eligibility

- **Artistic and cultural organizations and initiatives registered within the EU** (If you are applying as a consortium, you must designate one lead organization to submit the application and manage funding).
- Applying organizations must demonstrate their ability to host Ukrainian artistic and cultural professionals in 2027 and complete their projects within the period of January to August 2027.
- Applicants must confirm the absence of ties with the Russian Federation including no working partnerships with Russia/Russian organizations and no visits to Russian-occupied territories after 2014), a commitment to refrain from the glorification of Russian imperialism, and to comply with the EU sanctions regime.
- Applicants must demonstrate a commitment to diversity, equity, and inclusion and provide a working environment based on mutual trust, awareness, and intercultural sensitivity.
- NGOs and public sector institutions working with displaced and vulnerable groups will be prioritized.

Subgrants are designed to specifically support the following groups:

- **Ukrainian artists and cultural practitioners**, including independent and employed professionals, early-career specialists, debut artists, cultural managers, researchers, analysts, conservators etc.
- **Vulnerable groups from Ukraine**, including internally displaced persons, young artists, and communities in frontline and conflict-affected areas.
- **Cultural organizations in Ukraine**, with a particular focus on small communities, local initiatives, independent cultural spaces, and civil society organizations (NGOs).

3.1. Proof of Legal Status

Applicants must provide evidence that they are legally established in their country of registration and are authorized to enter into legally binding agreements and receive grant funding.

As part of the application, applicants must submit the following documentation:

- An official registration certificate, registry extract, or equivalent document issued by a competent authority;
- The entity's registration number or unique identifier, where applicable;
- The entity's legal name and registered address;

- Documentation identifying the person(s) authorized to represent the entity.

The granting authority reserves the right to verify applicants' legal status through official public registers or request additional supporting documentation.

4. Residency requirements

- Residency and/or cooperation projects must provide opportunities for mutual learning for the cooperation partner from Ukraine and the respective host organization.
- The final beneficiaries of the residency and/or cooperation projects must be Ukrainian cultural and artistic professionals.
- Residency and/or cooperation projects should preferably be implemented as in-person residencies. Virtual formats may also be considered where they best address specific project needs or travel restrictions, particularly for male participants from Ukraine.
- Ukrainian cultural professionals may be based either in Ukraine or in the EU.
- Residencies may be offered to cultural and artistic professionals from all fields and disciplines, including, but not limited to, artists, cultural managers, curators, researchers, analysts, conservators, and historians.

5. Responsibilities of the host organization

- Overall project coordination
    - identify and select suitable residents and/or cooperation partners;
    - develop and monitor the program budget for the respective residency and/or cooperation project;
    - provide Cultural Vistas with regular updates on project progress and outcomes;
    - submit a final report and project documentation to Cultural Vistas upon completion of the project;
    - promote the final project on the host organization's website and social media channels.
- Residency coordination
    - support resident artists or cultural professionals with travel preparations;
    - provide suitable accommodation for resident artists or cultural professionals during their stay at the host location;
    - provide an appropriate workspace for resident artists or cultural professionals during their stay, such as a studio, atelier, office, or equivalent space;
    - support resident artists or cultural professionals in obtaining the materials required to implement the proposed project effectively;
    - designate a point of contact for resident artists or cultural professionals and provide regular on-site support;
    - provide 24/7 emergency support to resident artists or cultural professionals throughout the residency period.

6. Finding the right match

Residency hosts are responsible for finding the respective artists or cultural professionals for their specific residencies.
To support host organizations establishing contact with artistic and cultural professionals from Ukraine, Cultural Vistas will implement two match-making sessions throughout the application phase. Those sessions are intended to enhance the reach and networks of the host organizations.

7. Budget

Submitted budgets must include the following cost categories:

- Applicable personnel costs;
- Accommodation costs for the resident artist or cultural professional;
- Costs related to the workspace provided to the resident artist or cultural professional;
- Production and material costs;
- Travel costs;
- Per diems or a monthly artist stipend;
- Costs related to project promotion and press activities;
- Costs related to public events.

Ineligible costs include:

- Purchase of goods, services, contractor work, that are not related to the events' realization within project and project's objectives;
- payment of debts that are not related to the project's implementation;
- payment of debts that arose prior to the signing of the subgrant agreement or after the expiration of the subgrant agreement;
- costs that are financed or will be financed by other budget programmes or covered by other donors, organizations, applicant's own funds;
- costs associated with the implementation of projects aimed at profit;
- costs for the maintenance of institutions, organizations, including those who are project participants;
- reserves covering possible losses and future liabilities;
- acquisition of land, movable and immovable property, office furniture;
- costs for major repairs, construction works, development of budget estimate documentation;
- costs for the preparation of the project application;
- losses due to exchange rate differences;

8.1 Budget Template

Applicants are required to use the official budget template for the Cultural Horizons Residencies and include it with their application. Please download the budget template directly from the program web page (culturalvistas.eu/our-programs/professional-study-tours/cultural-horizons).

8. Application process

After the application phase has concluded, Cultural Vistas will review all applications for eligibility and conduct a pre-selection of eligible residency projects.
The final assessment of applications and selection of subgrant awardees will be carried out by a jury of experienced artistic and cultural professionals based in Europe and Ukraine.

Each application is reviewed by three to five experts, depending on its budget. The evaluation process follows a double-blind system: applicants do not know which experts are assessing their applications, experts do not know who else is evaluating the same application. Experts assess applications based on the principles of legality, professionalism, ethics and impartiality, validity of decisions, confidentiality and non-disclosure of information to ensure a transparent, fair and efficient evaluation process.

Evaluations of residency proposals will be based on:

- feasibility and relevance,
- sustainability and scalability, and
- level of impact.

9. Contact information

The Cultural Horizons program team at Cultural Vistas is available to provide support.
For inquiries, please contact: culturalhorizons@culturalvistas.org

***