



'Risk Preparedness and Listed World Heritage'

*Setting Strategies to Achieve Enhanced Protection for Cultural Heritage
in accordance with the*

*Draft Guidelines issued by the Committee for the Protection of Cultural Property in the Event of
Armed Conflicts for the Implementation of the 1999 Second Protocol to the Hague Convention of
1954*

“Guidelines”

WATCH in Action - Summer 2009

How to Fill in the Application Form

Introduction

“How to fill in the application form” has been drafted by WATCH in order to facilitate the completion of the Application Form Parts 1 and 2 for the **'Risk Preparedness and Listed World Heritage' Initiative**.

This document explains, with a practical and hands-on approach, how to fill in the different sections of the application form. The explanatory notes are numbered according to the sections of the application form. Even if this process is demanding and time consuming, you must be convinced that a detailed and quality-oriented proposal is the best investment a Promoter (and the Owner and National / Local Hosting Authority when the case) may carry out in order to preserve his Listed World Heritage. Therefore, you are strongly encouraged to take your time to completely understand these working documents. About 30 minutes are needed for a careful reading of all the materials.

Please remember the following points:

- Failure to provide the required information will cause rejection of applications
- Fill in all the sections of the application
- Respect the maximum number of characters indicated for each section
- In consideration of the maximum number of characters, do not use jargon based wording and try to be as precise as possible
- In the preparation of the “requested information” provide references to the annexed documents (application form part 2) This in order to facilitate cross-referencing of the two documentations
- The application must be drafted **ONLY** in English. Applications in other languages will not be considered as eligible
- Number all the pages of the application.

In order to apply to the **'Risk Preparedness and Listed World Heritage’ Initiative** - Applicants must download from WATCH website (<http://www.eyeculture.net/call.html>) all the below-mentioned documents:

- **Call for Proposals for the 'Risk Preparedness and Listed World Heritage' initiative:** explains the overall rationale of the initiative
- **How to fill in the application form:** clarifies how to fill in the application form
- **Application form part 1:** administrative information and presentation of the heritage. Part 1 of the application form is composed of 2 sections: A (administrative information) B (the listed heritage), Annex (e.g.:technical and photographic documentation).
- **Application form part 2:** Listed Heritage description and declarations. Part 2 of the application form is composed of declarations to be signed by the Promoter, the Owner and National/Local Hosting Authority (see templates)
- **Preliminary Agreement:** an outline of the Agreement stating the necessary requirements and deliverables prior to the implementation of any study on the proposed LWH.

Application form part 1 and part 2 with the signed preliminary Agreement must be sent to WATCH by electronic mail AND by postal mail, by express messenger or hand-delivered before the deadline for submission. In case of hand delivery a dated certificate of receipt will be given to the deliverer by WATCH

Deadline for submission. Deadline for presentation is the 15th of June 2009.

Submission of the application. Complete application (Application form part 1 and Application form part 2 with the Preliminary Agreement signed) must be sent/hand delivered to the following addresses:

Digital copies of the Application

E-mail: info@eyeonculture.net

Hard copies of the Application

WATCH - World Association for the Protection of Tangible and Intangible Cultural Heritage in times of armed conflict

Head Office
62, via Francesco Dall'Ongaro
00152 Rome Italy

The hard copy applications must be submitted using one single envelope including the following information:

- the above-mentioned address
- the following name of the Call for Proposals:

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- the full name and details of the Promoter or the Owner or the National/Local Hosting Authority sending the application written on the back of the envelope.

Additional information before the submission of the application:

1. Promoters may submit questions in writing to the contact mentioned below, specifying reference to **WATCH - 'Risk Preparedness and Listed World Heritage'** and the name of the heritage concerned:

Contact person: Ms Lorna Anguilano
E-mail: l.anguilano@eyeonculture.net

Costs for preparing the application. No costs incurred by the Applicant in preparing and submitting the application shall be reimbursable. All such costs shall be borne by the Applicant.

Ownership of application. WATCH retains ownership of all applications received under this Call for Proposals. Consequently, Applicants cannot pretend to have their applications returned to them.

Confidentiality. The entire evaluation procedure will be strictly confidential. The evaluation reports and written records, in particular, will be for official use only and may not be disclosed to either the applicants or to any party other than the WATCH Board of Trustees. No appeal will be possible against any decisions taken by the SC. WATCH also agrees not to disclose any sensitive data whose circulation could jeopardise the LWH conservation and security.

Explanatory notes for application form part 1

Name of the heritage: write the name of the heritage (site, monument, artefact, etc.) on the front page of both Part 1 and Part 2 of the Application form in the empty space provided for.

Application form part 1 is composed of two sections as follows:

- **A** (administrative information)
- **B** (the heritage)

Section A (administrative information)

A.1 Listed cultural heritage Promoter

Name of the Promoter. A Promoter can be: private or public companies, institutions, NGOs and any other legal entity working in a cultural heritage context. Individuals are eligible.

Type of institution. Indicate if the Promoter is: an international organization, national or local authority, academic / research institution, private enterprise, NGO or other (please specify). If an individual please indicate the affiliation.

Legal status. Please indicate if public, profit or non profit and quote the related national law

Short presentation of the institution. Provide a brief description of the Promoter and its institutional mandate (area of activity, number of staff, etc.). In the case of NGOs or

private companies, a description of previous experience in the field of cultural heritage is compulsory.

A.2 Owner of the proposed listed heritage

Name of the Owner. To complete only if the cultural heritage Promoter is not the Owner of the heritage,

Status of the Owner. Please specify if the Owner is one of the following: an international organization, national or local authority, academic / research institution, private enterprise, NGO, individual or other

Legal status. Please indicate if public, profit or non profit

Short presentation of the Owner. If the Owner is not a public entity a brief description about the institutional mandate of the Owner is required (e.g. area of activity, number of staff, etc.).

A.3 The National/Local Hosting Authority

Name of the authority. Applications from private Owners and/or Promoters must be supported by a public entity who supervise national cultural heritage properties (e.g. Ministry of culture, Directorate of antiquities, Office of the municipal councillor responsible for cultural heritage, etc.).

Type of institution. Indicate if the authority is one of the following: national authority, regional / territorial authority, local authority.

Country. The National/Local Hosting Authority must be based in the country where the heritage is located.

Short presentation of the institution. If necessary, provide a brief description of the National/Local Hosting Authority and its institutional mandate (area of activity, number of staff, etc.).

A.4 Other relevant information

If necessary add any other information you may consider important to complete the administrative information.

Section B (the heritage)

B.1 Location of the heritage

Other relevant indications. Please include detailed information on the location of the heritage and if available, provide:

- Identification in GIS, etc.
- Description of the location of the proposed cultural heritage inside a building or in any other structure (e.g. museum, gallery or other).

B.2 Description of the heritage

Include the information necessary for a full understanding of the proposed heritage. Among these:

- Identification of the heritage, age / time of creation, dimension (e.g. cm, m, m²), physical conditions, historic and artistic value, etc.
- Description of the current state of conservation of the proposed heritage (summary)
- History and list of any previous interventions (including diagnosis, restorations, maintenance)
- Describe the reasons for submitting an Application to WATCH 'Risk Preparedness and Listed World Heritage'? (max 1000 characters):

Annex 2 (photographic documentation)

Provide in Annex, the technical and photographic documentation of the LWH (max 8 pictures) that presents the most representative feature of the heritage (300 dpi, base 15 cm, format “.tif” or “.jpg”. Please use Zip format). Selected pictures will be published on WATCH website in order to promote and publicise the proposed LWH. Therefore, utmost care should be given in the selection of the pictures. By sending all the declarations signed, the Applicant grants to WATCH the permit to freely publish the relevant pictures on WATCH website and in other WATCH publication materials (see Application Form Part II). The Applicant hereby also assures that the photographic documentation is totally free from any fee or copyright.

B.3 Accessibility and visibility of the heritage

Accessibility by the general public to the heritage is a priority for the preservation of the Heritage. Therefore, it is important to highlight:

- How many visitors visit the heritage each year?
- What is the visitors' composition by nationality?
- How do the visitors currently access the proposed heritage?
- Are there tourist infrastructures near to the heritage?
- What is the strategic location of the heritage? Indicate other visibility factors (e.g. nearby important road systems or meeting points).

B.4 Threats to the heritage

Indicate how the heritage is endangered and describe the principal armed conflict threats it is faced with

If applicable:

- include information on how the threats could negatively impact on the physical condition of the heritage and describe the extent and rate of possible deterioration
- describe actions taken up to date, if any, to prevent the threats and what measures - if any - are being implemented to protect the heritage in the short and long-term (by national/local authorities, communities, etc.)

B.5 Other relevant Information

- Indicate any international or national legal framework on the heritage being part of any heritage list. This information will be useful to identify the extent of the current level of protection on the heritage.
- Description of previous surveys, investigations, historical research, feasibility studies, management plans on the heritage. Include information on the quality of the work, dates in which the activity was carried out, availability of results.

Explanatory notes for Application Form Part II

The Application Form Part II is composed of:

- **Declaration of the Promoter** (see template)
- **Declaration of the Owner of the heritage** (see template)
- **Declaration of the National/Local Hosting Authority** (see template).

Declarations of the Promoter, Owner and National/Local Hosting Authority

The three declarations have to be printed on headed-paper, completed with tone, date and signature. Templates are provided in the Application Form Part II. The value of these declarations is not only formal, but aims to guarantee the ownership and the commitment of the Promoter, the Owner and the National/Local Hosting Authority at all stages of the realisation of this Initiative.

Please note that the three declarations are necessary, also if the Owner and the Promoter are the same entity and/or coincide with the National/Local Hosting Authority.

Private Owners must be supported by a public authority that will endorse the Initiative (see Application Form Part I, Section A.3).