SELECTION CRITERIA

ZMINA RESILIENCE

Technical assessment

Please submit early.

We will not be available in the final hours before the deadline.

ZMINA:Resilience team does not provide applicant support during the last hours before the deadline or after it.

If something goes wrong at 23:45 pm on the closing day or 00.05 a.m after the closing day — there is nothing we can do.

Submit with time to spare. Check your documents in advance. Use the instructions we have prepared for your convenience.

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The Ukrainian organisation's registration document

The single most common failure point | Get this right.

Do ✅	Don't ❌
Upload an **Extract (Витяг / Vytiag)**	Upload a Excerpt (Виписка / Vypyska)
Get it from **usr.minjust.gov.ua**	Use OpenDataBot, YouControl, or any similar service
Check the date — **must be after 15.06.2026**	Submit a document issued before the Call announcement
Follow our step-by-step instructions	Ignore our instructions provided

How to get the correct document → https://platform.izolyatsia.org/files/full_extract/

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Non-Ukrainian organisation's registration document

Original in the national language | Full English translation

Do ✅	Don't❌
Upload the original document in the national language	Upload only the English translation
Upload an English translation alongside the original	Upload only the original without a translation
If the original is already in English — upload it as is	Add an unnecessary translation if the document is already in English
If the organisation is a structural division — confirm that status in the document and attach internal regulations	Submit a generic registration document that doesn't reflect the division's specific status

⚠ **One exception:** no translation needed if the original document is already issued in English.

⚠ **Notarisation is never required.**

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The Statute

All pages | Correct language | Uploaded to the correct field

Do ✅	Don't ❌
Upload all pages of the statute	Upload an incomplete document
For non-Ukrainian partners — upload the original and an English translation	Submit only the translation without the original
Upload it to the statute field in the form	Put it in the wrong field
If no statute is required for your legal form — upload a signed Letter of Explanation to the statute field	Leave a placeholder or random file in the field just to bypass the form requirement

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The Letter of Guarantee

One letter per organisation | Every detail counts

Do ✅	Don"t ❌
Submit one letter per organisation (e.g. 3 partners = 3 letters)	Cover two or more organisations in a single letter
Follow the template exactly as provided	Change, remove, or rephrase any prescribed text
Fill in both the Ukrainian and English sections	Leave either section blank
Sign both sections — two signatures per letter	Sign only one section or between the sections
Apply the corporate seal — or state in writing if that is not applicable and why	Leave the seal question unaddressed
Include the full name and position of the authorised signatory	Use initials or an illegible signature only
Upload a scanned copy of a physically or electronically signed document	Submit an unsigned document

SELECTION CRITERIA

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Document fields & file requirements

Correct document | Correct field | Correct format

Do ✅	Don't❌
Upload each document to its designated field	Put the Letter of Guarantee in the Statute field, or vice versa
Submit all files in PDF format	Upload Word, JPG, or any other format
Make sure all files are password-free	Submit a password-protected document or link
Check that every file opens without restrictions	Upload a corrupted or restricted file

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Partners & budget match

Documents are required for each organization in the budget

Do ✅	Don't ❌
Submit supporting documents for every partner listed in the budget	Leave any partner without documentation
Make sure the number of organisations in the budget matches the documents submitted	List more partners in the budget than you have documents for
Confirm each partner's eligibility before adding them to the budget	Add a partner to the budget and sort the documents out later

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Temporary occupied territory

One field | One answer | No ambiguity

Do ✅	Don't ❌
Mark Yes for every partner if the organisation is genuinely registered in non-occupied territory	Mark No thinking it refers to Ukrainian partner only
Double-check every partner's answer before submitting	Assume it was filled in correctly without reviewing
If you or your partner marked it incorrectly — correct it before submission	Submit with a No and expect to explain it away later or in additional documents provided

⚠ If any partner is marked **No — the application does not meet eligibility requirements**

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Art & culture profile

It must be visible in your documents, not just assumed.

Do ✅	Don’t ❌
Make sure your work in arts and culture is clearly stated in your registration documents and statute	Assume it is obvious from your organisation's name or reputation
Demonstrate your arts and culture profile in the application itself	Leave it implied and hope somebody connects the dots
If it is not obvious from the documents — explicitly state and substantiate it in the additional materials section	Submit documents that don't confirm your arts and culture profile, with no explanation of how your organisation plans to work in this sector

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When documents don't fully match requirements

Explained the deviation of the requirement additionally

Do ✅	Don't ❌
Use the additional materials section at the very end of the application form to explain any deviation	Leave a deviation unexplained
Note and substantiate every discrepancy in your registration document, statute, or letter of guarantee	Assume a deviation is minor enough to be overlooked

⚠ Unexplained deviation = eligibility requirement not met. ⚠ Explained deviation = can be considered on its merits.

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Online Platform

Pay attention to how the application platform works

Do ✅	Don't ❌
Always trust the platform counter for character limits, not a Google doc or any other source you previously created the draft	Rely on Word or Google Docs character count
Paste your text into the platform and check the counter there in advance before submitting	Paste your text into the platform just few minutes before deadline and submit without verifying the character count on the platform itself
Save your progress regularly while filling in the form	Leave the form open for a long time without interacting with it
If you step away from your laptop — save and close	Stay logged in assuming the session will last indefinitely and savings are done automatically

⚠ The platform logs you out automatically after a period of inactivity.
Any unsaved progress will be lost