

A. General terms and conditions

Only existing museums (no monuments or memorial sites) will be considered for the award. In all cases, there should be cooperation with the town or municipality.

The Foundation is looking for local history museums with exhibition concepts that focus on the local heritage and/or local cultural history of the town, municipality, district or region. The assessment process will pay particular attention to the way in which the museums have prepared themselves for the challenges of the future. Importance is attached to the following criteria:

- Use of modern technologies in exhibitions
- Inclusive learning; in other words, a future-focused educational and communication mission for an ever more heterogeneous society
- Appeal for and attraction of new and diverse target groups

B. Notes on entrants

The award is open to European museums, towns, municipalities, institutions and associations.

C. Documentation to be submitted

1. The submitted documentation must be in German or English and should provide a complete picture of the project.
2. The entry documents can be found on our website at www.lebendigestadt.de/stiftungspreis. They must be completed using a computer; the information may not exceed the space provided.
3. The following documentation must be submitted:
 - a) Fully completed entry form
 - b) Description of the project (answers to the questions on max. 2 A4 pages) answering the more in-depth questions on the special features of the project in

order to facilitate assessment of its award-worthiness.

- c) Possibly additional documentation that explains the nature of the project. In the case of large data volumes, we advise entrants to send the documentation by standard mail or to transmit it to us using WeTransfer.
4. The submitted documents will be distributed during the jury meeting and will not be returned. The Foundation intends to compile a documentation of the competition and, to this extent, is entitled to publish the submitted documents. All submitted entries must include visualisations/photos (incl. utilisation rights) that may be used for documentation purposes and press articles.

The organiser assumes no liability whatsoever in the event of the loss of documentation.

D. Submission of documentation

The final deadline for entries is **June 30, 2020 (based on the postmark in the case of entries submitted by standard mail)**.

E. Jury decision and award presentation

1. The submitted documentation will be reviewed in depth before being forwarded to the jury.
2. The jury will meet once in the second half of 2020 to decide on the admission of entries and for the purpose of selecting the award winners.
3. In addition to presenting the Foundation Award including the prize money of € 15,000, the jury is also free to award certificates in special recognition of projects that were short-listed for the award. The jury must have plausible reasons for a possible decision to split the award.
4. The jury will provide reasons for its decision in a written vote. Apart from this, however, the jury will not provide any

information; in other words, it will not make any statements – either vis-à-vis the entrants or of a public nature – regarding concepts that have not received awards. The decision of the jury is final.

5. The location and date of the award ceremony will be announced. The award winners will be sent a separate invitation to this event along with presentation instructions.

Hamburg, April 2020

The Executive Committee of the
"Lebendige Stadt" Foundation