

# Grant Application Guide Open Call Turkey, Russia, Egypt and Morocco #2

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**In your application for this Open Call we would like to ask you some extra question within our general Grant Application Guide. This format is aligned with the impact framework for this specific programme. Please be clear and concise in your answers and feel free to use visual material to illustrate and clarify your plan.**

The committee evaluates your application on the basis of the Subsidy Regulations and the objectives of this Open Call. The Subsidy Regulations specify which costs are excluded from financing by the Fund.

## Format Project Plan: fase 1

The project plan is a PDF file in A4 format and does not exceed 10 pages (excluding planning, budget, CVs, images and proof of registration Dutch Chamber of Commerce). The file size does not exceed 10 MB in total. The project should be written in English.

The project plan should provide insight into the following points:

### 1 Why?

In which of the four countries will your project take place? What is the reason for your project? What are the content-related considerations for launching the project? Give a description of the theme in Turkey, Russia, Egypt or Morocco and give a view of the issue from the Dutch and local perspective. Clearly formulate the locally supported question.

### 2 What?

Describe the research question, the working method and the content of the project. Give a detailed account of what the activities entail. What are the key artistic and content-related determinants?

### 3 Who?

With which organisations and persons are you collaborating? How did the collaboration established? Who is responsible for which section? Tell us your motives for the collaboration and explain the cross-disciplinary approach. Give information about the organisation(s) relevant experiences considering the stated issue, the working method and collaborations within Turkey, Russia, Egypt or Morocco.

### 4 Relevance/Significance

What added value will the project bring to the discipline?

### 5 Aim

What are the content-related aims of the project? Give an insight into the intended results and how these contribute to a sustainable and inclusive approach/solution to the stated issue. Tell us about the possible impact –culturally, socially, economically or otherwise – of the project. What do you consider to be the main opportunities and risks to the project's success? And how will you deal with those?

### 6 Target group

For whom is the project intended? Explain which target group (qualitatively and quantitatively) you hope to reach, appropriate to the project and the project form. Give also information about the communication strategy.

### 7 Planning

Preparation, implementation, evaluation of phase 1 (4 March - 10 June 2019) with a view on phase 2 (starting 1 August 2019 at the latest).

### 8 Financial account

Tell us what your funding requirements are. What are the content-related or financial choices that support these requirements. How is the total budget equally distributed within the team?

# Content of the comprehensive project plan: phase 2

Project plans for phase 2 should be developed on the following points:

- Research questions have been honed;
- The collaboration between the partners has been concretized;
- The planning and budget for phase 2 has been worked out;
- Backing and the required co-financing has been organized;
- The expected effects of the project on the urban environment, the stakeholders involved, participating designers and the local community have been examined;
- The communication plan and the organization of the dissemination of knowledge have been worked out.

Please tell us here:

- The estimated outreach (the number of participants/visitors) and the kind of outreach that you expect to access; where possible give your reasons both quantitatively and qualitatively;
- What activities are you undertaking to publicize your project;
- How the results will be publicized;
- If applicable: provide an estimate of the size (in numbers) of the public to be reached.

## Format Budget

The budget together with the planning must not exceed 2 A4 pages, preferably in standard format. The file (PDF) must not exceed 2 MB.

- The requested grant sum is the total project costs minus the co-financing;
- If you are BTW (VAT) registered, the budget must be drawn up exclusive of BTW (VAT);
- State whether the budget is drawn up inclusive or exclusive of BTW (VAT);
- The budget must be drawn up in whole euros;
- The Fund can only support the implementation of a content-related project. The Fund prefers to award grant sums to cover the costs involved in content development;
- No unforeseen costs may be submitted.

## Model of costs budget

The budget consists of an overview of the costs for each section of your project/ programme:

Naam section	Number	Unit	Price per unit	Total	Implementer
Cost item 1					
Cost item 2					
Cost item 3					

## Explanatory notes for the budget

### Cost items

For example 'organization of the activity' or 'printing publication'.

### Number, unit, price per unit, total

Where personal costs are involved, the budget must be calculated on an hourly basis. A planning or overview must state where these hours were spent. The maximum hourly rate is €65. In cases of non-personal costs all sums above €2500 must be itemized.

### Implementer

Who is implementing the project and on behalf of which organization? If not yet known, give a description of the profile of the person/persons/organization concerned.

**NB: In the budget non-fundable costs cannot be submitted for financing. The Subsidy Regulations indicates what is and what is not eligible for funding (see Article 5. Subsidy). For non-fundable projects and programmes see the [FAQ on stimuleringsfonds.nl/en](https://www.stimuleringsfonds.nl/en)**

## Model of income budget

The budget consists of an overview of the income for the entire project:

Name co-financier	Type co-financier	Sum	Agreed or projected agreement date
Income 1			
Income 2			

## Explanatory notes income

With types of co-financiers a distinction is made between:

- Public costs
- Provincial funding
- Local authority funding
- Other contributions from public means
- Sponsorship income
- Other contributions from private means (a distinction is made between private individuals, companies, private funding bodies and charity lotteries).

In cases where a co-financier is only supporting specific activities, you must indicate this in the model budget.