Grant Application Guide

**creative industries
fund NL**

**architecture
design
digital culture**

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Start by writing your project plan. This allows you to detail the structure of your project and gives you the freedom to determine the text-to-image ratio. Finally, complete the application form that serves as a brief summary. This form should be independently comprehensible.

The advisory committee will process the application on the basis of the application form, the project plan, the budget, the communication plan and any other appendices. The committee evaluates your application on the basis of the Subsidy Regulations and the specific grant programme.

You fill in the form online in the application environment and add your project plan, communication plan, budget and any other documents as appendices.

Please note: this guide is a tool, always read the Subsidy Regulations and the PDF of the grant programme you are applying to.
Download Subsidy Regulations

Download programmes:
Architecture
Design
Digital culture
Talent development
Internationalization
Non-fiction Transmedia programme (an offshoot of the Digital culture grant programme)

Format Project Plan

Your project plan should provide a clear and explicit description of your project, please avoid repetitions in the text and use visual material to illustrate and clarify your plan.

The project plan must not exceed 10 A4 pages (including the layout of text and images), preferably in standard format. The file (PDF) must not exceed 5 MB.
The project plan should provide insight into the following points:

1 **Why?**
   What is the reason for your project? What are the content-related considerations for launching the project?

2 **What?**
   Describe 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 people and organizations are you collaborating? Who is responsible for which section? Tell us your motives for the collaboration.

4 **Relevance/Significance**
   What added value will the project bring to the discipline?

5 **Aim**
   What are the content-related aims of the project?

6 **Target group**
   For whom is the project intended? Outline and explain which target group you hope to reach and in which phase, appropriate to the project and the project form.

7 Planning
Preparation, implementation, evaluation

8 Financial account
Tell us what your funding requirements are. What are the content-related or financial choices that support these requirements?

Format Presentation- and/ or Communication Plan

The presentation –and/or communication plan must not exceed 2 A4 pages, preferably in standard format. The file (PDF) must not exceed 2 MB.

Please tell us here:
— The estimated outreach (the number of participants/visitors) and the kind of outteach 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;
— When drawing up your budget, be aware of any VAT liability. Make a distinction in your budget between items where VAT does and does not need to be paid. If in doubt, always consult your regional tax office first;
— 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

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.