

Grant Application Guide for activities programmes

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Start by writing your project plan. Here you can give a comprehensive description of the set-up of your programme and you are free to choose the ratio of text to images. Finally, complete the application form, which serves as a concise summary. The form must be able to be read independently.

The Advisory Committee assesses your project on the basis of the application form and the project plan, including the budget, communication plan and any other enclosures. The committee evaluates your application on the basis of the Subsidy Regulations and the objectives of the grant programme in question.

You complete the application form in the online application environment and include your project plan, communication plan, budget and any other documents as enclosures.

Please note: these guidelines are a tool; always read the Subsidy Regulations and the PDF of the grant programme you are applying under.

Download Subsidy Regulations

Download grant programme:

Festivals

Activities programmes

Multi-year programmes

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.

For the application, the main theme(s) of the programme must be clear. The activities also need to be developed as far as possible. If the contents are not yet completely clear, as much information as possible needs to be provided to indicate how the activity is expected to be fleshed out.

If too much is undetermined, it is likely that the committee will be unable to form a clear picture of the programme.

The plan must not exceed 12 pages A4; preferably in portrait orientation. The file (PDF) must not exceed 10 MB.

The project plan should provide insight into the following points:

1 Why

What is the reason for your programme? What are the content-related considerations for launching the programme?

2 What?

Describe the contents and set-up of the programme. Give a detailed account of what the activities entail. What are the key artistic and content-related principles and their interrelation?

3 Reflection

Provide a brief evaluation of the activities of the current year's programme. What conclusions can be drawn from the programme sections? What are the results and effects of the activities carried out? And what does that mean for the contents of the programme for the coming year?

4 Who?

With which people or organizations are you collaborating in the coming year? Who is responsible for which section? Tell us your motives for the collaboration. If

there are collaborations or participants that are still unclear or not yet confirmed, you may also indicate who you are planning on asking or with which organizations you are in discussion.

5 Relevance/significance

What added value will the project bring to the discipline(s)?

6 Objective

What are the content-related aims of the programme?

7 Target group

For whom is the programme intended? Describe and provide motivation for the target group you hope to reach, appropriate to the programme or programme component and the activity/project form.

8 Location

Specify in your plan where the activities will take place. The activities may take place at several locations (and also in different municipalities). In this case, provide information about the reasons for choosing these locations.

9 Planning

Preparation, implementation, evaluation.

10 Financial account

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

Format communication plan

The communication plan must not exceed 2 A4 pages; preferably in portrait orientation.

The file (PDF) must not exceed 2 MB. You must upload the communication plan separately in the online application environment.

Please tell us here:

- The estimated outreach (the number of participants/visitors) that you expect, and which audience; where possible give your reasons both quantitatively and qualitatively;
- What activities you are undertaking to publicize your programme;
- How the results will be publicized;

Format budget

The budget must not exceed 3 A4 pages. The file (PDF) must not exceed 2 MB.

- The requested grant amount is the total project costs minus the co-financing;
- If you are subject to BTW (VAT), 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 programme.

The Fund prefers to award grants to cover the costs involved in content development;

- No unforeseen costs may be submitted;
- The amounts entered must correspond to the amounts/posts filled in on the online application form;

Model of costs budget

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

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

Explanatory notes budget

Cost item

For example “organization of the activity” or “printing publication”.

Number, unit, price per unit, total

Where personnel 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-personnel 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 indicate what is and what is not eligible for subsidy (see Article 5. Subsidy). For non-fundable projects and programmes see also question 3 of the FAQ on stimuleringsfonds.nl

Model of income budget

The budget consists of an overview of the income for each section of your project:

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

Explanatory notes income

For type co-financier, 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.