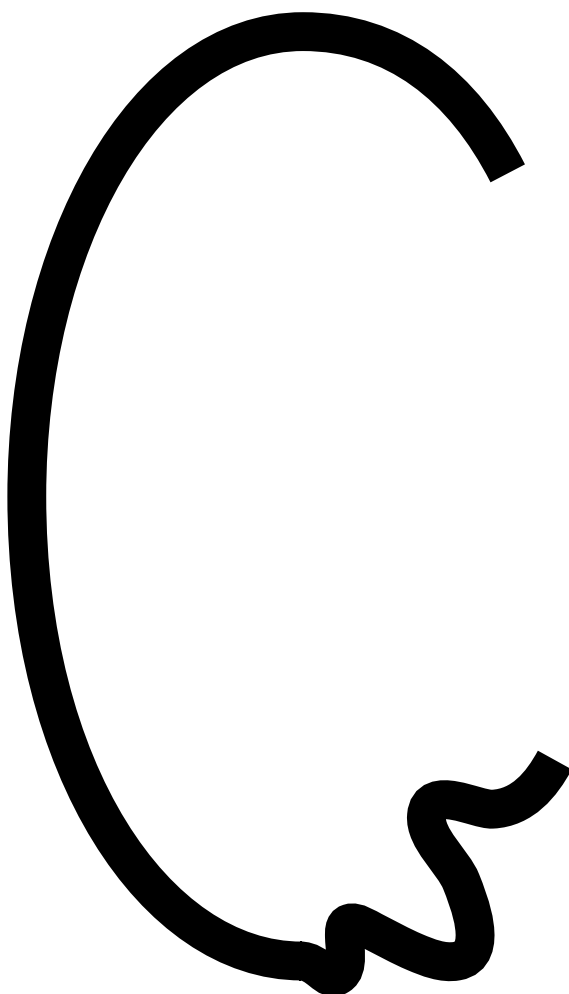


# Grant Application Guide

## Open Call Turkey, Russia, Egypt and Morocco #2

### Phase 2

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**creative industries  
fund NL**

**architecture  
design  
digital culture**

p.o. box 29066  
3001 gb rotterdam

groothandelsgebouw  
entrance c, 5<sup>th</sup> floor  
weena 723, rotterdam

+31 (0)10 436 16 00  
info@stimuleringsfonds.nl  
www.creativeindustriesfund.nl

**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 communication plan, the budget, the collaboration and any other appendices for phase 2. 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.**

**You fill in the application form online in the [application environment](#) and add all application documents as appendices.**

If you have any questions about this guideline and the application procedure, please do not hesitate to contact us.

## Format Project Plan: phase 2

We would like your project plan to include both a reflection on phase 1 and a clear description of your project for phase 2. 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 project plan must not exceed 10 A4 pages (with about 2 for reflection on phase 1 and the remainder for the project plan for phase 2), using the standard format as provided here below. The file (PDF) should also not exceed 5 MB.

Make sure the project plan provide insight into the following points.

### Reflection on phase 1

#### 1. Collaborations

How did you experience the collaborations during phase 1? Have partnerships strengthened? And how did that happen (e.g. meetings, discussions, contracts)? Have you developed new working relations that will benefit the project (in what way)? What are the most valuable connections made and why are they important? Which steps did you take to organise the co-financing?

#### 2. Have you increased your knowledge of:

The country, the urbanisation challenge or social theme being addressed in this project, design issues, cultures or other matters? What has been the most important source of this increased knowledge (if any)?

#### 3. Challenges

Did you encounter any major challenges to the project during phase 1? If so, what where they and how do you plan to mitigate their effect on the project in phase 2?

#### 4. Developments

Are there any other changes to the project in phase 2 compared to the approach in phase 1 (and the application)? Please explain why these adaptations have been made (e.g. change in context, new insights or other developments).

#### 5. Insights

Please share with us the most important insights and lessons acquired during phase 1 (regarding the project, process, expected results or otherwise)?

## Project plan for phase 2

### 1. Why?

What is the rationale for your project?

Why is it important given the specific context in which it will take place (culturally, socially, economically, creatively or otherwise)? Describe with short examples the most important expected effects on: the urban environment, the stakeholders involved, the participating designers and the local community.

Please also expand on the way in which the notions of an inclusive city and a sustainable city are conceptualised in your project (these being overarching objectives of the call)? How do you define inclusivity and sustainability?

### 2. What?

Describe the content of the project. What is the research question? What are the key artistic and content-related determinants? What activities form part of the project? What is the expected deliverable of the project (what form will the result take)?

### 3. Who?

With which people and organizations will you collaborate? What are each of these collaborators main role and responsibility (and why?)? Tell us your motives for the collaboration.

### 4. Target group

Who is the target group for the project? Who will benefit from the project results and why is this group important in your project's context? How do you plan to reach this target group and when?

### 5. Relevance for the creative industries

What added value will the project bring to the discipline?

### 6. Results

How does the project ensure:

- It is inclusive in implementation (e.g. team, participants)
- Its results will be sustainable after project complementation
- It is locally embedded (during project implementation and thereafter)
- It is based on a multidisciplinary perspective

What do you consider to be the main opportunities and/or risks to the project's success? And how will you deal with those?

### 7. Planning

Including preparation, implementation and evaluation

### 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 distributed within the team? Explain how the co-financing is balanced.

## Format Communication Plan: phase 2

The communication plan must not exceed 2 A4 pages, preferably in standard format. The file (PDF) must not exceed 2 MB. Please tell us in the communication plan:

- What is the main target of the communication strategy;
- What is the estimated number of people (participants and non-participants) to be reached? Where possible explain this quantitatively and qualitatively;
- What activities are you undertaking to publicize your project and its results and/or how will you share lessons locally and in the Netherlands?

## Format Budget: phase 2

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					

### Explanatory notes costs 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).

### 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			

### Explanatory notes income budget

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

There are no standards for an equally distributed budget between Dutch and local partners. It depends e.g. on the kind of project, the subject and location. In your application, it is important to justify your distribution of income and provide evidence of support of your collaboration on an equal footing. Types of co-financing include grants, loans, guarantees, sponsors and in-kind resources. In-kind resources could be time, knowledge, facilities, goods and services etcetera..