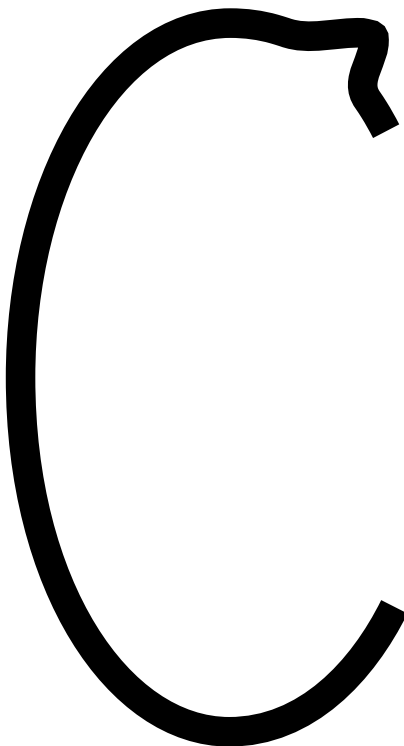


# ADRIE 2A Grant Scheme manual

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**This guide explains what documents are required to assess your application and what these documents should contain. Please read the entire manual to help you prepare a good application.**

**Having trouble? You can reach us at [ADRIE@stimuleringsfonds.nl](mailto:ADRIE@stimuleringsfonds.nl) or call +31 10 436 16 00.**

## 1. good to know before you start

The advisory committee will assess your application based on the [Artistic & Design Research for Immersive Experiences Grant Scheme 2025-2029](#) which describes all the rules for a grant application. This sometimes involves a bit of legal language, but make sure you read everything carefully so that you know, for example, the conditions for receiving a grant, how the assessment is made, and what projects cannot be funded. Only complete grant applications will be processed.

This grant scheme consists of two application rounds requiring different documents. Only consortiums that are awarded a grant in application round 2A can submit in application round 2B. Consult the ADRIE Grant Scheme and the checklist in this manual to see which documents and additions are required from you in the two rounds. The assessment criteria for each round also differs: both are explained in Article 14 of the grant scheme.

To submit your application, you will need an account to log-in to the Creative Industries Fund NL [application platform](#). It takes one working day for a new account to be activated, so make sure to create one in time. You can only apply while the grant period is open – the exact dates are on the ADRIE Grant Scheme page of the website. You should also take into account the maximum number of applications that will be processed in each grant period.

## 2. application form

To apply for a grant in either round 2A and 2B, you must complete the online form on the Fund's application platform. This should preferably be done in English, because of the international advisory committee. At the top left of the window (the globe icon) in the application environment, you can switch languages so that you will see the questions in English. If you choose to submit your application in Dutch, we will contact you in due course about how to proceed.

In the application form you are asked to provide general details about the contact person, details of the organisations in the consortium, and bank details. You must also briefly summarise the consortium (in a maximum of 1600 characters including spaces). You then address the research questions and objectives (in a maximum of 600 characters including spaces), briefly describe the project's set-up (in a maximum of 600 characters including spaces), and indicate which of the [CIIC Innovation Agenda](#) themes relate to the project.

The application form also requires you to fill in financial information about the project. Make sure you have your budget with you so that you can copy the correct amounts. These are needed for the administration of Creative Industries Fund NL.

### 3. requested documents checklist

This table provides an overview of the documents you should submit within application rounds 2A and 2B. Pay close attention to the maximum size of the various documents as larger files cannot be uploaded. Unless otherwise specified, all documents must be submitted in PDF format.

document	round 1A	maximum size	round 1B	maximum size
project proposal	mandatory	10 A4, 10 MB	not applicable	not applicable
project plan	not applicable	not applicable	mandatory	20 A4, 20 MB
budget and funding plan in accordance with the budget template for the application round	mandatory	4 MB	mandatory	4 MB, <b>Excel</b>
CVs	mandatory	1 A4 per person, 10 MB in totaal	mandatory for those not included in round 2A	1 A4 per person, 10 MB in total
portfolios	mandatory	20 A4, 20 MB	mandatory for makers and producerd not included in round 2A	20 A4, 20 MB
letters of intent	mandatory	4 MB	not applicable	not applicable
cooperation agreements	not applicable	not applicable	mandatory	4 MB
communications image	mandatory	4 MB, <b>JPG</b>	mandatory	4 MB, <b>JPG</b>
Chamber of Commerce digitally certified extracts (maximum one year old) from lead applicant and co-applicants	mandatory	2 A4, 4 MB per document	mandatory for co-applicants not included in round 2A	4 A4, 4 MB per document
deed of incorporation or lead applicant's most recent statutes	mandatory	4 MB	not applicable	not applicable
lead applicant's annual accounts including accountant's audit statement or compilation statement	mandatory	4 MB per document	not applicable	not applicable
self-assessment IX public values	not applicable	not applicable	mandatory	4 MB

This manual explains the documents above in more detail.

### 4. project proposal

*This is submitted in application round 2A as a PDF, maximum 10 MB, maximum 10 portrait-format A4 pages including images, minimum text size 10pt, line spacing 1.0*

In the project proposal for application round 2A, you describe what must be included in accordance with Article 10.2.b of the grant scheme. This can be done with words and images, and you may determine the ratio between the two. Keep an eye on the assessment criteria described in Article 14 of the grant scheme, as these indicate how the committee will assess your application.

## 5. project plan

*This is submitted in application round 2B as a PDF, maximum 20 MB, maximum 20 portrait-format A4 pages including images, minimum text size 10pt, line spacing 1.0*

In application round 2B, you must submit a project plan for the concrete implementation of the programme. What the project plan should include is listed in Article 10.3.b of the grant scheme. As with the proposal, this can be done in words and images and should, as much as possible, reflect the assessment criteria in Article 14 of the grant scheme – this is how the committee will assess your application.

## 6. budget and funding plan

*These are submitted in both application rounds 2A and 2B, but each with different requirements. See Articles 8 and 11 of the ADRIE Grant Scheme for the conditions the budget and funding plan must meet in the relevant application round.*

*The information below relates solely to the budget and funding plan for application round 2A. For application round 2B, a new budget and funding plan template will be introduced. The selected consortia will be informed of this in due course.*

### **mandatory budget template 2A**

When drawing up your budget and funding plan in application round 2A, you must use the Excel spreadsheet *ADRIE 2A budget template* from Creative Industries Fund NL, downloadable from [the grant page](#) under ‘Important documents’.

The model budget for application round 2A consists of three parts:

- tab one: ‘Consortium overview’
- tab two: ‘Budget’
- tab three: ‘Financing plan’

Please note:

- Complete the ‘Consortium overview’ first, so that the position in the application and the roles of each party in the consortium are clear. Only then should you complete the budget and the financing plan;
- Only fill in the white cells, but you can add new lines if necessary;
- Coloured cells contain formulas, but always check your totals are correct;
- Make it clear which costs are covered by Creative Industries Fund NL.

### **tab one: consortium overview**

In this tab you provide an overview of the composition of the consortium. Make sure this overview corresponds with the application form and the project proposal.

List the names of the lead applicant, co-applicants and partners under ‘participants and partners’. It is also important to include the registered ‘legal name’. This is the name used in the Chamber of Commerce registration and must be copied exactly into this column.

From the drop-down menu in the column ‘position in the application’, select one of the following options for each party (see Articles 1 and 9 of the grant scheme): ‘lead applicant’, ‘co-applicant’, ‘international partner’ or ‘other partner’. Partners collaborate with the consortium but are not part of it. An ‘international partner’ is a partner established outside the Kingdom of the Netherlands. An ‘other partner’ is a partner established within the Kingdom of the Netherlands.

From the drop-down menu in the columns ‘main role in the consortium’ and ‘secondary role in the consortium’, select one of the following options for each party (see Articles 1 and 9 of the grant scheme): ‘maker/designer’, ‘producer’, ‘researcher’, ‘cultural or media organisation’ or ‘other’. If a party has only one role within the consortium, you may leave the second field blank.

In the column ‘persons involved through participant or partner’, list the names of the individuals who are directly involved in the project on behalf of the lead applicant, co-applicants or partners.

### **tab two: budget**

Indicate what costs you expect to have, and provide a description of the costs for each activity and budget item. This may involve personnel and/or material costs:

#### *Personnel costs*

Add all the costs related to working hours made within the context of the project – think of your own hours, salaried workers, and the costs of freelancers. This could include the hourly rate of consortium participants, but also external consultants or partners, for example. Calculate personnel costs based on working hours multiplied by hourly rate. Creative Industries Fund NL contributes a maximum of €82.50 (excluding VAT) to the hourly rate of the lead and co-applicants. The budget must clearly show what the hourly rates are even if a total rate has been agreed with that party. You should use a realistic estimate of hours to prevent unpaid overtime, and rates should be in line with the Fair Practice Code. If you deviate from the code, you must explain why in the comments column.

Each activity should include the function of the person performing the task, such as programme/project manager, producer, developer, researcher or designer. Add a new line for each function if a task is performed by multiple people.

#### *Material costs*

Material costs are, for example, the price of locations (for workshops and events), materials, travel and accommodation, transport and distribution, publicity (communication and PR) and permits. Do not just create umbrella budget items, instead make sure that you specify all individual costs.

Please note:

- Unforeseen costs are not eligible for funding and may not be included in the budget. We need the best possible picture of your requirements, and we cannot determine whether unforeseen costs are eligible.
- The Creative Industries Fund NL provides a grant as a contribution to the costs of a project proposal. Costs for purchasing goods that retain value after the project (such as equipment and software) are not eligible for funding in application round 2A. Different conditions apply to application round 2B – see Article 8.4 of the grant scheme.
- For all amounts exceeding €5,000, an explanation must be provided in the ‘comments’ column or the amount must be further broken down into smaller items.

### **tab three: funding plan**

This provides insight into how your project is financed. The plan is in two parts: co-financing, and your grant request from Creative Industries Fund NL (this is automatically calculated in the Excel template).

#### *Co-financing*

Co-financing refers to all income that does not come from the Creative Industries Fund NL. Examples include sponsorship, public grants (other than grants from the

Creative Industries Fund NL), private grants, or own contributions. These types of financing should be entered in the table 'co-financing type'. In this table, you can choose either 'in-cash' or 'in-kind' from the dropdown menu. If a party contributes in both ways, divide the contribution across two separate rows. Use the 'description' table to specify the source of income. Also enter the corresponding amount and indicate which party is providing the co-financing. If applicable, you should also state whether this financing has already been requested or confirmed.

For application round 2A, there is no co-financing requirement. For application round 2B, there is a co-financing requirement of at least € 400,000 and a minimum number of FTEs that must be included in the budget. Read the additional requirements for both application rounds in Articles 8 and 11 of the grant scheme.

#### **submit as a pdf**

In application round 2A, your budget and funding plan should be submitted as PDF. Ready to save the templates as PDF? Select all the content in your spreadsheet and click File > Print. In the drop-down menu for 'Print', choose 'Selection', then tick the 'Scale to fit' box and make sure it is one page wide and one page tall. Finally, click the drop-down menu at the bottom and select 'Save as PDF...'

*This method may differ for each version of Excel, but the most important thing is that you create a clear and readable document that meets the maximum size described above, with your budget on one A4 page, your funding plan on another A4 page.*

#### **Fair Practice Code**

Creative Industries Fund NL expects applicants to comply with the Fair Practice Code. You should describe how you apply this code in your application and demonstrate it in your budget. If you deviate from the code, you should explain why. You can read more about the Fair Practice Code [on our website](#), where you can also read about the Cultural Governance Code and the Diversity and Inclusion Code.

## **7. portfolio**

*This is submitted in application round 2A with possible additions in round 2B. It should be in one PDF, maximum 20 MB, maximum 20 A4 pages*

The portfolio should show a selection of representative projects by the makers and producers involved, and optionally also by the involved organisations. You can also include a link to a short video in which you explain your practices, but make sure links are working and publicly accessible. The portfolio is to give the committee a good picture of the practices and experience of the parties involved.

## **8. letters of intent and cooperation agreements**

*These are submitted in both application rounds 2A and 2B. They should be in one PDF, maximum 4 MB per document*

In application round 2A, you must upload letters of intent between the participants in the consortium (the lead applicant and co-applicants) and the international and other partners. These letters set out the intention to participate in or collaborate with the consortium.

In application round 2B, you must upload cooperation agreements; letters of intent are no longer sufficient in this round. The cooperation agreements must at minimum

include agreements on the division of tasks, how decision-making takes place, how the grant is made available by the lead applicant to co-applicants and partners, how costs and risks are shared, and how compliance with the grant obligations is ensured (including agreements on liability).

## 9. lead applicant's annual accounts including accountant's audit statement or compilation statement

*These are submitted in application round 2A as one PDF, maximum 4 MB*

In application round 2A, the lead applicant must submit the annual accounts for 2025 together with either an audit statement or a compilation statement issued by an accountant. If this document is not available at the time of submitting the application, you must upload a document showing the financial position of the lead applicant for 2025, along with proof that an engagement has been issued for an audit statement or compilation statement for the 2025 annual accounts.

## 10. IX public values

*This is endorsed in application round 2A, with a submitted assessment in round 2B. It should be a PDF, maximum 4 MB*

In the application form for round 2A, you are asked to confirm that consortium participants meet the minimum terms of the [IX public values guideline](#), available on the Creative Industries Fund NL website.

In application round 2B, you should upload your completed [IX public values self-assessment](#).