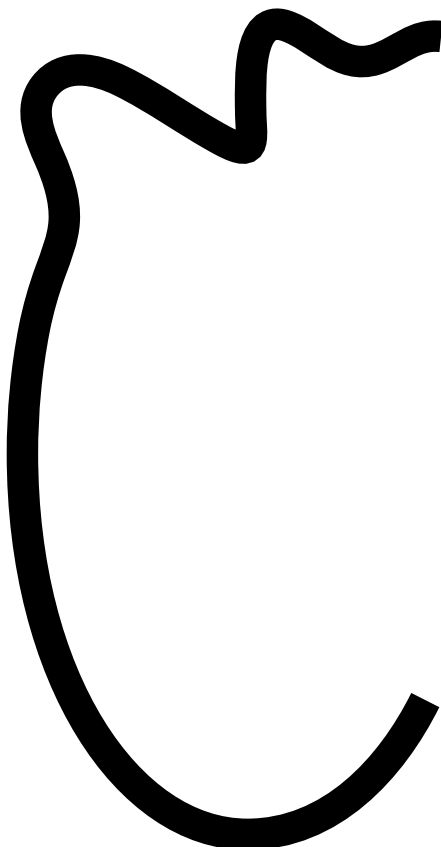


Architecture Kick-start Grant Scheme Manual

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This guide explains what documents are required to assess your application and what these documents should contain. It also provides an explanation of the assessment criteria, so please read the entire manual to help you prepare a good application.

1. good to know before you start

The advisory committee will assess your application based on the [Architecture Kick-start Grant Scheme](#) 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.

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.

Having trouble? You can reach us at startregeling@stimuleringsfonds.nl or on +31 10 436 16 00.

2. checklist: documents to submit

To apply for a grant, you should fill in the online form on the application platform. In addition to the application form, you will be asked to upload separate documents as described in the table below. Pay close attention to the maximum size of the various documents as larger files cannot be uploaded. Everything must be submitted as a PDF except for the project image.

document description	mandatory?	maximum size
project plan	yes	5 A4, 8 MB
budget and funding plan	yes	2 A4, 4 MB
publication budget	only for publications	1 A4, 4 MB
timetable	yes	1 A4, 4 MB
CVs	yes	7 A4, 4 MB
portfolio	yes	10 A4, 12 MB
letters of intent, cooperation agreements, and/or intellectual property agreements	if applicable	4 MB
digitally certified extract from the Chamber of Commerce, issued no more than 1 year ago	yes	4 MB
image of, or appropriate, to the project (for communications purposes)	yes	1 JPG, 4 MB

This manual explains the documents above in more detail, but if you have any additional questions, you can always contact us.

3. project plan

The maximum file size is five A4 pages at 8 MB.

Your project plan describes the form and content of your project as completely and clearly as possible. This can be done with words and images, and you determine the relationship between these yourself. When writing, try to include as much information as you can relating to the assessment criteria explained at the bottom of this manual. Make sure that, at the least, you include the following in your project plan:

Summary: Describe the content of your project in a maximum of five sentences.

Reason: What event, moment or insight led to you carry out this project?

Objective: What are you working towards and what do you want to achieve? For example, a specific end-product, event or presentation. Is your objective, for example, a defined experiment or a preliminary study for a larger project or collaboration? Describe your target group and how you aim to reach them. If your project takes place (partly) abroad, please also explain how it contributes to strengthening the creative industry in the Netherlands.

Content: Clearly explain what your project entails. Describe the substantive and artistic principles of your project, and indicate what research questions and/or experiments you will focus on. If you are applying for a preliminary study, clearly describe the steps you want to take and how you envision the follow-up.

Position: What does your project add to the field of architecture? For example, include how it is new or innovative, and how it relates to existing knowledge and similar projects. Explain what your project contributes to your development as a maker, designer or institution.

Expertise: Describe the knowledge involved in your project, as well as the desired or planned project partners and how they contribute. Do not forget to mention the status of the collaboration (confirmed or pending) and add letters of intent for confirmed project partners as an attachment to the application form.

Approach: How will you carry out your project, and what results do you want to achieve? Explain how the chosen form and methodology fit with the subject, and indicate how you will evaluate your progress during the project and reflect on the results afterwards.

Tip: Avoid repetitions in your texts.

Tip: Use subheadings to help structure your project plan.

Tip: Add images, sketches or links to videos to help make your plans clearer – you can even include a link to a short video in which you explain your project. Make sure links are working and publicly accessible (no WeTransfer or Google Docs).

4. budget and funding plan

The maximum file size is two A4 pages at 4 MB (plus one A4 page at 4 MB if you are submitting a publication budget).

The budget and funding plan should provide a realistic picture of the outgoing costs and incoming resources required to carry out your project. Please use our Budget and financial plan template in Excel – it is mandatory to use this template, downloadable from the grant page on our website. The template consists of two parts, the 'Budget' tab and the 'Funding plan' tab. You should fill in the budget first, then the funding plan.

Is the core of your application aimed at creating a printed publication? Then we need a second budget to assess publication applications. Please use the template above

as well as our Publication budget template – it is mandatory to use this template, downloadable from the grant page on our website.

Tip: Only fill in the white cells, but you can add new lines if necessary.

Tip: The coloured cells contain formulas, but always check your totals are correct.

Tip: Make it clear which costs are covered by the Creative Industries Fund NL grant.

budget

The budget is a financial translation of your project plan, listing all the costs required to implement your project. The total costs may not exceed €10,000 including any VAT you are liable to pay. You should 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. Estimate personnel costs based on the number of hours worked multiplied by their hourly rate. The Fund contributes a maximum of €82.50 (excluding VAT) to your hourly rate and that of project partners. 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.

For each activity, you should state the name of the person performing the task and their function, such as programme/project manager, producer, curator, discussion leader, guest speaker, designer, or communications staff. If the name of the person performing the activity is not yet known, describe their profile. If one activity is performed by multiple people, add an extra line for each person.

Material costs

Other costs fall under material costs – think of 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:

- It is important that the budget provides a complete picture so that we can ensure projects are no larger than €10,000 or belong under another grant scheme.
- Business costs like renting an office cannot be included as a location cost. It should only concern costs directly related to the implementation of this project.
- Unforeseen costs cannot be budgeted. We need the best possible picture of your requirements, and we cannot determine whether unforeseen costs are eligible.
- Costs for goods that have a value after the project (such as equipment and software) are also not eligible here. We provide a grant as a contribution to the costs of a project, which means it cannot be used for material investments.

funding plan

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

Total project costs (and therefore your total budget) can amount to a maximum of €10,000 including any co-financing or your own contribution. Under the Architecture Kick-start Grant Scheme, you may apply for the full €10,000 from the Creative Industries Fund NL. Co-financing or your own contribution are permitted under this scheme, but not necessary.

‘Co-financing’ is all the income that does not come from the Fund or from yourself, for example, audience income, sales, sponsorship, other grants (not from the Fund), or investments and contributions from external parties or project partners. Enter these types of financing under ‘Co-financing type’, specify the source of income in the description column, and enter the amount. If applicable, you can also indicate whether this financing has already been requested and/or confirmed.

Contributions ‘in-kind’ (when project partners or experts provide their services or products free of charge) must also be included in both the budget and the funding plan according to the rate that the transaction would otherwise have cost. This amount counts towards the total project budget of a maximum of €10,000.

submit as a pdf

Ready to save the templates as PDFs? 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 the budget on one A4 page, your funding plan on another A4 page, and your publication budget (if applicable) on one additional A4 page.

Fair Practice Code

This code is aimed at strengthening the labour market position of workers in the creative and cultural sector. Creative Industries Fund NL expects you to apply this code in your application and demonstrate it in your budget. If you deviate from the code, please explain why in the comments column. 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.

VAT in your budget and funding plan

If you can reclaim VAT from the tax authorities, then you should draw up your budget excluding VAT. If you cannot reclaim the VAT then it is part of the project costs and should be added in columns K and L of the budget, and column I of the funding plan. If you have any doubts about this, consult your financial advisor or ask the tax authorities. We regard each grant as a contribution to the costs of your project and not as a taxable fee for a service to the Fund. If at any time it turns out that you have to pay VAT on the grant, we will assume that this is included in the grant amount. Any VAT costs as a result of the grant will therefore be paid by you alone.

additional budget for printing a publication

If the core of your application is aimed at producing a printed publication, we ask you to draw up an additional budget. Please use the Publication budget template which has fixed formulas that calculate the maximum grant amount that can be requested. The expected income from sales is included in this calculation.

You should also provide information about, among other things, the publication’s circulation, costs of content development, printing costs and sale price. For publication applications, we assume that you will sell at least 70% of the print run and generate income from this. The template will then calculate the maximum grant amount the Fund can contribute to the publication.

You must complete this budget even if you publish independently. Are you working with a publisher? Please coordinate the content of the form carefully with them.

5. timetable

The maximum file size is one A4 page at 4 MB.

You should specify the expected start and end dates of your project in the timetable, with the time between divided into phases to make it clear which steps you will take and how much time you need. Please note that the maximum project duration is 12 months, and projects cannot start before the decision date of your grant. You will receive this decision no later than 11 weeks after the grant period end date.

6. portfolio

The maximum file size is 10 A4 pages at 12 MB.

The portfolio should show a selection of images of projects that best represent your practice or institution, and those of any project partners. You may provide short descriptions of what can be seen in the images, with the overall aim of giving the advisory committee a good picture of your practice and experience, or the work of your institution. It cannot be assumed that portfolio websites will be visited.

7. letters of intent, cooperation agreements and/or intellectual property agreements

The maximum file size is 4 MB.

We would like to receive a copy of any agreements made with project partners, which can be a short email or letter in which the agreements, division of roles, and any agreements on intellectual property are clearly stated.

8. assessment criteria

Applications that meet all the requirements will be submitted to an advisory committee that uses the Creative Industry Fund NL's Advisory Committee procedure to provide advice to the board. Their assessment is based on the following criteria for the Architecture Kick-start Grant Scheme:

a. Significance of the chosen theme or question for the field

This criterion focuses on how your project is positioned in relation to existing knowledge within the field of architecture, and the extent to which it adds value to that field. Do you respond to a known or current theme? Do you ask surprising and relevant questions, or highlight new perspectives? Do you challenge current ways of thinking and working, or build on them? How and in what direction is new knowledge sought, and what results and insights do you expect?

b. Artistic quality of the project

Assessing artistic value includes a consideration for the relationship between the form and content of your project. What is the substantive goal or starting point, and how is that translated into a research question, design assignment or solid form? How does your project fit within your practice or portfolio, and how does it relate to comparable expressions within the field or theme?

c. Extent to which the project is effective in terms of design, methodology and the expertise involved

This criterion concerns the more practical implementation of your project. You will be assessed on the degree of consistency in your goal and design in relation to the final form of your project. You will also be assessed on whether your plan of approach is clear, whether an effective methodology is used, and whether the project is set up in a way that helps achieve your goals. For preliminary studies, the intended follow-up of your project is also considered. Is it clear who is carrying out the project and how? Is the necessary expertise available, and does your plan realistically match your budget and timetable? Have you used fair practice in the design of your project?