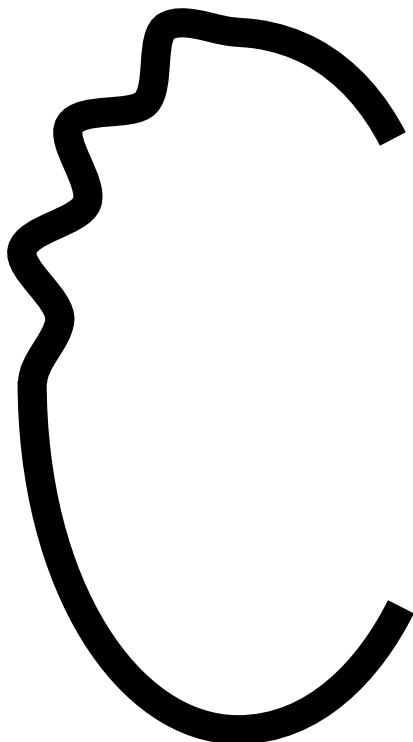


Creative Industry Activities Programme Grant Scheme



**creatieve industries
fund NL**

**design
architecture
digital culture**

p.o. box 29066
3001 gb rotterdam

groothandelsgebouw
entrance c, 5e etage
weena 723, rotterdam

+31 (0)10 436 16 00

Creative Industry Activities Programme Grant Scheme

Section 1: Definitions

- p. 3 Article 1. Definitions
- p. 4 Article 2. The Creative Industries Fund NL's Mission Statement

Section 2: General provisions

- p. 4 Article 3. Scope and objective of the Creative Industry Activities Programme Grant Scheme
- p. 4 Article 4. Grant ceiling
- p. 4 Article 5. Regions
- p. 4 Article 6. Thresholds
- p. 5 Article 7. Conditions in relation to finances and other grant relationships
- p. 5 Article 8. Grounds for rejection

Section 3: Grant application

- p. 6 Article 9. Submission procedure
- p. 6 Article 10. Contents of the application
- p. 6 Article 11. Submission of the budget for the application

Section 4: Grant provision

- p. 7 Article 12. Advice process
- p. 7 Article 13. Assessment criteria
- p. 8 Article 14. Prioritization and regional spread
- p. 8 Article 15. Decision to provide a grant
- p. 8 Article 16. Amendment to the grant amount
- p. 9 Article 17. Advances and monitoring meetings

Section 5: The grant recipient's obligations

- p. 9 Article 18. Administration
- p. 9 Article 19. Reference to the Fund
- p. 9 Article 20. Notifying the board

Section 6: Final determination of the grant

- p. 10 Article 21. Annual accountability
- p. 10 Article 22. Application for final determination of the grant
- p. 10 Article 23. Financial accountability
- p. 10 Article 24. Auditor's statement

Section 7: Concluding provisions

- p. 11 Article 25. Objection
- p. 11 Article 26. Protection of personal data
- p. 12 Article 27. Hardship clause
- p. 12 Article 28. Effective date and expiry
- p. 12 Article 29. Reference title

Having regard to Article 10(4) of the Cultural Policy (Special-Purpose Funding) Act, the board of the Creative Industries Fund NL has decided to establish the following scheme, containing the rules for the provision of two-year grants to institutions for the implementation of an activities programme to stimulate the quality of the creative industry.

Section I: Definitions

Article I. Definitions

The definitions used in this scheme have the same meaning as those laid down in the Cultural Policy (Special-Purpose Funding) Grant Scheme and are understood to mean:

- 1 The Fund:** the Creative Industries Fund NL;
- 2 Board:** the Executive Director of the Fund, as referred to in Article 5 of the articles of association;
- 3 Creative industry:** the field of work relating to the design, architecture and digital culture disciplines, including any crossovers between these disciplines;
- 4 Kingdom:** the Kingdom of the Netherlands, consisting of the countries of the Netherlands, Aruba, Curaçao and Sint-Maarten and the public bodies of Bonaire, Sint Eustatius and Saba;
- 5 Cultural institution:** a non-profit legal person under private law with a supportive, producing or initiating function within the creative industry, such as a lab or workshop, a platform or a presentation space;
- 6 Applicant:** a cultural institution that submits a grant application under this grant scheme to the Fund;
- 7 Activity:** an activity included in the activities programme that contributes to the high quality, development and professionalization of the contemporary creative industry within the Kingdom;
- 8 Activities programme:** a series of related activities, the implementation of which is spread out over a period of two calendar years. The components may differ in terms of set-up and implementation, but together contribute to the mission, vision and further development of the institution or organization.
- 9 Core task:** any primary activities that contribute to the realization of the institution's objectives;
- 10 National cultural funds:** Performing Arts Fund NL, Netherlands Film Fund, Dutch Foundation for Literature, Mondriaan Fund, Cultural Participation Fund, the Fund;
- 11 Financing mix:** the combination of all forms of financing, including the contribution requested from the Fund and any own income;
- 12 Own income:** in this scheme, own income is understood to mean the following income reflected in the financial statements on the income side of the operating account:
 - a** Audience revenues; and
 - b** Other income, being:
 - Direct proceeds in the form of sponsorship income and other income;
 - Indirect proceeds; and
 - other contributions.

In any case, the following income items are not included in own income:

 - Grants awarded by an administrative body;
 - Other contributions from public revenues;
 - Interest income;
 - Contributions in kind, including capitalization of one's own hours;
 - Capitalization of volunteers;

- Value of complimentary tickets; and
- Other income items that are not related to cultural entrepreneurship.

Article 2. The Creative Industries Fund NL's Mission Statement

- 1 The Fund's mission is to continue and renew the rich design tradition in the Netherlands, from a cultural perspective, by stimulating experimental and research processes as well as new creation methods and to promote good commissioning.
- 2 In accordance with its articles of association and according to the statutory provisions and grant schemes, the Fund provides grants to natural and legal persons who contribute to the high quality, development and professionalization of the contemporary creative industry within the Kingdom.

Section 2: General provisions

Article 3. Scope and objective of the Creative Industry Activities Programme Grant Scheme

- 1 Under this scheme, the Fund may provide two-year grants to cultural institutions and organizations within the Kingdom, whose core task is to contribute to the high quality, development and professionalization of the contemporary creative industry within the Kingdom with an activities programme.
- 2 This scheme implements the Fund's policy objectives set out below:
 - a Promoting artistic quality and the development of artistic quality;
 - b Promoting the use of the power of design in social challenges;
 - c Promoting a healthy and innovative design infrastructure; and
 - d Stimulating experiment, research, reflection and debate.

Article 4. Grant ceiling

- 1 A grant will always be provided on condition that sufficient funds have been allocated to the Fund by the Ministry of Education, Culture and Science.
- 2 The board will adopt a grant ceiling in a board resolution every two years.
- 3 The resolution referred to in the second paragraph will be announced on the Fund's website www.stimuleringsfonds.nl.

Article 5. Regions

- 1 Within this grant scheme, a distinction is made between five regions and the Dutch Caribbean:
 - a North: Friesland, Groningen, Drenthe;
 - b East: Gelderland, Overijssel;
 - c Central: Utrecht, Flevoland;
 - d South: Zeeland, Noord-Brabant, Limburg;
 - e West: Noord-Holland, Zuid-Holland;
 - f The Dutch Caribbean: the constituent countries Aruba, Curaçao, Sint-Maarten and the public bodies of Bonaire, Sint Eustatius and Saba.
- 2 The regions are leading for the prioritization of positively assessed proposals, as referred to in Article 14.

Article 6. Thresholds

A grant under this scheme will only be provided if the following thresholds have been met:

- 1 The institution has to be located within the Kingdom and registered in the Commercial Register of the country;

- 2 The institution's core task is to contribute to strengthening the fields of design, architecture or digital culture;
- 3 The activities programme forms the institution's core task.

Article 7. Conditions in relation to finances and other grant relationships

- 1 Grants under this scheme can only be provided:
 - a If the grant for the activities programme that is applied for is a minimum of €50,000 and a maximum of €125,000 per calendar year; and
 - b If the total annual grant to be provided by the Fund does not amount to more than 80% of the expenses that are directly related to the implementation of the activities programme.
- 2 To the extent that the applicant has applied for a grant for the same budgeted expenses from one or more other administrative bodies, the applicant must make this clear within the budget submitted and explain this in more detail in the application.
- 3 Institutions that receive a grant under this scheme, will not be entitled to a grant, in the calendar years to which this grant relates, from the Fund's following schemes:
 - Design Grant Scheme;
 - Architecture Grant Scheme; and
 - Digital Culture Grant Scheme.

Article 8. Grounds for rejection

- 1 No grant will be provided under this scheme if the institution receives a long-term grant for its core tasks in the 2025-2028 period under:
 - a The Basic Infrastructure Grant Scheme for Culture 2025-2028 ministerial scheme;
 - b Another structural and direct grant relationship with the Dutch Government; or
 - c One of the other national cultural funds' schemes.
- 2 The board may reject a grant if the applicant did not meet one or more of the conditions or obligations attached to a grant in the past two years; this in any case includes completion of the supported activities on time and for the rest in accordance with the grant provision, notifying relevant changes about the implementation on time and accounting for activities correctly and on time.
- 3 The board may cancel or change a grant if the applicant no longer meets the provisions of this scheme.
- 4 No grant is provided to or for:
 - a Activities that have already taken place or are starting prior to the year to which the grant period relates;
 - b Applications that are not submitted on time or are incomplete;
 - c Educational institutions or foundations that are part of an educational institution;
 - d Educational programmes and related activities of educational institutions;
 - e Study trips;
 - f Labour costs relating to employees of government, provincial and municipal bodies;
 - g Acquiring property;
 - h Regular construction and restoration costs;
 - i Exploitation of catering activities.

Section 3: Grant application

Article 9. Submission procedure

- 1 The Fund announces the period within which a grant application under this scheme can be submitted via the website www.stimuleringsfonds.nl.
- 2 The grant application has to be submitted via the application form that the Fund will make available [on its website](#).
- 3 Applications should be drafted in Dutch or English.
- 4 In the application, the applicant indicates the region, as referred to in Article 5, for which a grant is applied for. This is the region in which the institution has its registered office at the time the application within this scheme is submitted.

Article 10. Contents of the application

An application consists of the following components - only these documents will be made available to the external advisory committee:

- 1 A fully completed application form;
- 2 A detailed activities programme for the period's first calendar year (15 pages at most, including visual material; A4, portrait layout; minimum font size of 10; line spacing of 1.0), including:
 - a A short description of the institution's mission;
 - b A reflection of no more than one page on the implementation of the activities and the functioning of the institution in the previous year;
 - c A description of and timetable for the activities the institution wants to implement in the first year of the grant period;
 - d A description of the communication and digital strategy;
 - e Explanatory notes on the manner in which the institution relates to the principles of the [Governance Code for Culture](#).
- 3 A balanced budget for the first calendar year of the grant period in accordance with this scheme's model budget format;
- 4 A digitally certified extract, issued no more than one year ago, from the Commercial Register of the Dutch Chamber of Commerce or from one of the Chambers of Commerce that fall within the Kingdom;
- 5 A representative image, for communication purposes by the Fund, the necessary rights to which are held by the applicant;
- 6 Where applicable, letters of intent from or collaboration agreements with the most important partners; and
- 7 A document that shows the institution's financial position, preferably the most recently drawn up financial statements or, if there are no financial statements available, a report about the applicant's financial position at the time of the application.

Article 11. Submission of the budget for the application

- 1 The budget gives an overview of the applicant's estimated income and expenses for the implementation of the activities programme for the first year of the grant period. When drawing up the budget, the institution keeps to the model activities budget format which has been determined by the Fund and which is published on the website www.stimuleringsfonds.nl.
- 2 The budget consists of four components:
 - a A specified overview of the activity expenses;
 - b A specified overview of the management expenses;
 - c A specified overview of the income (financial cover including any own income); and

- d A summary of the income and expenditure and the result.
- 3 The budget contains explanatory notes per posted item. This is also includes an explanation of the applied hourly rates and fees in relation to the Fair Practice Code.
- 4 The budget contains a performance overview giving a quantitative list of activities to be implemented in the first year of the period for which the grant is applied for.

Section 4: Grant provision

Article 12. Advice process

- 1 The application is assessed on completeness and to see whether it meets the thresholds and conditions set out in articles 6 to 8.
- 2 Applications that are complete and also meet the thresholds and conditions will be submitted to an external independent advisory committee for its advice.
- 3 The advisory committee will exclusively formulate its advice on whether or not to provide a grant based on the documents provided by the applicant.
- 4 Positive advice may include a recommendation substantiating the amount of the grant to be provided and substantiated recommendations relating to the implementation of or not providing support for specifically stated activities.
- 5 The advisory committee applies a working method and scoring system in accordance with the Fund's Advisory Committee Working Method. The version published on the Fund's website, www.stimuleringsfonds.nl/en/protocols, at the time of submission applies.

Article 13. Assessment criteria

When assessing an application, the advisory committee applies the following criteria, which are given the same weighting:

- a **The artistic value:** is the activities programme substantively of high quality? The advisory committee looks at the role of design in the programme, the substantive themes and those who are involved in the programme;
- b **Contribution to the area of expertise and the social significance:** what is the programme's social significance and to what extent does this form a contribution to the understanding or innovation of design, architecture or digital culture? When assessing this criterion, the contribution to plurality within the area of expertise in relation to the programme and partners is examined from an intersectional perspective as well;
- c **Accessibility and audience reach:** how is a diverse audience/ professional audience reached and involved? This involves examining the communication and digital strategy. But also: how does the institution ensure that the activities are accessible to the intended target groups? If applicable, the connectivity of the institution with a place, province and/or cultural region is also looked at;
- d **The business activities and organization:** the institution's business activities and set-up must enable the institution to implement the planned activities responsibly and in a financially sound way. How is the Fair Practice Code applied? The Fund expects a reflection on the current position with respect to the Fair Practice Code and the development the institution has in mind for this;
- e **The application's consistency in objective and set-up:** the interlinking and interconnectivity of all components referred to in Article 10 will be assessed.

Article 14. Prioritization and regional spread

The following prioritization procedure will be applied:

- a The applications will be prioritized within the region the applicant has indicated, based on the scores given to the criteria according to Article 13;
- b A grant will first be awarded to the two proposals within each region, as referred to in Article 5, which have the best score. In this regard, only positively assessed proposals will be eligible for a grant;
- c If, when applying b above, applications within a region end up being ranked the same based on the average final score, priority will be given to the proposal that has scored the highest for criterion a, followed by criterion b, c, d and e, as referred to in Article 13;
- d The budget that remains after the application of a, b and c of this Article, will be used for the other positively assessed applications that have been submitted within the application period. They will be prioritized based on the assessment's outcome in accordance with the criteria as referred to in Article 13. In this regard, the distribution among regions will not be applied. The amount available will be awarded to the applicants whose applications are the highest in the rankings. The highest-ranking applications will be provided with the amount advised by the advisory committee, as long as the total amount does not exceed the grant ceiling. The applicant, whose award would lead to the grant ceiling being exceeded, will be awarded the amount up to the grant ceiling provided that this is at least 50% of the amount applied for. If the remaining amount available up to the grant ceiling is less than 50% of the amount applied for, then the application will be rejected;
- e If, when applying d above, applications end up being ranked the same based on the average final score and the grant ceiling would be exceeded with these applications, priority will be given to the proposal that has scored the highest for criterion a, followed by criterion b, c, d and e, as referred to in Article 13.

Article 15. Decision to provide a grant

- 1 The board informs the applicant in writing about the decision within 11 weeks of the closing date.
- 2 In this decision, the board may attach additional obligations to the grant provision.
- 3 The decision to provide a grant contains a summary or copy of the advisory committee's advice, the board's considerations, the conditions on which the grant is being made available, the obligations with which the recipient must comply, the maximum amount of the grant and information about payment and advance funding.
- 4 The applicant may not derive any rights from the decision to provide the grant for any subsequent applications.
- 5 Both the positive and negative advice of the advisory committee will be published on the Fund's website.

Article 16. Amendment to the grant amount

- 1 If the Minister of Education, Culture and Science increases the institutional grant to the Fund, taking account of the cost trends in employment terms or price levels, then the Fund may increase the grant to the recipient by the percentage determined by the Minister of Education, Culture and Science.
- 2 If the grant is amended, taking account of the cost trends in employment terms or price levels, then the Minister of Education, Culture and Science will determine which percentage of the grant is wage-sensitive or price-sensitive.

Article 17. Advances and monitoring meetings

- 1 In January of the first calendar year of the grant period, the Fund will pay an advance of 40% of the total amount that has been awarded over the two-year period. In the second calendar year of the grant period, there will be a second advance of 50% of the total amount that has been awarded. The remaining amount will be paid after the decision on determination of the grant.
- 2 In October of the first calendar year of the grant period, a detailed activities programme including a budget for the second calendar year of the grant period is to be shared with the Fund. The amount applied for under this scheme may not be higher than the amount awarded in the first year of the grant period.
- 3 In the month of November or December in the first year of the grant period, a monitoring meeting will be scheduled. In this meeting, the following will in any case be discussed:
 - a The status of the activities programme's implementation;
 - b The programme's effect on the audience or participants;
 - c The budget submitted for the second year of the grant period; and
 - d The progress regarding fair practice, governance structure and diversity and inclusivity.
- 4 In January of the second calendar year of the grant period, the second advance will be paid, unless it became clear in the monitoring meeting that the institution can no longer meet the grant conditions.
- 5 If the grant is amended pursuant to Article 16(1), the amount of the advance will be amended accordingly.

Section 5: The grant recipient's obligations

Article 18. Administration

- 1 The grant recipient's financial year is concurrent with the calendar year.
- 2 The grant recipient keeps records of the project in such a way that the rights and obligations, which are of importance for determining the grant, as well as the income and expenditure, can be verified at all times.
- 3 The grant recipient keeps the records and any documents forming part of them for seven years after the determination of the grant.

Article 19. Reference to the Fund

In all its public statements about the subsidized activities, the grant recipient is to refer to the Fund as the grant provider. The Fund's logo is to be included in publications and reports relating to the subsidized activities, as well as in invitations, announcements, websites and audio-visual productions relating to them. If a grant recipient includes other parties' logos, the Fund's logo will be depicted comparably sized in proportion to the contribution.

Article 20. Notifying the board

The grant recipient immediately notifies the board if:

- 1 The activities for which the grant has been provided will not or not entirely take place;
- 2 The obligations attached to the grant will not be fully met;
- 3 There are substantial artistic or commercial changes compared to the plan based on which the grant was provided; or
- 4 There are developments that may hinder the implementation of the activities, such as reports of inappropriate behaviour or involvement in legal proceedings.

Section 6: Final determination of the grant

Article 21. Annual accountability

- 1 An institution must submit a substantive and financial accountability and a quantitative list of activities about the activities programme, implemented in the first and second calendar years of the grant period before 1 May of the first and second calendar years of the grant period respectively.
- 2 The annual accountability includes the institution's financial statements for the calendar year concerned.
- 3 The substantive accountability consists of a report on the implemented activities, demonstrating that the subsidized activities took place according to plan and that the obligations attached to the grant have been met.
- 4 The financial accountability gives insight such that a sound opinion can be formed about the spending of the grant per financial year. The financial accountability is in line with how the budget that was submitted with the grant application was set out.
- 5 The quantitative list of activities gives insight such that a sound opinion can be formed about the activities implemented by the grant recipient. The quantitative list of activities is in line with how the budget that was submitted prior to the grant provision was set out.

Article 22. Application for final determination of the grant

- 1 An institution must, at most four months after the end of the grant period, submit an application for the final determination of the grant, in which a substantive and financial accountability on the activities programme is given.
- 2 The application for the final determination includes the two substantive and financial accountability reports on the grant period and a quantitative list of activities for the entire grant period.
- 3 If the activities have been implemented according to plan and all obligations attached to the grant have been met, the board will then determine the grant within 10 weeks in accordance with the grant.
- 4 If it appears that activities have not or only partly been implemented, a lower grant may be determined.
- 5 The board may issue further instructions to the recipient about monitoring compliance with the conditions attached to the grant provision.

Article 23. Financial accountability

- 1 Title 9, with the exception of the chapters 1, 7, 11, 12, 14 and 15, of Book 2 of the Dutch Civil Code, or a corresponding provision in the law of the country in which the institution is located, applies to the financial accountability of the institution's activities programme and financial statements. The term 'profit and loss account' in those articles must be replaced by 'operating account'. The provisions regarding the profit and loss account apply equally to this operating account. Provisions regarding profit and loss apply equally to the operating balance.
- 2 The board may decide that provisions of Title 9 or sections thereof are not applicable to certain grant recipients or categories of grant recipient.
- 3 The financial statements contain the balance sheet and the operating account and must include explanatory notes to both.
- 4 The board may set further conditions on drawing up the accountability.

Article 24. Auditor's statement

- 1 If the grant is € 125,000.00 or more per calendar year, the grant recipient is obliged to add an auditor's statement to the financial accountability as referred to

in Section 393(1) of Book 2 of the Dutch Civil Code or a corresponding provision in the law of the country in which the institution is located.

- 2 In the statement, referred to in the first paragraph, the auditor comments on the grant recipient's compliance with the grant provisions in accordance with the audit protocols published on the website <https://www.stimuleringsfonds.nl/en/protocols>, using the model auditor's statement included there.
- 3 To determine the amount referred to in the first paragraph, the actual amount granted per calendar year will be applied. If the limit of € 125,000 is exceeded because the grant amount has been changed in the interim, as specified in Article 16, an auditor's statement will not be necessary.
- 4 If the grant amount has been changed such that the board considers an auditor's statement necessary, the grant recipient will immediately be informed about this.

Section 7: Concluding provisions

Article 25. Objection

A stakeholder may lodge an objection to a decision by the board based on this scheme by submitting a notice of objection to the board. The period for lodging a notice of objection is 6 weeks. This period commences on the day after the decision has been announced. The objection procedure is published on the website www.stimuleringsfonds.nl.

Article 26. Protection of personal data

The board will not provide any confidential information about an application to third parties. This relates to company and manufacturing data which an applicant makes available to the Fund confidentially or relates to personal data as referred to in Articles 22 to 33 of the General Data Protection Regulation (Implementation) Act, unless that provision ensues from a statutory obligation or does not infringe privacy. This does not include the committee's advice. The Fund will actively make this advice available to the public via the website www.stimuleringsfonds.nl.

Article 27. Hardship clause

In exceptional cases, the board may deviate from provisions in this scheme in the stakeholder's favour if the application thereof would result in extreme unfairness.

Article 28. Effective date and expiry

- 1 This scheme will become effective from 1 July 2024. If the Government Gazette (Staatscourant), in which the scheme is published, appears on a later date, the scheme will be effective from the second day after appearing in the Government Gazette in which it is published and has retroactive effect to 1 July 2024.
- 2 The Grant Regulations Creative Industries Fund NL 2018 do not apply to this scheme.
- 3 This scheme will expire with effect from 1 January 2029, on the understanding that it remains applicable to the finalization of any grants provided based on this scheme.

Article 29. Reference title

This scheme is to be cited as: Creative Industry Activities Programme Grant Scheme

This scheme will be published in the Government Gazette.

The Creative Industries Fund NL,
S. Groeneveld, Executive Director