Talent Development Grant Scheme manual

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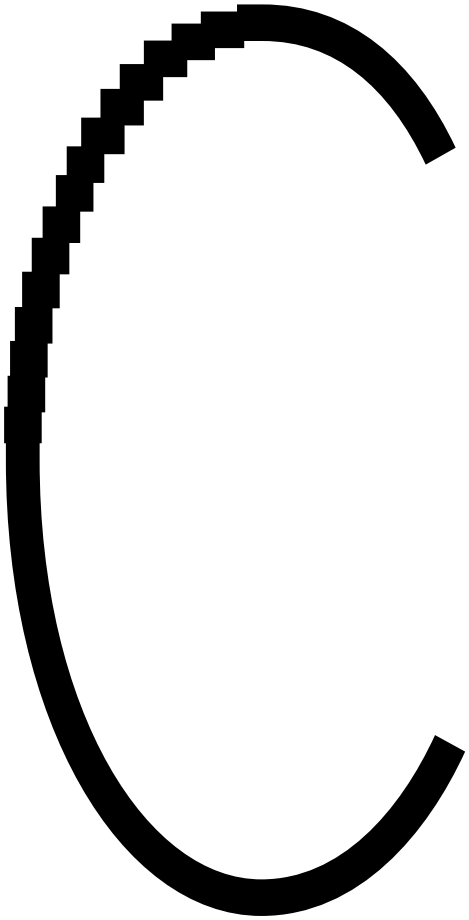

creative industries fund NL

design
architecture
digital culture

p.o. box 29066
3001 gb rotterdam

groothandelsgebouw
entrance c, 5th floor
weena 723, rotterdam

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

This manual tells you which documents we need to assess your grant application and what should be in those documents. Please read the entire manual so that you are in a position to draft a good application.

1. good to know before you start

The advisory committee will assess applications based on the Talent Development Grant Scheme. This scheme describes all the grant application regulations but sometimes the language can be pretty legalistic. Please make sure that you read the scheme thoroughly, so that you know, for example, what the conditions to obtain a grant are and how the assessment is made.

Please also thoroughly read the information on the online grant page about the Talent Development Grant Scheme. Here you can find relevant information, for example about deadlines and activities that we organise to help you to write your development plan.

To submit a grant application, you need an account so you can log in to the Fund's application platform. It takes one working day to activate a new account, so create it in good time.

If you have any questions, you can contact us via: talentontwikkeling@stimuleringsfonds.nl or call on +31 (0)10 436 16 00.

2. checklist of required documents

If you want to apply for a grant, you have to complete an online form via the Fund's application platform. In addition to this application form, you will be asked for a few separate documents. The table below gives you an overview of the documents you need to send in for your application.

Please pay attention to the documents' maximum size. Files larger than the maximum size cannot be uploaded to the application platform. Everything has to be submitted in PDF, except for images and physical work, which is optional.

document	compulsory?	maximum size
development plan	yes	6 A4 portrait, 4 MB
portfolio, without conceptual explanation	yes	10 A4 portrait, 12 MB
timetable	yes	1 A4, 4 MB
budget	yes	1 A4, 4 MB
digitally certified extract from the Chamber of Commerce no more than 1 year old	yes	4 MB
image of the project or one suitable for communication purposes	yes	1 JPG, 4 MB
cv	yes	2 A4 portrait, 4 MB
copy of a degree certificate or proof of registration in the Dutch Architects' Register	yes	4 MB
letter(s) of intent	optional	4 MB
physical work	optional	n/a

This manual gives a further explanation of the above documents. If you have any questions, you can always contact us via talentontwikkeling@stimuleringsfonds.nl.

3. application form

In the application form, you fill in some personal details and indicate the area of expertise and any subdisciplines you work in. We differentiate between the following areas of expertise: design, architecture or digital culture. In the form, you also have to give a detailed explanation (no more than 1,000 characters, including spaces) about the embedding and positioning of your practice in the creative industry. The advisory committee uses this detailed explanation to assess the position of your practice within the creative industry.

4. development plan

Maximum size: 6 A4, portrait, 4 MB

In your development plan, you explain how you want to give shape to your development year. Explain, as clearly as possible, the steps you intend to take. Describe the form and content of your research, the methodical development or substantive deepening of your work and explain what you want to achieve in this regard. In your development year, you have time to work on your projects, but you could also involve a mentor or a coach, take some courses, go on a research trip, do a literary study, present your work somewhere or enter into a new collaboration.

Questions to help you on your way
The questions below may help you to draw up your development plan:

- How do you position your practice and which aspects do you want to develop or innovate?
- Which theme(s) or research questions are central in your development year and why? How does this link up with your current work and with the current developments within the creative industry?
- Which (new) activities are you going to undertake to create new work?
- Which method(s) or working methods are you going to engage to reach your goals?
- If you are going to collaborate: with whom and why?
- Where and how do you want to present or share the outcomes of your development year? (Think of platforms, stages, publications or online channels and why they suit your work.)
- How do you expect this development year to contribute to your long-term artistic and professional development?
- How do these efforts contribute to the positioning of your practice in the creative sector?

Please note:
This grant is not intended for writing a business plan for a start-up company. If you want to submit an application for a stand-alone artistic project, you can do so under the Design, Architecture or Digital Culture Grant Schemes.

Tips

- Take your time in writing your development plan.
- Read the assessment criteria in the Talent Development Grant Scheme thoroughly.
- Be brief and to the point. Try to avoid the repetition of text fragments.
- Ask people close to you for feedback to hone your development plan.
- Allow for vulnerability and ask questions. Also, be honest about what you do not know yet but want to investigate.
- For collaborations, look beyond your immediate environment and (professional)

discipline. Try to place your practice and development in a wider (social) context. If you work with or for specific target groups, then describe your collaboration and which values you find important in that regard. You can draw inspiration for this from the Fair Practice Code and the Diversity and Inclusion Code.
- Do not feel obliged to use big concepts or raise comprehensive themes. For example, if you use terms like ‘sustainability’, ‘inclusion’ or ‘feminism’, please explain what you mean by them and in what way you associate with them. You can also indicate that you still want to investigate this, if your position in relation to the theme is not clear yet.
- Make sure the text is clearly legible, also when displayed on screens.
- You can add visual material to your development plan to clarify the text. Be aware, though, that the number of pages you may use remains the same.
- You can find a couple of examples of development plans, timetables and budgets that were previously submitted via this link.

You can find an overview of makers who were supported under the Talent Development Grant Scheme on the Talent Platform.

5. portfolio

Maximum size: 10 A4, portrait, 12 MB

In the portfolio, you show a selection of visual material with projects that are representative within your practice or organisation and possible collaboration partners, if relevant. When providing visual material of your work, refer to the project’s title or name, the year in which it was made and which materials you used. If it was a collaborative project, then explain your role within the project. You can add information about each image in a caption (no more than 1 sentence). In the development plan, you may refer to work that you have included in your portfolio. The portfolio is expressly not meant to give a more detailed textual explanation of your development plan.

Tips
- You can also include projects in your portfolio that have not yet been finished or presented, such as sketches, models or photographs of experiments.
- Make sure that your portfolio matches your working methods, ambitions and motivation.
- You may include links in your portfolio to films, video and audio projects. If you want to be sure that the committee views your online work, use the input field under ‘Uploads, 3.1. add video excerpts’ in the application form. Create a compilation that is no more than three minutes long if you want to show us several works. Make sure that the committee can access your film or sound fragment and that it is not digitally locked. You can test this using somebody who is not logged in to the platform on which you have published your work. If you use a password, then clearly state this password in the application form.

6. timetable

Maximum size: 1 A4, 4 MB

In your timetable, indicate how much time you want to spend on the various components of your development plan. The term of the development year runs from 1 September 2026 to 1 November 2027. The timetable gives insight into the feasibility of your plans and shows whether you might not be overdoing it or whether you might actually be more ambitious.

7. budget

Maximum size: 1 A4, 4 MB

To compose your budget, you need to use the “Talent Development Grant Scheme Budget Template” (Excel). You can find and download the model budget on the scheme’s grant page.

The budget is a financial translation of your development plan, in which you specify all the costs necessary to implement your plan. The total costs may not exceed € 25,000, even if the budget includes VAT because you are not subject to VAT. You give a specification of the costs for each activity and budget item. The budget is divided into three parts: the freely disposable budget (€ 15,000), the professionalisation budget (€5,000) and the presentation budget (€5,000).

Freely disposable budget
You can use this budget as you see fit, for example for costs of materials or as compensation for your own working hours within the development year. If you do so, clearly indicate how much time you expect to invest in your development year and what reimbursement you want to receive for this. Clearly demonstrate this by means of a calculation of the number of hours x the hourly rate.

We find it important for fair fees to be paid in the creative sector. Therefore, the budget should clearly state the hourly rates. Choose an hourly rate that is in line with the Fair Practice Code and make a realistic assessment of hours, so that you can avoid unpaid overtime. Should you deviate from an hourly rate that is in line with the Fair Practice Code, explain this in the ‘comments’ column. On the Fund’s website you can read about the different codes including guidance on calculating a realistic fee.

Professionalisation budget
This budget is to be used for gaining knowledge that will help you to professionalise your practice. You can use this budget, for example, to hire a coach, take masterclasses or go on a research trip.

Presentation budget
This budget is to be used for presentation and communication purposes. Besides a physical presentation in the form of an exhibition, you could also take a broader approach. For example, you could hire a branding strategist, share outcomes with peers, develop a website or pay the costs you need to incur to develop a publication. In your plan, describe where and how you intend to present your work and the envisaged costs.

Please note:
- The Fund contributes a maximum of € 82.50 excluding VAT to the hourly rate of the applicant and possible collaboration partners.
- For each activity also state the name of the implementer and the position, such as programme/project leader, production employee, curator, panel chairperson, guest speaker, designer or communications employee. If the implementer’s name is not yet known, describe their profile. If one activity is to be implemented by several people, add an extra line per person to the budget.
- Company costs, such as rent for office space may not be claimed as location costs. Only location costs that are directly related to the implementation of your project can be claimed.
- Unforeseen costs will not be subsidised. The Fund needs to be given the best possible picture of the grant requirement. We cannot assess whether unforeseen costs may be paid using the grant.

- Costs for the acquisition of items that will have a value after the end of a project (e.g. computer or other devices and software) will not be subsidised. The Fund provides the grant as a contribution to the costs of a project. Grants cannot be used for material investments.
- Check whether the budget meets the maximum format and remains legible after export.

VAT on your budget
If you are subject to VAT, then draw up your budget exclusive of VAT. You can reclaim the VAT on your expenditure from the *Belastingdienst* (Dutch Tax and Customs Administration). If you use the small business scheme (kleine ondernemingsregeling - KOR) of the Dutch Tax and Customs Administration, please contact talentontwikkeling@stimuleringsfonds.nl.

8. Chamber of Commerce extract

Maximum size: 4 MB

You need to be registered in the Chamber of Commerce if you want to submit an application. Make sure that you register in good time. A digitally certified extract from the Chamber of Commerce issued no more than one year ago is a compulsory document for the application. You can order an extract from the Chamber of Commerce's website.

9. representative image

Maximum size: 1 JPG, 4 MB

If your application is granted, you will be given a spot on our Talent Platform. We therefore ask you to send an image of your work together with your application. We may also use this for our website and on social media. Make sure the image is royalty-free.

10. letter(s) of intent

Maximum size: 4 MB

In your application, it is possible to include letters of intent, for example from coaches, collaboration partners or intended presentation spaces. A letter of intent says something about your project's feasibility and level of support. There is no fixed format for a letter of intent - a signed letter, email correspondence or a chat message on social media will suffice. A letter of intent in which the other party explains why they want to collaborate with you is stronger than a chat message that says 'Yes, sounds good, I'm in'.

11. physical work

It is possible to show the advisory committee physical work. This could be (small) objects, for example, but also a USB stick with video and/or audio work that lasts three minutes at most. Please contact us via talentontwikkeling@stimuleringsfonds.nl to make an appointment to drop off the work. Please keep in mind the latest drop off date, which is stated on the scheme's grant page. When making an appointment please refer to your application number.

12. submit your application

You submit your application in the Creative Industries Fund NL's application platform. When you have submitted your application, you will receive an automated confirmation email.

13. overview education programmes

Have you completed a Dutch art education programme, but is your programme is not listed below? If so, please contact us via talentontwikkeling@stimuleringsfonds.nl no later than two weeks before the closing date of the grant round. We will then check if you are eligible for the hardship clause, which may allow for an exception. To do this, send us the name of your programme, university/college, and portfolio (this can also be a link to a website).

This list does not include international programmes. Only designers with a diploma from a Dutch art education programme are eligible for the scheme.

art education programmes

Academie Minerva | Hanze Minerva Art Academy | Frank Mohr Institute
- All programmes

AMFI
- Digital Design (MA)
- Fashion & Design (BA)

ArtEZ | AKI Arnhem
- BEAR Fine Art (BA)
- Critical Fashion Practices (MA)
- DAI Art Praxis (MA)
- Design Art Technology (BA)
- Fashion Design (BA)
- Fine Art (BA)
- Graphic Design (BA)
- Product Design (BA)
- Werkplaats Typografie (MA)
- Architectuur (MA)

ArtEZ | AKI Arnhem Enschede
- Crossmedia Design (BA)
- Fine Art (BA)
- Moving Image (BA) only: installation work | digital sound art | electronic art
- The Sound of Innovation (MA)

ArtEZ | AKI Zwolle
- Animation Design (BA)
- Comic Design (BA)
- Graphic Design (BA)
- Illustration Based Narrative (MA)
- Illustration Design (BA)
- Interieurarchitectuur (BA)
- MediaMusic (BA) only: composer for film, games & media
- Interieurvormgever (AD)
- Interior Architecture (BA)
- Interior Architecture (MA)
- Illustration Based Narrative (MA)

Design Academy Eindhoven
- All programmes

Gerrit Rietveld Academy | Sandberg Institute
- All programmes except preliminary tracks

HKU University of the Arts Utrecht
- Animation (BA)
- Audio Design (BA)
- Audiovisual Media (BA) excluding: feature films | documentary films | photography
- Crossover Creativity (MA)
- Composition Electronic Music (BA)
- Composition for the Media (BA)
- Design for Change and Innovation (BA)
- Fashion Design (BA)
- Fine Art (BA)
- Fine Art (MA)
- Game Art (BA)
- Game Design (BA)
- Game Development (BA)
- Graphic Design (BA)
- Image and Media Technology (BA)
- Illustration (BA)
- Interaction Design (BA)
- Interactive Performance Design (BA)
- Interior Architecture (MA)
- Master of Music- Music Design (MA) excluding: performance
- Music Design for Games and Interaction (BA)
- Photography (BA) only: architectural and fashion photography
- Product Design (BA)
- Sound Design (BA)
- Spatial Design (BA)

Royal Academy of Art The Hague (KABK)
- All programmes except preliminary tracks

Royal Conservatory The Hague (KC)
- Art of Sound (BA)
- Art of Sound (MA), only: digital sound art | electronic art
- Audio Communication & Sonology (MA)
- Composition (MA), only: digital sound art | electronic art | sonology
- New Audiences and Innovative Practice (MA)
- Sonology (BA)
- Sonology (MA)

Maastricht Institute of Arts | Zuyd
- Architectuur (MA)
- Autonome Beeldende Kunst (BA)
- Interior Architecture (MA)
- Interdisciplinary Arts (BA)
- Scientific Illustration (MA)
- Design | Architecture and Interior (BA)
- Design | Design (BA)
- Design | Visual Communication (BA)

St Joost Academy
- All programmes except preliminary education

Willem de Kooning Academy | Piet Zwart Academy
- Advertising & Beyond (BA)
- Animation (BA)
- Audiovisual Design (BA)
- Design (MA)
- Experimental Publishing (MA)
- Fashion Design (BA)
- Fine Art (BA)
- Fine Art (MA)
- Graphic Design (BA)
- Illustration (BA)
- Interior Architecture: Research + Design (MA)
- Media Design (MA)
- Photography (BA) only: architectural and fashion photography
- Product Design (BA)
- Spatial Design (BA)
- Transformation Design (BA)

universities of applied sciences

Aeres University of Applied Sciences
- Geo Media & Design (BA)

Avans
- Animation (MA)
- Bouwkunde (BA)
- Design (BA)
- Ecology Futures (MA)
- Fine Art (BA)
- Health by Design (MA)
- Situated Design (MA)
- Visual Arts and Post-Contemporary Practice (MA)

Breda University of Applied Sciences
- Creative Media and Game Technologies (BA)

The Hague University of Applied Sciences
- Industrial Design Engineering (BA)
- Industrieel Product Ontwerpen (BA)

Fontys University of Applied Sciences (South Netherlands)
- Design – Art, Communication and Design (BA)
- Industrieel Product Ontwerpen (BA)
- Performing Public Space (MA)

HAN University of Applied Sciences
- Bouwkunde (BA)
- Industrieel Product Ontwerpen (BA)

InHolland University of Applied Sciences
- Bouwkunde (BA)

Amsterdam University of Applied Sciences
- Digital Design: Digital Fashion Technologies (MA)
- Digital Design: Interaction Design (MA)
- Engineering: Product Ontwerpen (BA)

Van Hall Larenstein University of Applied Sciences
- Garden and Landscape Design (BA)

University of applied sciences Windesheim
- Bouwkunde (BA)
- Industrieel Product Ontwerpen (BA)

HZ University of Applied Sciences
- Bouwkunde (BA)

Saxion University of Applied Sciences
- Bouwkunde (BA)
- Creative Media and Game Technologies (BA)
- Fashion and Textile Technologies (BA)
- Industrial Design (BA)
- Innovative Textile Development (MA)
- Interior Design (BA)
- Spatial Development (BA)
- Spatial Planning (BA)
- Stedenbouwkundig Ontwerpen (BA)

universities

Delft University of Technology
- Architecture (MA)
- Berlage Institute (MA)
- Bachelor of Architecture, Urbanism and Building Sciences (BA)
- Design for Interaction (MA)
- Integrated Product Design (MA)
- Industrial Design Engineering (BA)
- Landscape Architecture (MA)
- Metropolitan Analysis, Design and Engineering 'MADE' (MA)
- Urbanism (MA)
- Strategic Product Design (MA)

Eindhoven University of Technology
- Architecture, Building and Planning (MA)
- Architecture, Urbanism and Building Sciences (BA)
- Industrial Design (BA)
- Industrial Design (MA)

University of Twente
- Creative Technology (BA)
- Industrial Design Engineering (BA)
- Industrial Design Engineering (MA)

University of Curaçao
- Architecture (BA)

Wageningen University
- Landscape Architecture and Spatial Planning (BA)
- Landscape Architecture and Planning (MA)

architecture academies

Academy of Architecture Amsterdam
- All programmes except pre-masters

Academy of Architecture Rotterdam
- All programmes except pre-masters

ArtEZ Academy of Architecture
- All programmes except preliminary tracks

Academy of Architecture Groningen | Hanzehogeschool
- All programmes

Fontys Academy of Architecture and Urban Planning
- All programmes

Academy of Architecture Maastricht / Hogeschool Zuyd
- Design | Architecture and Interior (BA)
- Interior Architecture (MA)
- Architecture (MA)