

Advisory Committee Procedure Creative Industries Fund NL

C1 Duty and Composition of the Advisory Committees

- Article 1 Duty of the advisory committees
- Article 2 Composition and allocation of duties in advisory committees
- Article 3 Advisers' role
- Article 4 Chairperson's role
- Article 5 Grant specialist's role

C2 Advisory Committee Procedure

- Article 6 General advice procedure
- Article 7 Advice on Creative Industries Kick-start Grant Scheme
- Article 8 Composition of the advisory committees where there are to be several meetings
- Article 9 Significance and application of the scores
- Article 10 Appeal
- Article 11 Evaluation
- Article 12 Prevention of (the semblance of) a conflict of interest
- Article 13 Reporting misconduct or inappropriate behaviour

C3 Other Provisions

- Article 14 Information security
- Article 15 Attendance fee
- Article 16 Concluding provisions
- Article 17 Entry into force



creative 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
info@stimuleringsfonds.nl
www.stimuleringsfonds.nl

This document is a descriptive translation of the original Dutch Werkwijze Adviescommissies. The English translation is provided for reference purposes only, and in all instances the original Dutch text takes precedence. If you would like to report a translation error or inaccuracy, we encourage you to contact the Creative Industries Fund NL.

Chapter 1: Duty and Composition of the Advisory Committees

Article 1. Duty of the advisory committees

- 1 To assess grant applications, the Creative Industries Fund NL's board may engage an independent advisory committee.
- 2 An advisory committee is responsible for giving advice to the board about whether or not to award an application with a grant.
- 3 An advisory committee issues its advice based on the grant scheme or the open call in question, applying the assessment criteria.
- 4 An advisory committee bases its assessment of an application on the information provided by the applicant.

Article 2. Composition and allocation of duties in advisory committees

- 1 An advisory committee consists of at least one, but generally several, independent advisers who each have one vote on the assessment.
- 2 An advisory committee has a chairperson who leads the meeting. The chairperson does not vote on the assessment.
- 3 Where this procedure uses the term 'committee member' or 'committee members', this means both the advisers and the chairperson.
- 4 A grant specialist from the Fund supervises the advisory committee on behalf of the Fund and is supported, where necessary, by one or more Fund employees.

Article 3. Advisers' role

- 1 For the regular grant schemes, the Fund works with a group of advisers from which an advisory committee is composed for each meeting.
- 2 Advisers are appointed by the board.
- 3 Every year, public recruitment for the regular grant schemes takes place based on profiles for new advisers. An external selection committee instituted by the Fund recommends candidates from the responses to the board.
- 4 As the occasion arises, the board may also appoint advisers in the interim and/or terminate an appointment, without a recommendation by the selection committee, for example for occasional open calls or schemes.
- 5 When composing each committee, a balance is sought in terms of gender, regional spread, cultural diversity, education and field of work.
- 6 Advisers will initially be appointed for a period of one year. The appointment may be extended in the following year for up to a maximum of four years.
- 7 The board may, at its discretion, grant an exemption to those committee members whose four-year term has been reached.
- 8 The size and composition of an advisory committee will be such that it is able to provide high-quality advice on the applications presented to it.
- 9 The names and positions and/or ancillary positions of the advisers associated with the grant schemes will be published on the Fund's website.

Article 4. Chairperson's role

- 1 The chairperson's position may be filled internally or externally.
- 2 If the chairperson of a committee is an external party, they are appointed to the position by the board.
- 3 The maximum term of four years also applies to an external chairperson. If an adviser who is already in office takes over the chairpersonship, then after the maximum period of four years, the adviser may act as chairperson for another two years or may, after two years of committee membership, act as a chairperson for another four years.
- 4 The chairperson chairs the meeting and ensures that advice is delivered based on the grant scheme, the scheme objectives or the open call.
- 5 The chairperson translates the discussion that has been held into substantiated advice and recapitulates the advisory committee's conclusions on the criteria for each application.
- 6 The chairperson is unbiased and does not cast a vote on an application or a project proposal.
- 7 The chairperson approves the recommendation letter drawn up by the coordinator, in which the board is informed about the outcomes and course of the meeting.
- 8 In exceptional cases, such as illness or absence, another committee member or representative of the Fund may temporarily take over the chairpersonship.

Article 5. Grant specialist's role

- 1 A grant specialist supervises the advisory committee on behalf of the Fund and is supported, where necessary, by one or more Fund employees.
- 2 For each meeting or grant round, the grant specialist composes an advisory committee from the group of advisers.
- 3 The grant specialist ensures, together with the chairperson, that applications are processed consistently.
- 4 The grant specialist ensures that the advisory committee's discussion leads to substantiated advice which is in line with the applicable grant scheme or open call. The grant specialist assesses, if necessary, whether the substantiation is sufficient to be able to draw up the advice or selection report.
- 5 The grant specialist ensures that the applications' budgets are reasonable. If the grant specialist is of the opinion that there are questions about the budgets or that they need to be adjusted, this is to be communicated to the advisory committee in a timely manner. If such cases arise, the grant specialist informs the board of this.
- 6 The grant specialist reports the outcome and the main findings of each round to the board by means of a recommendation letter.
- 7 The grant specialist draws up a report of the yearly evaluation by the committee and shares this report with the committee members and the board.

Chapter 2: Advisory Committee Procedure

Article 6. General advice procedure

- 1 The advisers receive the applications and the relevant score sheets digitally no later than one week prior to the meeting.
- 2 One or two first readers are assigned to each application within the committee. This adviser or these advisers will be informed in a timely manner of the applications for which they are to act as first reader. During the meeting they get to speak first and introduce the application.
- 3 The advisers assess the applications prior to the meeting, giving scores for each criterion, using a five-point scale. The scores are explained in article 9. The

manner of scoring may differ for specific schemes and open calls. If so, this will be communicated via the website.

- 4 The advisers will submit their scores for each criterion to the Fund prior to the meeting, using the score form.
- 5 The grant specialist or grant officer makes sure that the score form has been filled in fully and correctly prior to the meeting. These initial scores will be the starting point for the discussions on the substance of the proposal.
- 6 In the meeting, the advisers will be given the opportunity to adjust their score per criterion based on the substantive discussion.
- 7 After substantively discussing each application, the chairperson and the committee members together determine whether the committee will come out with positive or negative advice.
- 8 Applications that receive an average score of 3.00 or more, will be given a positive assessment.
- 9 The chairperson ensures that the final scores are in line with the substantive argumentation, as expressed by the advisers in the meeting.
- 10 The advisory committee may, if it sees reason to do so, deliver substantiated advice to the board on the amount of the grant to be awarded.
- 11 All proposals that are positively assessed will be ranked based on the average final scores.
- 12 If applications end up with the same score, and the grant ceiling is reached with these applications, the grant scheme will have provisions for prioritising these applications.

Article 7. Advice on Creative Industries Kick-start Grant Scheme

- 1 The advice on the Creative Industries Kick-start Grant Scheme is issued in a different way, which may also be used for open call assessments with applications that have a limited financial scope.
- 2 Applications within this grant scheme are submitted to three advisers.
- 3 The advisers individually assess the applications using the five-point scale prior to the meeting and concisely substantiate their scores for each criterion in writing.
- 4 On the basis of the scores, the grant specialist draws up a ranking list of all the applications prior to the committee meeting.
- 5 The ranking list will be gone through at the meeting and in any case those proposals that have been assessed differently by the advisers will be discussed. Applications that everybody agrees on do not need to be discussed in the meeting.
- 6 The further assessment procedure is carried out as specified in articles 6.6 up to and including 6.12 of this procedure.

Article 8. Composition of the advisory committees where there are to be several meetings

- 1 It may be the case that, within a round, a committee has meetings on more than one day.
- 2 The committee's composition may differ per meeting
- 3 The number of advising committee members may also differ per application. However, the difference in the number of committee members between the meetings may not be more than 40%.
- 4 The scores of the different meetings will be combined to form one overall ranking list for the round, based on the average final scores.
- 5 To guarantee consistency in the application and weighting of the scores, the chairperson is present on all days. The Fund employees will also ensure consistency.

Article 9. Significance and application of the scores

- 1 For the assessment of each criterion, the advisers use the following five-point scale.

mark	valuation	explanation
5	very good	positive, there are no criticisms
4	good	positive, there are almost no criticisms
3	satisfactory	positive, but with a couple of criticisms
2	unsatisfactory	negative, there are positive elements, but the criticised elements outweigh the positive ones
1	highly unsatisfactory	negative, there are hardly any to no positive elements

- 2 Advisers may award full points only.
- 3 The average score or final score will be rounded off to two decimal points.

Article 10. Appeal

- 1 The review committee affiliated with the Fund may request the advisory committee to submit a second advice, which may or not be specified, with respect to a notice of appeal filed with it. In that case, the advisory committee will, at the review committee's request, deliver its advice to the review committee or to the board.

Article 11. Evaluation

- 1 Every year or every two years, the advisory committee conducts an evaluation in the presence of the board and/or Head of Grants. The coordinator or grant scheme manager collects relevant information for this purpose. For this, the advisory committee discusses the trends and gaps in applications and grant provisions compared to the objectives and scope of the grant scheme in question and the advice procedure.
- 2 The report on the evaluation will be offered to the board.

Article 12. Prevention of (the semblance of) a conflict of interest

- 1 A committee member (adviser or chairperson) will always make sure that the semblance of prejudice is avoided.
- 2 If a committee member and an applicant have an indirect involvement or some kind of relationship with each other, then this adviser will abstain from giving advice on the application in question. If this relates to the chairperson, the chairperson's role for processing the file in question will be taken over by the grant specialist.
- 3 If a committee member has a commercial interest in or is otherwise directly involved in a grant application, or if a family member up to twice removed, or somebody with whom the adviser has a long-term relationship is involved in the application, the adviser may not be part of the advisory committee for any of that round.
- 4 Committee members will be excluded from processing a certain round if they personally want to submit an application to the grant scheme in which they are involved. If the application is awarded, the committee members will not be convened to the advisory committee during the course of the subsidised project.

Article 13. Reporting misconduct or inappropriate behaviour

- 1 The Fund and the advisers are bound by four codes. Prior to their appointment, advisers are asked to study the application of the following codes to their advisory position closely:

[Diversity and Inclusion Code](#)
[Fair Practice Code](#)
[Governance Code for Culture](#)
[Code of Conduct for Cultural Funds](#)

- 2 Any information regarding non-compliance with these codes or other information relating to misconduct by an applicant or a party involved in an application, may always be shared with the Fund outside the plenary committee meeting. The coordinator or the grant scheme manager may be contacted in the first instance. If necessary, the board will be informed.
- 3 If an adviser objects to or has doubts about the integrity or performance of another adviser and/or a Fund employee, the Fund expects the adviser in question to report this through the complaints procedure:
<https://www.stimuleringsfonds.nl/en/complaints>
- 4 If the adviser has information about misconduct or inappropriate behaviour that has a broader significance to the sector, this should be reported to the Mores Online reporting centre <https://mores.online/>

Chapter 3: Other Provisions

Article 14. Information security

- 1 Advisory committee members do not provide information about applications or project proposals to third parties.
- 2 Advisory committee members are to destroy the files the Fund sends them within three weeks of the advisory committee's meeting and remove them from their devices.
- 3 A committee member is obliged to report an incident or breach or suspected incident or breach of the information security, a possible data leak or the loss or theft of devices promptly (within 4 hours) by sending an email to privacy@stimuleringsfonds.nl. The information provided will be treated confidentially.

Article 15. Attendance fee

- 1 Committee members receive an attendance fee. This is composed of an allowance for the investment of time for preparing (a reading fee), an hourly allowance for the meetings and a travel allowance.
- 2 The rates will be set out in the appointment letter and may differ depending on the type of grant scheme or open call.
- 3 The Fund strives to pay the attendance fees as soon as possible after each round based on an invoice. For this, committee members will receive an overview of their activities after the end of a round or meeting.

Article 16. Concluding provisions

- 1 This description of the Creative Industries Fund NL's committee procedure will be provided to all the Fund's chairpersons and committee members and to members nominated for appointment, prior to their appointment.
- 2 This description of the committee procedure will be published on the Creative Industries Fund NL's website www.stimuleringsfonds.nl.
- 3 In the event of a lack of clarity or where interpretation is necessary, the text of the Creative Industries Fund NL's grant schemes published in the Staatscourant will prevail over this description of the Creative Industries Fund NL's committee procedure.

Article 17. Entry into force

This description of the Creative Industries Fund NL's committee procedure will enter into force from the moment of publication on the website, on which date all earlier descriptions of the procedure, board instructions or however they are called, will lapse.

Drawn up in Rotterdam, 14 August 2025.

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