Architecture Grant Scheme manual

**creative industries
fund NL**

**design
architecture
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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.

1. good to know before you start

The advisory committee will assess your application based on the Architecture 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. The Architecture Grant Scheme also explains the assessment criteria in detail.

The application process consists of two phases: in phase I, you submit a concise application. If your application is then processed, you will be given four weeks to supplement it with, among other things, a project plan, a budget and funding plan, a timetable, and a communication plan. During this period, you can contact us with any questions about your application and the formal requirements that apply to it. Only complete grant applications will be processed. After the deadline for phase II, the advisory committee will assess your application, and afterwards you will hear from us whether you will receive a grant.

To submit your applications for phases I and II, 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 architectuur@stimuleringsfonds.nl or on +31 10 436 16 00.

2. checklist: documents for phase I

An application for phase I consists of:
- A fully completed application form, in which you are asked for:
  - Your basic details.
  - The names of any project collaborators (maximum 800 characters).
  - A short summary of your intended project (maximum 800 characters).
  - Your position and that of your project within the architecture field. You are asked to describe how your work and your project relate to existing knowledge and similar projects in the field (maximum 800 characters).
- A digitally certified extract no more than one year old from the Business Register of the Dutch Chamber of Commerce or from one of the Business Registers within the Kingdom of the Netherlands (maximum 4 MB).
- CVs of the main implementers of your project or, if you are applying on behalf of an institution or organisation, a short mission statement (maximum 4 MB).
- Signed letter(s) of intent, if one or more project partners are involved in the implementation of the project. When drafting the letter(s) of intent, use the Letters of Intent Format of the Fund or draft them yourself (maximum 4 MB).

3. checklist: documents for phase II

You should submit a fully supplemented application before the phase II deadline, calculated as at least four weeks after you receive an invitation for phase II. The deadline will be specified in the invitation. For this phase, you must complete a new form on the application platform and submit new documents.

This table provides an overview of the documents you must upload in phase II. 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	10 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
communication plan	yes	2 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
Image of, or appropriate to, your 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.

4. project plan

This is submitted in phase II. The maximum file size is 10 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 criteria in Article 10 of the Architecture Grant Scheme as these are the points the advisory committee will use to assess your application. 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 you to carry out this project?
Content: Clearly explain what your project entails. Describe the substantive and design-oriented principles of your project, and indicate what research questions and/or experiments you will focus on.
Position: What does your project add to the architecture field? For example, include how it is new or innovative, and how it relates to existing knowledge and similar projects. Explain how your project contributes to a more diverse and equal design field, and what it contributes to your development as a maker, designer or institution.
Expertise: Descibe the knowledge involved in your project. Indicate who the collaborators are and how they contribute to the project. If one or more collaborators are involved, a letter of intent from the confirmed collaborator(s) is mandatory. Please add this as an attachment to the application form. Desired collaborators may also be mentioned; in that case, clearly state that the status of the collaboration has not yet been confirmed.
Approach: Explain which knowledge you will incorporate into your project. Indicate who the project partners are and how they contribute to the project. If one or more project partners are involved, a letter of intent from the confirmed project partner(s) is mandatory. Please add this as a separate attachment to the application form and, where possible, explain what agreements have been made regarding the division of roles and intellectual property. Potential project partners may also be mentioned;

in that case, clearly state that the status of the collaboration has not yet been confirmed.

Target: Who is your project aimed at, or who are you making it for? You should explain how to reach this group in the communication plan (part 7 in this manual).

Tip: Carefully read what the advisory committee will assess in the Architecture Grant Scheme, and incorporate these points into your project plan.
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).

5. budget and funding plan

This is submitted in phase II. 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 budgets 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
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. 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 collaborators. 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:
- Business costs like renting an office cannot be included as location costs. 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 will be automatically calculated in the Excel template).

Co-financing
This 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 collaborators. 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.

This grant scheme must always include a reasonable level of co-financing contributing a minimum of 20% of the total project costs.

Own contribution
You may include your own contribution to help balance the budget, but this does not count towards the required 20% co-financing. Contributions may also be 'in-kind', for example if someone makes space, machines or materials available without any money exchanged – you should still include the financial value of this in your budget.

Please note:
For projects with a single implementing party, it will be verified that the funding requirement has not increased by more than €25,000 compared to the phase I application.

submit as a pdf
Your budget, funding plan, and publication budget (if applicable) should be submitted as PDFs. The budget and funding plan can be a maximum of two A4 pages at 4 MB, and the publication budget can be a maximum of one A4 page at 4 MB.

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 your 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 we 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.

6. timetable

This is submitted in phase II. 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 two years, and projects cannot start before the decision date of your grant. You will receive this decision no later than 11 weeks after the closing date of phase II.

7. communication plan

This is submitted in phase II. The maximum file size is two 2 A4 pages at 4 MB.

Your communication plan describes what target group you want to address with your project, why that group is important for your project, and what you are going to do to publicise your project to them. Describe what media, platforms or locations you hope to use to find a suitable reach, and how you will involve this target group in the project. Indicate the expected number of audience-members and participants/visitors you expect at any public activities, and explain how you are going to bring the results of your project to the attention of the target group.

8. portfolio

This is submitted in phase II. 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 collaborators. 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.

9. letters of intent and explanation of agreements on division of roles and intellectual property

This is submitted in phase II. The maximum file size is 4 MB.

For projects in which one or more project partners are involved in the implementation, letters of intent were already requested in phase I. In phase II, we kindly ask you to submit them again, as project partners may have been added or changed. Where possible, please also explain which agreements have been made regarding the division of roles and intellectual property.

10. processing period

Have you submitted your application for phase I? Within two weeks of the closing date, you will hear whether you can submit a supplemented application for phase II.

Have you submitted your application for phase II? Approximately two weeks after the closing date, you will hear about the processing of your application, with an explanation of the further procedure. You will then receive the result of your application no later than 11 weeks after the closing date of phase II.