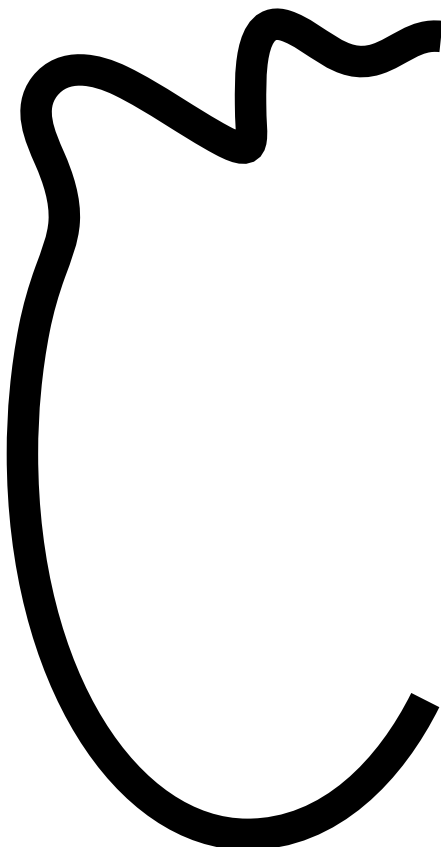


# Grant Application Guidelines - Experiment



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In this guideline you can find out about which documents we need to assess your grant application and what should be in those documents. At the bottom of the guideline, we explain the assessment procedure and criteria. Please read the entire guideline so that you can draft a good application.

## 1. good to know before you start

The advisory committee will assess your applications based on the [Experiment 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 document thoroughly, so that you know, for example, what the conditions to obtain a grant are, how the assessment is made, and for which projects you cannot apply for a grant.

This is an ongoing grant scheme which means you can submit an application as long as the grant scheme is open. As soon as the maximum number of applications has been reached in the period, the grant scheme will be closed. The next time you can then submit an application is in the next period. The maximum number of applications is determined in advance, based on the available budget and is specified [on the grant page](#). Applications will be processed in the order of submission. The point at which the application is complete is leading in this regard.

To submit a grant application, you need an account with which you can log in to the Fund's online [application environment](#). It takes one working day to activate a new account, so don't wait too long to create one.

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

## 2. checklist of required documents

The table below gives you an overview of the documents you need to send in when you apply for subsidy. Please pay attention to the maximum size of the various documents. Files larger than the maximum size cannot be uploaded to the online application environment.

document	compulsory or not	max size
project plan	compulsory	5 A4, 8 MB
schedule	compulsory	1 A4, 4 MB
budget and finance plan	compulsory	2 A4, 4 MB
portfolio	compulsory	10 A4, 12 MB
CVs of the applicant and the parties involved	compulsory	2 A4 per person, 4 MB
letter of intent and/or collaboration agreement	if applicable	4 MB
arrangements about intellectual property	if applicable	4 MB
digitally certified extract from the Chamber of Commerce, issued no more than 1 year ago	compulsory	4 MB
image of the project or one suitable for communication purposes	compulsory	1 JPG, 4 MB

Below we will clarify those documents that need a more detailed explanation. If you have any questions about the other documents, you can always contact us.

### 3. project plan

In the project plan you describe the form and content of your project as completely and as clearly as possible. You can do this using text and images and you determine the text-to-image ratio yourself. Make sure that at least the following elements are included in your project plan:

**Summary:** describe the content of your project in no more than five sentences.

**Reason:** describe the intrinsic and artistic principles of your project.

**Personal motivation:** explain how the project will contribute to your development as a maker or a designer.

**Project content:** formulate your research question and clearly explain what kind of experiment or research you want to do.

**Positioning:** place your proposal within the current design practice. How does your experiment relate to or distinguish itself from comparable practices? For example, in what way is the experiment pioneering or innovative? Or what could it add to the area of expertise?

**Plan of action:** explain how you want to implement your project, and which results you want to obtain. How does the selected form complement your subject? Which steps are you going to take and which method are you going to use to find an answer?

**Expertise involved:** explain, if applicable, which knowledge you are going to involve in the project. Indicate who the collaboration partners are or who you would like to involve and how they will contribute to the project. Make sure that you specify the status of the collaboration (confirmed/not confirmed). Add letters of intent from confirmed collaborations as a separate attachment in the online application form. This can also be an email which shows that the partner commits to his or her collaboration and which describes the substantive and financial arrangements.

**Tip:** Avoid repetitions in the text.

**Tip:** Use subheadings to give structure to your project plan.

**Tip:** Add images, sketches or links to videos or demos. They could clarify your plans. You can also include a link to a short video in which you explain your project in more detail. Make sure that these links are publicly accessible and are active (no WeTransfer).

### 4. schedule

Explain which steps you will take to carry out your project and how long this will take. Please take account of the fact that the project is to start within three months of receipt of the results of your application. You will receive these results no later than ten weeks after submission. The maximum project term supported by the Fund under the Experiment Grant Scheme is 12 months.

### 5. budget and finance plan

With the budget and the finance plan you provide a realistic picture of the costs and income that are needed to implement your project. To assess this properly, it is important that you specify all the amounts and indicate which costs you are applying for a grant for. You include this in the budget. In the finance plan, you indicate how the project costs are to be financed. Make a distinction here between your own contributions, audience revenues and sales, contributions from private sources,

such as gifts, endowments, donations, sponsoring, bequests, inheritances or contributions, and contributions from public sources, like grants.

You can download an Excel template document for the budget (1st tab) and the finance plan (2nd tab) [on the grant page](#).

### **apply the Fair Practice Code**

The Fair Practice Code is aimed at a stronger labour market position for those who work in the creative and cultural sector. The Fund expects applicants to relate to and apply this code. You describe how you do this in your application and demonstrate it in your budget. If you deviate from the code, please explain why. [Read more about the Fair Practice Code on our website. You can also read about the Governance Code for Culture and the Diversity and Inclusion Code here.](#)

### **important to know when drawing up your budget and finance plan**

- The total project costs, and therefore your total budget, must not exceed € 10,000, including any co-financing or your own resources. You can apply for the full € 10,000. For this grant scheme, co-financing is not necessary.
- In-kind contributions, when collaboration partners or experts offer their services free of charge, have to be included in euros in both the budget and the finance plan. In this regard, you charge the rate that the service would normally have cost. This amount has to be taken into account in the total project budget of a maximum of € 10,000.
- Draw up the budget and finance plan in euros and in round figures.
- Specify all separate costs.
- Material expenses are divided into type of costs. For example, location costs (for workshops and events), costs of materials, travel and accommodation expenses, transport and distribution costs and/or costs for permits.
- Unforeseen costs will not be subsidized.
- Costs for the acquisition of items that will have a value after the end of a project (e.g. computer devices) will not be subsidized.
- You may only claim presentation costs if the presentation is necessary to implement the experiment and answer the research question. Costs that are made to share the experiment's results, will not be subsidized and may not be specified in the budget.
- Make it clear in your budget which costs are to be financed by the grant from the Fund. For example, you can do this by colouring these cost items.
- Clearly state if the budget is inclusive or exclusive of VAT. This depends on whether or not you are subject to VAT (see below).
- You budget personnel costs on the basis of hours x rate. The Fund contributes a maximum of € 82.50 excluding VAT to the hourly rate of the applicant and possible collaboration partners. Break down the costs by activity and state the name of the person carrying out the work.

### **VAT on your budget and finance plan**

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 cannot reclaim the VAT on your expenditure from the Belastingdienst, this VAT is a component of the project costs, and you should draw up the budget inclusive of VAT. If in doubt, consult your financial adviser or a tax inspector. We consider the grant you receive from the Fund as a contribution to the costs of your project and not as a payment (charged with VAT) for a service provided to the Fund. If, at any time, it should transpire that you are nevertheless liable for VAT on the Fund's contribution, we will assume that this VAT is included in the amount of the grant awarded. In that case, any VAT charged on the contribution will be entirely borne by the applicant.

## 6. portfolio

The portfolio is a PDF document in which you show a selection of projects that are representative of you and of your possible collaboration partners. The portfolio gives the committee a good picture of your practice and experience. You may not assume that we look up portfolio websites.

## 7. assessment procedure and criteria

Applications that meet all formal requirements will be assessed internally by at least two Fund employees who were not involved in the formal assessment. They will give their advice to the Fund's Board. You will receive the results of your application no later than ten weeks after submission in a so-called 'decision'.

The assessment is made on the basis of the Experiment Grant Scheme's criteria which are set out below:

### **a. The artistic value of the project**

Applying this criterion strongly depends on the context. The design challenges connected to the various disciplines/sub-disciplines, the circumstances in which the applicant works and the proposal's approach are all taken into account in the assessment.

When assessing the artistic value, the relationship between the project's form and substance is examined. What is the substantive objective or principle and how does this translate into research, a design challenge, form or another medium? If the application is submitted by one or more makers, as assessment is made of how the project fits in the personal practice or portfolio and of similar expressions within the genre or area of expertise.

### **b. The significance of the experiment to the personal practice or the area of expertise**

This criterion scrutinizes how the proposal is positioned with respect to existing knowledge within the area of expertise and the extent to which it adds value to the personal practice or the area of expertise. Is the proposal a response to a well-known or current theme, or not? Does it ask any unexpected and relevant questions or discuss new perspectives? Does it question prevailing ways of thinking and doing or does it build on them? How and which course is taken to look for new knowledge and what are the expected results and insights?

### **c. The degree to which the project is effective in its setup, methods and any expertise involved**

The more practical side of the project's execution is examined here. To what extent do the objective and set up accord with each other and what are the target groups on which the proposal focuses? In this regard an examination is also made of the clarity of the approach, the effectiveness of the selected method and whether the expertise engaged to carry out the project will lead to innovative results.