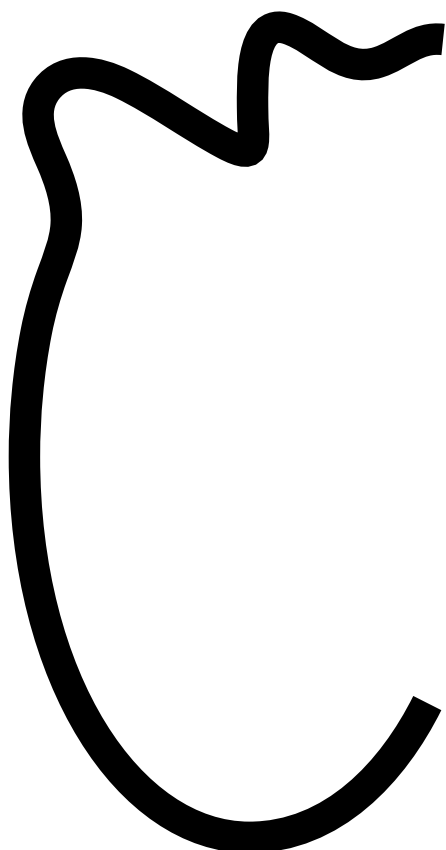


Grant Application Guideline - Open Call



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This is a general guideline for open calls from the Creative Industries Fund NL. In this guideline we explain which documents we need in order to assess your grant application. Not every open call requires the same documents. Therefore, please first read all of the open call's text, so that you know which documents are needed for your application. The open call text always prevails.

1. good to know before you start

The advisory committee assesses applications based on the open call text and the [Open Call Grant Scheme](#). This scheme describes all the grant application regulations but sometimes the language can be pretty legalistic. Please make sure that you read both documents 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.

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 create it in good time.

Only complete grant applications will be processed. Please also pay attention to the maximum size of the various documents. This may vary per open call and is specified in the open call text. Files larger than the maximum size cannot be uploaded to the [online application environment](#).

If you have any questions, you can contact us via info@stimuleringsfonds.nl or call on +31 (0)10 436 16 00. You can also always find the contact person's name or direct email address in the open call text for your specific application.

2. project plan

The project plan is the cornerstone of your application. In the project plan you describe the form and content of your project as completely and as clearly as possible, in response to the challenge formulated in the open call. You can do this using text and images and you determine the text-to-image ratio yourself.

Unless mentioned otherwise in the open call text, your project plan should consist of the following points:

Project content: give as clear a description as possible of the content of your project proposal and specify, in particular, the problem definition and the issue in question, in response to the challenge formulated in the open call.

Reason: describe the intrinsic principles of your project. Also explain how the project will contribute to your development as a maker, a designer or an institution.

Positioning: explain what your project adds to the area of expertise. For example, in what way is it pioneering or technically innovative? And how does the project differ from similar projects?

Expertise involved: explain 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.

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? Also indicate how you are going to evaluate and reflect on the project's progress in the mid-term.

Intended target groups: explain at whom your project is aimed or for whom you are

making it. In the communications plan (point 5 of this guideline), you set out how you want to reach this target group.

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).

3. schedule

In the schedule you explain which steps you will take to carry out your project and how long this will take.

The maximum project term supported by the Fund is two years. Please take into account the fact that the project may not start before the date on which you are informed about whether you are receiving a grant. You will receive this result in a so-called 'decision', no later than is stated in the open call text.

4. 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 and contributions from public sources, such as grants. You can download an Excel template document for the budget (1st tab) and the finance plan (2nd tab) on the grant page.

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](#).

When drawing up your budget and finance plan, make sure that you consider the following points:

- Draw up the budget in euros and in round figures.
- Specify all separate costs. Do not create overarching budget items but clarify all costs.
- Unforeseen costs will not be subsidized.
- Material expenses are divided into types of costs. For example, location costs (for workshops and events), costs of materials, travel and accommodation expenses, transport and distribution costs, publicity costs (communication and pr) and/or costs for permits.
- 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.
- Costs for the acquisition of items that will have a value after the end of a project (e.g. computer devices) will not be funded.
- 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. If this is not yet known, describe the profile of the implementer.
- When applicable, the finance plan shows whether co-financing has been agreed or not.

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.

5. communications plan

In a communications plan you describe which target group you want to reach with the project and what you are going to do to publicize the project. Describe via which medium, on which platform or in which location you hope to find an appropriate reach and how you want to involve this group in the project. Also indicate which audience and how many participants/visitors you expect at public activities, if any, and set out how you are going to bring the results of the research to the target group's attention.

6. portfolio

In the portfolio 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. processing period

Have you submitted your application? You will be sent an official acknowledgement of receipt no later than two weeks after the closing date. The open call text states how many weeks after the closing date you will receive the results.

The results consist of a general assessment of the submissions and a general motivation for the selection. There will be no written correspondence about the individual substantive assessment of the project proposals, unless this is stated in the open call text.

8. assessment procedure and criteria

Applications that fit within the open call's scope and meet all the formal requirements will be submitted to an independent [advisory committee](#). The committee applies the [Advisory Committee Procedure of the Creative Industries Fund NL](#).

The advisory committee will assess your application based on the application form, your project plan and the attachments submitted. The assessment is based on the [Open Call Grant Scheme](#) and the criteria described in the open call text. The advisory committee then makes an announcement on the extent to which the project is expected to contribute to the objectives of the call and the Fund.