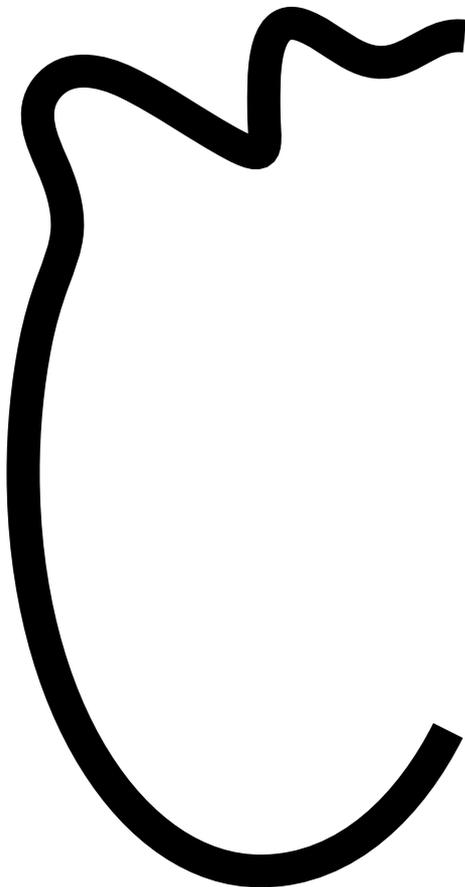


# Voucher Procedure Grant Scheme



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**design  
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Having regard to Article 10(4) of the Cultural Policy (Special-Purpose Funding) Act, the board of the Stichting Creative Industries Fund NL, with the approval of the Minister of Education, Culture and Science, decides:

## Section 1: Definitions

### Article 1. The Creative Industries Fund NL Mission Statement

- 1 The Creative Industries Fund NL's ("the Fund") mission is to continue and renew the rich design tradition in the Netherlands, from a cultural perspective, by stimulating experimental and research processes as well as new creation methods and to promote good commissioning.
- 2 In accordance with its articles of association and according to the statutory provisions and grant schemes, the Fund provides grants to natural and legal persons who contribute to the high quality, development and professionalization of the contemporary Dutch creative industry.

### Article 2. Definitions

The definitions used in this scheme have the same meaning as laid down in the Cultural Policy (Special-Purpose Funding) Grant Scheme. The definitions within this scheme are specifically understood to mean:

- 1 **Board:** the Executive Director of the Fund, as referred to in Article 5 of the articles of association;
- 2 **Creative industry:** the field of work relating to the design, architecture and digital culture disciplines, including any crossovers between these disciplines;
- 3 **Voucher procedure:** the procedure through which the Creative Industries Fund NL can provide grants within the context of its mission, aimed at a specific objective or within a certain theme, in a certain period, which is announced on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl);
- 4 **Project:** all activities regarding a stand-alone, specifically described activity, demarcated in time and objectives;
- 5 **Fund:** the Creative Industries Fund NL foundation;
- 6 **Grant ceiling:** the available amount within a certain period.

## Section 2: General provisions

### Article 3. Voucher Procedure Grant Scheme scope and objective

- 1 This scheme applies to the application, assessment and determination of a grant for a project that is submitted within a voucher procedure. This scheme gives insight into the general conditions, grounds for rejection, manner of publication, submission procedure, assessment, awarding and grant obligations.
- 2 The Voucher Procedure Grant Scheme implements one or more of the Fund's policy objectives set out below:
  - a promoting the development of artistic quality;
  - b stimulating experiment and research;
  - c promoting talent development;
  - d promoting a healthy and innovative design infrastructure;
  - e supporting reflection and debate;
  - f promoting the power of design in big social challenges, including spatial heritage challenges;
  - g strengthening the design disciplines' international position.
- 3 The board may apply additional regulations to specific objectives, conditions,

grounds for rejection and the procedure to implement this scheme. They will be stated explicitly in the voucher procedure text on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl) on which this scheme is based. The voucher procedure text complements these regulations.

#### Article 4. Conditions of support

- 1 A grant will only be provided when the following conditions have been met:
  - a the project is in line with the Fund's mission statement as expressed in Article 1 and the scope and objectives expressed in Article 3;
  - b the applicant is registered in the Commercial Register of the Dutch Chamber of Commerce or one of the Chambers of Commerce that fall within the Kingdom of the Netherlands;
  - c the project mainly serves a Dutch interest;
  - d the project starts within four months after the date of the decision;
  - e the project period is no longer than 12 months;
  - f there is a budget deficit and, in the board's opinion, the need for a grant has been demonstrated;
  - g The budget deficit as referred to in Article 4(f) of this grant scheme does not exceed € 10,000;
  - h based on the application, it can reasonably be expected that the goals set by the applicant will be achieved;
  - i the applicant did not fall short in complying with its grant obligations in the context of a project for which the Fund previously provided a grant.

#### Article 5. Grounds for rejection

- 1 An application will not be processed if:
  - a the project for which, at the time of the application, an application is already being processed under another Fund grant scheme;
  - b the applicant has already received a grant within the same voucher procedure and based on this scheme in the current calendar year;
  - c the application is incomplete or submitted outside a relevant time period.
- 2 No grant is provided to or for:
  - a projects that have already been subsidized under one of the Fund's grant schemes;
  - b projects concerning a reprise or reissue;
  - c serial production;
  - d study or training course projects;
  - e educational activities within an educational institution;
  - f educational study trips;
  - g labour costs relating to employees of government, provincial and municipal bodies; and
  - h acquisition of property, materials or equipment that will have a value beyond the context or after the end of a project.

## Section 3: Grant application

#### Article 6. Publication procedure

- 1 A voucher procedure will be announced on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl) with reference to this scheme.
- 2 In the voucher procedure text, the Fund will at least announce:
  - a the reason for and objective of the voucher procedure;
  - b the assessment criteria for the application;
  - c the period within which a grant application can be submitted;

- d the grant ceiling;
- e the maximum amount made available per project;
- f any additional conditions or grounds for rejection; and
- g any additional requirements with regard to the contents of the application.

### **Article 7. Submission procedure**

- 1 The grant application can only be submitted in the Fund's online application environment.
- 2 Within this period, applications can be submitted at any time.
- 3 Grant applications will be processed in the order of submission, with the date of submission of a complete application being leading in that regard.
- 4 Applications must be drafted in Dutch or English.

### **Article 8. Contents of the application**

An application contains:

- 1 a fully completed application form;
- 2 a project plan which offers insight into the project's goal, setup and timetable;
- 3 a balanced budget and finance plan, complying with the Fair Practice Code (see guidelines);
- 4 CVs of those carrying out the project;
- 5 a digitally certified extract, issued no longer than one year ago, from the Commercial Register of the Dutch Chamber of Commerce or from one of the Chambers of Commerce that fall within the Kingdom of the Netherlands;
- 6 if applicable, a portfolio with relevant visual material;
- 7 where applicable, letters of intent from or collaboration agreements with the most important external project partners;
- 8 where applicable, a statement about the arrangements relating to intellectual property.

## **Section 4: Grant provision**

### **Article 9. Assessment and advice**

- 1 The Fund checks if the application is complete, complies with Articles 4 and 5 of this scheme, is in line with the Fund's mission statement as expressed in Article 1 and fits in with the scope of the scheme as expressed in Article 3.
- 2 If that is the case, the application will be assessed internally by the Fund based on the conditional criteria referred to in the text of said voucher procedure.
- 3 The application must meet all the conditional criteria referred to in the text of said voucher procedure.
- 4 The board may, at its discretion, decide to have the application assessed, by advisers it appoints, based on the criteria referred to in the text of said voucher procedure.
- 5 The advisory committee will formulate its advice based exclusively on the data provided by the applicant.
- 6 Following the assessment of the application, the Fund employee who is processing the application will issue advice to the board about whether to reject or award a grant.

### **Article 10. Grant ceiling**

- 1 A grant will always be provided on the condition that sufficient funds have been allocated to the Fund by the Minister of Education, Culture and Science.

- 2 In applying the voucher procedure, the board determines a grant ceiling and specifies the period in which the grant application can be submitted. The decision on the determination of the grant ceiling will be announced in advance on the Fund's website: [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).
- 3 If the total grant amount applied for in the applications submitted exceeds the grant ceiling, the board may decide to close the procedure early.

## **Article 11. Awarding and determining a grant**

- 1 The board informs the applicant in writing about its decision within six weeks after the final submission date.
- 2 In this decision, the board may attach other obligations to the grant provision than is stated in Articles 12 to 14.
- 3 The decision to provide a grant contains the board's considerations, the conditions on which the grant is being made available, the duration of the grant period, the obligations that apply to the recipient, the maximum amount of the grant and information about any payments.
- 4 The applicant may not derive any rights from the decision to the grant provision for any subsequent applications.
- 5 If a grant is awarded, the amount will immediately be determined and paid out in full, unless the board determines otherwise in its decision on awarding the grant.

## **Section 5: The grant recipient's obligations**

### **Article 12. Administration**

- 1 The grant recipient keeps records of the project in such a way that the rights and obligations, which are of importance for determining the grant, as well as the income and expenditure, can be verified at all times.
- 2 If necessary, the grant recipient gives the Fund insight into the project administration.
- 3 The grant recipient keeps the project administration and any documents forming part of it for seven years after the determination of the grant.

### **Article 13. Reference to the Fund**

In all its public statements about the subsidized activities, the grant recipient is to refer to the Fund as the grant provider. The Fund's logo is to be included in publications and reports relating to the subsidized activities, as well as in invitations, announcements, websites and audio-visual productions relating to them. If a grant recipient includes other parties' logos, the Fund's logo will be depicted comparably sized in proportion to the contribution.

### **Article 14. Notifying the Fund**

If one of the situations below occurs, the grant recipient promptly notifies the board thereof:

- 1 if the applicant is suspected of committing a crime and has to stand trial for a criminal offence;
- 2 the activities for which the grant has been provided will not or not entirely take place;
- 3 the obligations attached to the grant will not be fully met; or

- 4 there are substantial artistic or commercial changes compared to the plan based on which the grant was provided.

## Section 6: Concluding provisions

### Article 15. Objection

A stakeholder may lodge an objection to a decision by the Fund's board by submitting a notice of objection to the board. The period for lodging a notice of objection is six weeks. This period will take effect from the date of the decision. The objection proceedings are published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).

### Article 16. Protection of personal data

The board will not provide any confidential information about an application to third parties. This relates to company and manufacturing data which have been made available confidentially by an applicant to the Fund or relating to personal data as referred to in Articles 22 up to and including 33 of the General Data Protection Regulation (Implementation) Act, unless that provision ensure from a statutory obligation or does not infringe privacy.

### Article 17. Effective date and expiry

- 1 This scheme will become effective from 1 December 2022.
- 2 The Subsidy Regulations Creative Industries Fund NL 2018 do not apply to this scheme.

### Article 18. Reference title

This scheme is to be cited as: Voucher Procedure Grant Scheme This scheme will be published in the Staatscourant (official Dutch Government Gazette).

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