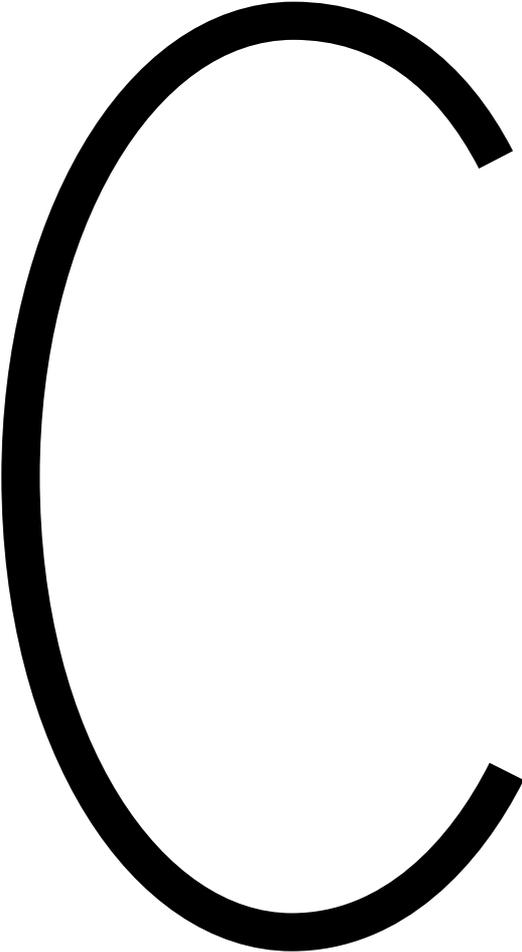


# Grant Application Guidelines – Experiment

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**You want to submit an application to the Experiment Grant Scheme. These guidelines contain suggestions and tips to help you prepare your grant application to the Creative Industries Fund NL. Using these guidelines, you will be able to draw up as complete a project plan, a planning and budget as possible.**

## before you begin

**Before you draw up and submit your grant application, it is useful to know how it will be assessed. Make sure that you read the conditions, criteria and objectives set out in the Experiment Grant Scheme carefully. You can read more about the criteria in these guidelines. Also make sure that you read the grounds for rejection used in this grant scheme, to prevent later disappointment.**

## please note

- Do not fill in the application form in the digital application environment until you have finished your project plan, planning and budget. You can upload all appendices in PDF form. Do not upload more than the maximum number of pages, if indicated.
- There is no deadline, but a period in which applications can be submitted at any time. Grant applications will be processed in the order of submission, so: first come, first served. Do not wait to submit until the last possible moment.
- You need a personal account to submit your application. Create this account in good time. It takes one working day to activate a new account.

## project plan

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

- Project content: give as clear a description as possible of the content of your experiment, and above all, state a clear, defined research question;
- Reason: describe the intrinsic and artistic principles of your proposal;
- Personal motivation: explain why your project is relevant to your development;
- Positioning: place your proposal within current design practice. How does your proposal relate to or distinguish itself from other comparable practices?;
- Relevance: explain the relevance of your project to the area of expertise;
- Plan of action: what steps do you take to answer the research question? What methodology will you use to carry out your project and what are the intended results? Explain how they are interconnected;
- Expertise involved: if you want to involve cooperation partners or external experts in the implement your project, use a cooperation agreement and/or letter of intent to provide insight into the role these (intended) experts will play in the experiment/research. This can also be an email in which the partner pledges his or her cooperation and the substantive and financial agreements are described. When applying for a workshop or residency, a declaration of intent and/or cooperation agreement is important for the assessment. Please note: A residency can be part of the experiment, but may not be the core of the project proposal under the Experiment Grant Scheme. For stand-alone residencies, contact the Fund about subsidy possibilities.

**Tip:** Try to avoid repetition of text fragments.

**Tip:** Where possible, add images to illustrate your project plan and clarify your research/experiment or add links to online videos. This could also be a short video in which you explain your project plan.

*Your project plan must not be longer than five pages (A4).*

*The file (PDF) must not exceed 8 MB in size.*

## planning

The planning provides insight into the steps you will take to carry out your project and how much time they will take. An application can be submitted no earlier than 4.5 months and no later than 6 weeks before the start of the project. The maximum term of the project should be no longer than 12 months.

*Your planning must not be longer than one page (A4).*

*The file (PDF) must not exceed 4 MB in size.*

## budget

The budget provides a realistic picture of the estimated costs and income that are directly related to the implementation of your project. The specification of costs and income must enable the Fund to assess your underlying calculations and estimates. In order to draw up a good budget, it is important to take account of the following:

- The total project budget may not exceed € 10,000. This includes any co-financing or own resources.
- All time and resources contributed, including any co-financing, should be listed and quantified in the budget;
- Co-financing is possible under the Experiment Scheme, but not necessary. Contributions ‘free of charge’ from cooperating parties can also be claimed as co-financing. Besides an own contribution in hours by the applicant, cooperation partners or experts can also provide their services free of charge. The quantification of these contributions may deviate from the maximum hourly rate, as they occur on both the cost and income side and therefore cancel each other out;
- Presentation costs can only be included in the budget if form and setup of the presentation are part of the experiment, but not to make the results of the experiment accessible;
- When drawing up a balanced budget and finance plan, apply the principles of the [Fair Practice Code](#), so that everybody receives a fair grant. If you deviate from the Fair Practice Code, please indicate the reason for doing so;
- The Fund contributes a maximum of € 82.50 excl. VAT to the hourly rate of the applicant and any equivalent cooperation partner;
- State if your budget is inclusive or exclusive of VAT. This depends on whether or not you are subject to VAT (see below);
- Draw up your budget in euros and in round figures.
- An application for unforeseen costs is not permitted.

In the attachment you will find a model budget and finance plan.

**Please note:** Whether or not you are subject to VAT depends on the activities you carry out. If you are subject to VAT, then draw up your budget exclusive of VAT. You can reclaim the VAT included in your expenditure from the Belastingdienst (Dutch Tax and Customs Administration). If you cannot reclaim the VAT included in 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. If your application is granted, the Fund will regard the amount of the grant awarded to you 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.

*Your budget must not be longer than two pages (A4).  
The file (PDF) must not exceed 4 MB in size.*

## portfolio

Upload a portfolio with images of your most important work. It is not possible to add a link to an online portfolio.

*Your planning must not be longer than ten pages (A4).  
The file (PDF) must not exceed 12 MB in size.*

## submitting the application

You submit your grant application in the Fund's [application environment](#) which is where you fill in the application form. Part of this form is a summary of your project proposal. Make sure that the form including the summary can be read and understood independently. You can upload your project plan, planning and budget and any other appendices with your application form in the application environment.

An application consists of the following documents:

- application form
- project plan (maximum 5 pages)
- budget and finance plan (maximum 2 pages)
- planning (maximum 1 page)
- portfolio with relevant visual material (maximum 10 pages)
- CVs of those carrying out the project (maximum 2 pages per person)
- certified extract from the Chamber of Commerce (no more than one year old)
- picture, intended for communication purposes by the Fund and for which the necessary rights to the image belong to the applicant
- letters of intent or collaboration agreements including a statement about the arrangements relating to intellectual property, optional

**Tip:** We strongly advise you to submit your application before 17:00 hours as we can be reached during office hours if you need help should something go wrong.

## processing period

You will receive a message with the result of your application, stating whether or not your application has been granted, no later than ten weeks after you submit your application.

# assessment procedure & criteria

Your application is assessed internally on the basis of the Experiment Grant Scheme by at least two Fund employees who were not involved in the formal assessment. They process your application and give advice to the Fund's Board.

The assessment is made of the application form, your project plan, your portfolio and the appendices submitted 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 depends to a large extent 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. Is there a clear, defined research question? 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, an 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 expected 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. 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 executing the project 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.

# appendix

## model budget and finance plan

### Specified overview of project costs

In this overview, you provide a specification of the costs that are directly related to carrying out the project, for each part of the project:

- You budget personnel costs on the basis of hours x rate. Break down the costs by activity and state the name of the person carrying out the work. If you deviate from the Fair Practice Code, please indicate the reason for doing so.
- For material expenses, make a breakdown by the type of cost. For example, costs of materials, travel and accommodation expenses, transport costs and, only if the presentation is part of the experiment, presentation costs and project-specific publicity costs (communication and pr) and/or costs of permits. Acquisition of items, materials or equipment that will have a value after the end of a project is not permitted.
- In general, budget items of € 2,500 and above must be specified.

Budget							
Personnel expenditure	Number	Hour	Rate	Total Excl. VAT	Including VAT	Implementer/ co-financier	Paid by
Activity 1				€			
Activity 2				€			
Activity 3				€			
Material expenses	Number	Unit	Rate	Total	Including VAT	Implementer/ co-financier	Paid by
Locations				€			
Materials				€			
Travel				€			
Accommodation				€			
<b>Total project costs</b>				€			

### Specified overview of income

In this overview, you indicate how the project costs are to be financed. Also indicate the current status of income when you apply. Should you want to include co- financing in your finance plan after all, please make a distinction between your own contributions, contributions from private sources and contributions from public sources.

- Your own contributions: the applicant's own investment in the project (financial and/or in hours), if any;
- Contributions from private sources: all financial contributions from private parties (individuals, including associations of friends, companies, private funding bodies and charity lotteries). For instance, gifts, endowments, donations, sponsoring, bequests, inheritances or contributions;
- Contributions from public sources: all grants you receive from government bodies and public funds:
  - grants awarded directly by the Dutch government (ministries, agencies, government services, embassies, etc.), municipalities, provinces or water
  - grants provided by an independent administrative body, such as a national cultural fund, a provincial or municipal fund (such as the Amsterdam Fund for the Arts);

- grants awarded by other organizations with a public law legal personality (such as the Union for the Dutch Language);
- grants provided by the EU, foreign governments or public funds and art councils.

<b>Finance plan</b>						
<b>Income</b>	<b>Number</b>	<b>Hours/ unit</b>	<b>Rate</b>	<b>Total</b>	<b>Agreed yes/no</b>	<b>Actual or expected agreement date</b>
Own contributions				€		
Contributions from private sources (individuals, companies, private funding bodies, other private organizations)				€		
Contributions from public sources (subsidy from central government, municipalities, provinces, National Culture Funds, EU, other public organizations)				€		
<b>Total co-financing:</b>				€		
<b>Grant requirement:</b> (= total project costs - total co-financing)				€		
<b>Total income</b>				€		