

Grant Application Guidelines - open call ARO

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You want to respond to an open call and submit a project proposal. 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, communications plan, 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. The assessment is carried out by the advisory committee of this call, based on the open call text to which you are responding, within the framework of the Open Call Grant Scheme. Make sure that you read the criteria and specific objectives set out in the open call text carefully. Also study the conditions, the grounds for rejection and the tender procedure of the Open Call Grant Scheme, as the open call text is supplementary to this 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, communications plan, planning and budget. You explain your project proposal in a brief summary. You can upload all appendices in PDF form. Do not upload more than the maximum number of pages, if indicated.
- The application form is used to collect information about you and your application for the Fund's grant administration and processing.
- Begin on time. Applying for a grant can be complicated, so always allow sufficient time to write your application.
- 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, in response to the challenge formulated in the open call. 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 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 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;
- Target groups: explain who you are making the project for;
- Plan of action: which design method and/or research by design methodology will you use to carry out your project and what are the intended results? Explain how they are interconnected;
- Collaboration partners involved: provide inside into the relevance and expertise of

- partners and parties that are involved in the project. Also indicate the motivation and role of the partners and parties in this collaboration;
- Evaluation: reflect on the results (and interim results) and indicate what your expectations are with regard to the long-term development of the project.

Tip: Try to avoid repetition of text fragments.

Tip: Where possible, add images to illustrate and clarify your project plan 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 ten pages (A4). The file (PDF) must not exceed 8 MB in size.

communications plan

In addition to a project plan, your grant application must include a communications plan or presentation plan. In this plan, you should in any event provide a substantive description of the following points:

- The activities you will undertake to publicize the project, gain the interest of the intended target groups for the project and increase the impact of the project;
- Which activities that increase the impact will be implemented to disseminate, embed and/or apply the knowledge gained?
- What role does design play in recording and sharing the knowledge developed, but also in embedding that knowledge at collaboration partners?
- If applicable, the intended audience (target audience) and the number of participants/visitors you expect will attend the public activities you are going to carry out. Motivate this both quantitatively and qualitatively;
- You must also describe how you are going to present the results of your project in a presentation plan. How are you going to bring the presentation to your intended audience's attention? In which form? Through which medium, on which platform or in which location will you find an appropriate reach?

Your communication or presentation plan must not be longer than two pages (A4). The file (PDF) must not exceed 4 MB in size.

planning

The planning allows you to provide insight into the steps you are going to take to carry out your project and how long they will take.

Please note: The maximum project term supported by the Fund is two years. When drawing up the planning, keep in mind that the moment of awarding the grant is the commencement date of your project. You can take this to be ten weeks from the closing date of the application round.

Please note: Some open calls have a first phase, a follow-up phase and impact phase spread out over three years. In that case, stick to the maximum project period of each phase as referred to in the open call text.

Your planning must not be longer than two pages (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. The maximum contribution per project is € 50,000. In order to draw up a good budget, it is important to take account of the following:

- You calculate the amount of the grant you are going to apply for by deducting the total amount of co-financing and your own contribution from the total project costs;
- The budget makes it clear which budgeted costs are to be financed by the grant from the Fund;
- The Fund supports projects on the basis of their intrinsic and/or artistic relevance and therefore, in the first instance, finances costs that contribute directly to a qualitative implementation of projects;
- In order to ensure a healthy and future-proof labour market in the cultural and creative sector, you must adhere to the five principles of the Fair Practice Code for all work relating to the subsidized project and, as a commissioning party, pay a fair fee. If you deviate from the Fair Practice Code, please indicate the reason for doing so;
- 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.

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.

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, communications or presentation plan, planning and budget and any other appendices with your application form in the application environment. After that, you can submit your application.

An application consists of the following documents:

- application form;
- project plan, planning, budget and finance plan;
- communications plan, except in the case of a start-up grant;

- CVs of those carrying out the project;
- extract from the Dutch Chamber of Commerce of the main applicant, no more than one year old;
- picture;
- portfolio, optional;
- if applicable, letters of intent from or collaboration agreements with project partners;
- if applicable, statement about the arrangements relating to intellectual property.

Please note: The applicant - the main applicant - is positioned as a professional spatial designer or design agency (interior architects, architects, urban designers, landscape architects and social designers with a spatial focus) within the Dutch creative industry. The main applicant is responsible for the implementation of the project. Collaborative parties act as co-applicant(s).

Please note: Create an applicant account on time, as it takes one working day to activate a new applicant account.

Tip: We strongly advise you to submit your application at 17:00 hours on the day of the deadline at the latest. We can be reached during office hours if you need help should something go wrong.

processing period

After you have submitted your grant application, you will receive an official acknowledgement of receipt no later than one week after the closing date. The results of the selection will be announced to the applicants no later than 10 weeks after the closing date of the open call in the digital application environment.

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 explicitly stated in the open call text.

assessment procedure & criteria

The Fund presents applications that fit in the scope of the open call and meet all the formal requirements to the independent open call advisory committee. The committee applies the [Advisory Committee Procedure of Creative Industries Fund NL](#). The version published on the Fund's website at the time of submission applies.

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 criteria described in the open call's 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. The committee pays particular attention to the relevance of the issue, the plan of action, the extent of any innovation, the relevance and expertise of the parties involved, the intrinsic and financial backing, the manner of knowledge sharing in terms of results and interim results, and the consistency between these elements.

Please note: the Fund organizes activities around the open call's theme to facilitate the mutual exchange of knowledge between the projects. Include a total of two half days in hours in the budget for the whole team.

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/programme:

- You budget personnel costs on the basis of hours x rate. The Fund contributes a maximum of € 82.50 excl. VAT to the hourly rate of the applicant and equivalent cooperation partner. Break down the costs by activity and state the name of the person carrying out the work. If this is not known, describe the profile of the person or organization in question. 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, location costs (for workshop and events) costs of materials, travel and accommodation expenses, transport and distribution costs, project-specific publicity costs (communication and pr) and/or costs of permits.
- Costs for the acquisition of items that will have a value after the end of a project (e.g. computer devices) are not, in principle, funded. If purchasing devices for the project is really necessary, opt to write them off in part.
- An application for unforeseen costs is not permitted.

Please note: In general, budget items of € 2500 and above must be specified.

Please note: The Creative Industries Fund NL organizes activities around the theme of the open call to facilitate mutual knowledge exchange between the projects. Include hours for this in the budget totaling two half-days for the entire team.

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				€			
Total project costs				€			

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. Make a distinction between your own contributions, audience revenues and sales, 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;
- Audience revenues and sales: any income directly linked to audience activities, such as ticket sales, receipts, buy-out fees, sales of catalogues or other publications and catering;
- 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 ‘for nothing’ from cooperation parties can also be treated as co-financing. In addition to the applicant’s own personal contribution in hours, cooperation partners or experts may also make their services available free of charge. In the quantification of these contributions, it is possible to deviate from the maximum hourly rate because they occur both on the cost and on the income side and are thus offset by each other;
- 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 boards;
 - 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.

Coverage plan						
Income	Number	Hour/ unit	Rate	Total	Agreed yes/no	Actual or expected agreement date
Own contributions				€		
Public revenues and sales				€		
Contributions from private sources (individuals, companies, private funding bodies, other private organizations)				€		
Contributions from public sources (grants from the Dutch government, municipalities, provinces, national cultural fund, European grants, other public organizations)				€		
Total co-financing:				€		
Grant requirement: (= total project costs - total co-financing)				€		
Total income				€		