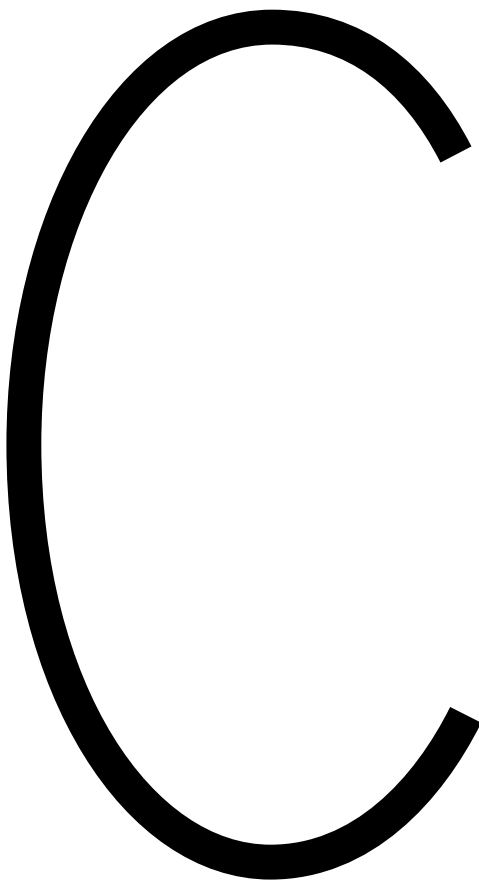


# Grant programme 1 and 2-year activities programme



**creative industries  
fund NL**

**design  
architecture  
digital culture**

p.o. box 29066  
3001 gb rotterdam

groothandelsgebouw  
ingang c, 5e etage  
weena 723, rotterdam

+31 (0)10 436 16 00  
info@stimuleringsfonds.nl  
www.stimuleringsfonds.nl

# Grant programme I and 2-year activities programme

- Chapter 1. Definitions
- p. 3 Article 1. Duties of the Fund
- p. 3 Article 2. General objectives of the Fund
- p. 3 Article 3. Definitions
- Chapter 2. General definitions for awarding institutional grants for activities programmes
- p. 4 Article 4. Objective Grant programme I and 2-year activities programme
- p. 4 Article 5. Conditions for support
- p. 4 Article 6. Scope
- p. 5 Article 7. Grounds for refusal
- Chapter 3. Grant application
- p. 5 Article 8. Conditions with regard to finances and relationship with other subsidies
- p. 5 Article 9. Formal conditions activity plan
- p. 6 Article 10. Submission deadline
- p. 6 Article 11. Method of submission
- p. 6 Article 12. Submission of the budget with the application
- p. 7 Article 13. Supplementary documents
- Chapter 4. Awarding subsidy
- p. 7 Article 14. Advice
- p. 7 Article 15. Evaluation of the application
- p. 8 Article 16. Subsidy ceiling
- p. 8 Article 17. Awarding of a grant
- p. 8 Article 18. Change to subsidy amount
- p. 8 Article 19. Advance payments
- Chapter 5. Obligations of grant recipient
- p. 9 Article 20. Administration to be kept
- p. 9 Article 21. Periodic reporting
- p. 9 Article 22. Mentioning Creative Industries Fund NL
- p. 9 Article 23. Informing the Board
- Chapter 6. Subsidy approval
- p. 10 Article 24. Application to approve subsidy
- p. 10 Article 25. Approval
- p. 10 Article 26. Annual accounts
- p. 10 Article 27. Auditor's statement and report on actual findings
- p. 11 Article 28. Models for documents to be submitted
- Chapter 7. Final provisions
- p. 11 Article 29. Appeal
- p. 11 Article 30. Protection of personal information
- p. 11 Article 31. Commencement and expiration dates
- p. 11 Article 32. Official title

The Executive Board of the Creative Industries Fund NL, having regard to Article 10, Clause 4 of the Law on Specific Cultural Policy, has decided to establish the following grant programme, to regulate the provision of 1 or 2-year grants to institutions in order to promote the quality of the creative industries.

## Chapter I: Definitions

### Article 1. Duties of the Fund

- 1 This grant programme applies to applications for and the awarding of subsidies to the 1 and 2-year programmes of activities of cultural institutions and organizations in the field of design, architecture or digital culture and all possible crossovers between and within these disciplines, collectively referred to below as the creative industries.
- 2 The Creative Industries Fund NL provides subsidies, in accordance with the provisions set down in the law, its statutes and the current grant programme, to institutions and organizations that would like to implement a 1 or 2-year activities programme that contributes to the advancement of excellent quality, development and professionalization of the contemporary creative industries within the Kingdom.

### Article 2. General objectives of the Fund

When awarding grants, the Creative Industries Fund NL observes the following objectives:

- a promoting the development of artistic quality;
- b stimulating experiment and research;
- c encouraging talent development;
- d promoting a healthy and innovative design infrastructure;
- e supporting reflection and debate;
- f advancing the power of design for major social challenges, including heritage issues; and
- g reinforcing the international position of the design disciplines.

### Article 3. Definitions

The definitions used in this grant programme have the same meaning as in the Grant Programme concerning the specific cultural policy, on the understanding that the following mean:

- 1 Board: the Executive Director of the Creative Industries Fund NL, as referred to in Article 5 of the statutes.
- 2 Kingdom: the Kingdom of the Netherlands, consisting of the countries of the Netherlands, Aruba, Curaçao and Sint Maarten;
- 3 Cultural institution or organization: non-profit, legal entity under private law with full legal capacity under the law of one of the countries of the Kingdom with a cultural function;
- 4 Activities programme: a series of interrelated activities carried out separately from each other within a period of one or two calendar years. The components may differ in set-up and execution, but together they contribute to the mission, vision and further development of the institution or organization.
- 5 Core task: the purpose and activities which constitute the main focus of the programme carried out by the institution. The core task and core activity result from the institution's vision and mission, in terms of both form and content.
- 6 Own income: in this grant programme, own income means the following income,

as shown in the annual accounts on the income side of the profit and loss account:

- a audience revenues; and
- b other income, being:
  - 1 direct revenue in the form of sponsorship and other income;
  - 2 indirect revenue; and
  - 3 other contributions.
- 7 In any case, own income does not include the following:
  - a grants awarded by an administrative body;
  - b other contributions from public means;
  - c interest income;
  - d contributions in kind;
  - e capitalization of volunteers;
  - f value of free tickets; and
  - g other income not related to cultural entrepreneurship.

## Chapter 2: General definitions for awarding grants for activities programmes

### Article 4. Objective Grant programme 1 and 2-year activities programme

This grant programme applies to cultural institutions and organizations within the Kingdom who, with an activities programme lasting one or two years, promote excellent quality, development and professionalization of contemporary design, architecture or digital culture, and encourage interest in these disciplines.

### Article 5. Conditions for support

- 1 Subsidy can only be awarded if the following conditions have been met:
  - a as part of its core task, the cultural institution or organization contributes to strengthening the domains of design, architecture or digital culture within the Kingdom.
  - b the activities programme is the core task of the institution.
  - c the institution or organization's programme is at least of regional significance when applying for a one-year activities programme.
  - d the institution or organization's programme is of national significance when applying for a two-year activities programme.
- 2 In order to be eligible for a contribution, an institution or organization must be located in one of the countries of the Kingdom and registered with the Chamber of Commerce of the country concerned.

### Article 6. Scope

- 1 Under this grant programme, the Board may award grants to institutions and organizations developing a leading one or two-year activities programme, to be implemented during the period 2021-2022.
- 2 The institution or organization and the implementation of the activities programme will contribute to several of the objectives of the Creative Industries Fund NL as formulated in Article 2.

## Article 7. Grounds for refusal

Without prejudice to the provisions of Article 4:25, clause 2 and Article 4:35 of the Dutch General Administrative Law Act, the grant will in any case be refused if the applicant does not state in the application that they:

- a subscribe to the following codes:
  - i. [Fair Practice Code](#);
  - ii. [Governance Code Cultuur 2019](#);
  - iii. [Diversity and Inclusion Code](#);
- b And concur with:
  - i. existing agreements on remuneration;
  - ii. the social dialogue between employers-clients and employees-suppliers.

## Chapter 3: Grant application

### Article 8. Conditions with regard to finances and other subsidy relationships

- 1 On the basis of this grant programme, subsidy can only be awarded:
  - a if the grant per applicant for a 1-year activities programme is a minimum of €50,000 and a maximum of €100,000;
  - b if the grant per applicant for a 2-year activities programme is a minimum of €100,000 and a maximum of €175,000 per calendar year;
  - c if the total amount of subsidy to be awarded by the Fund does not exceed 80% of the costs eligible for subsidy;
  - d if the applicant does not receive any subsidy for their core task from the Minister of Education, Culture and Science or on the basis of a grant programme for multi-year programmes from one of the other state cultural funds;
- 2 Where the applicant has also applied for a grant for the same budgeted costs from one or more other administrative bodies, they will make this clear in the submitted budget and provide more information about the content in the application.
- 3 Institutions receiving a subsidy on the basis of this grant programme are not entitled to any subsidies from the Creative Industries Fund NL's Design, Architecture, Digital culture and Festivals grant programmes during the calendar years to which this subsidy relates.

### Article 9. Formal conditions activity plan

- 1 The applicant indicates in the application form which of the three disciplines, i.e. design, architecture or digital culture, they consider to be their main discipline.
- 2 The applicant indicates in the application form whether the application concerns a one or two-year activities programme.
- 3 Subsidy can only be awarded to the institution if there are sufficient guarantees in the area of the substantive realization and the financial and organizational situation. This means that there must in any case be an activity plan consisting of four distinct parts:
  - a A (brief) description of the mission, vision and profile of the institution.
  - b A reflection of up to one page on the implementation of the institution's activities and functioning during the period 2019 to 2020. If your institution was founded in 2019 or 2020, reflect on the reason, the founding and initial activities of your institution.
  - c A description and planning of the activities the institution intends to carry out

in the period 2021 (application 1-year activities programme) or 2021-2022 (application 2-year activities programme).

- d Fair remuneration and sound business practices: What is the organization's remuneration policy? How does this fit in with the business practices and to what extent does it tie in with existing agreements on remuneration, such as the applicable collective agreement (cao), other collective agreements or collective guidelines?

## Article IO. Submission deadline

- 1 An application for a grant for a 1-year activities programme for calendar year 2021, or an application for a 2-year activities programme covering the years 2021 to 2022 may be submitted from 18 August 2020 until 30 September 2020.
- 2 In 2021, applications can be submitted under this grant programme for a 1-year activity programme for the calendar year 2022.
- 3 The submission deadlines for applications in subsequent calendar years will be published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).

## Article II. Method of submission

- 1 Applications for a grant must be submitted using the application form for this purpose published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).
- 2 The grant application is submitted electronically via the Fund's digital [application environment](#).
- 3 Applications that are not submitted on time or are incomplete will be rejected.
- 4 Applications must be written in the Dutch or Frisian language.

## Article I2. Submission of the budget with the application

- 1 The budget is to include a summary of the applicant's estimated annual income and expenditure for carrying out the 1 or 2-year activities programme. When drawing up the budget, the institution must comply with the model for the activity budget established by the Creative Industries Fund NL and published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).
- 2 The budget consists of four parts:
  - a specified summary of the costs of the activities;
  - b specified summary of management expenses;
  - c specified statement of income (financial coverage including own income); and
  - d summary of income and expenditure and the result.
- 3 The budget contains an explanation for each budget item.
- 4 The budget must include a performance summary, which provides a concise and clear quantitative overview of the activities to be carried out in the year or years for which the grant is requested.
- 5 A grant will not be awarded to or on behalf of:
  - a educational programmes and related activities of educational institutions;
  - b universities and universities of applied sciences;
  - c study trips;
  - d labour costs for employees of governmental, provincial or municipal agencies;
  - e the acquisition of possessions;
  - f standard building and restoration costs;
  - g interior design, restoration or conversion plans;

- h costs for which the applicant may be reimbursed by other means.

### Article 13. Supplementary documents

- 1 The application is to be accompanied by a document showing the applicant's financial position and a copy of the legal entity's articles of association, or the statutes as last amended.
- 2 A document showing the applicant's financial position is the most recently prepared annual accounts or, if no annual accounts are available, a report on the applicant's financial position at the time of application.

## Chapter 4: Awarding subsidy

### Article 14. Advice

- 1 The Board submits an application to an advisory committee for advice, after the application has been assessed against the formal eligibility requirements for a grant for an activities programme.
- 2 In formulating its recommendation on whether or not to award a grant, the advisory committee bases its opinion solely on the information provided by the applicant.
- 3 A positive recommendation can be accompanied by a reasoned advice concerning the amount of grant to be awarded and substantiated advice concerning the implementation project, or not supporting specifically mentioned activities.
- 4 The advisory committee employs a working method that corresponds with the [Working Method Advisory Committees Creative Industries Fund NL](#).

### Article 15. Evaluation of the application

- 1 During the content-related evaluation of the application, particular attention is paid to the description of the activities referred to in Article 9 under item c. The committee evaluates the activities on the basis of the following four criteria, each of which will be given equal weight in the evaluation:
  - a the artistic and social value of the activities programme;
  - b the relevance of the chosen theme for the field;
  - c the degree of diversity in audience reach; and
  - d lastly, the consistency of the application's purpose and design is evaluated, with all the aspects referred to in Article 5 and Article 9, paragraph 3 being assessed in relation to each other.
- 2 In the event that the total amount of the eligible applications exceeds the available budget, the applications will be prioritized. The following procedure for prioritization is followed:
  - a the applications receiving a positive evaluation are prioritized by discipline on the basis of the outcome of the evaluation referred to in Article 15, paragraph 1. In the event that two applications within a discipline have an equal evaluation, priority will be given to institutions implementing programmes that contribute to the regional distribution of activities across the Kingdom.
  - b Next, the highest-rated application within architecture will first be awarded subsidy, followed by the highest-rated application within design and finally the highest-rated application within digital culture. After that, the same order of allocation will be applied to the next highest-rated application per discipline until the subsidy ceiling is exceeded.

- 3 The Board decides that, in the event that the total amount of the eligible applications exceeds the subsidy ceiling, the available amount will be allocated to the applicants whose application is highest on the ranking list drawn up in accordance with Article 15, paragraph 2, where the highest-ranked applicants will be awarded the contribution recommended by the committee, as long as their total does not exceed the subsidy ceiling, after which the applicant to whom the awarding of a grant would lead to the subsidy ceiling being exceeded will be awarded the amount remaining up to the subsidy ceiling.

### **Article 16. Subsidy ceiling**

- 1 A grant is always awarded on condition that the Minister of Education, Culture and Science has made sufficient financial resources available to the Fund.
- 2 The subsidy ceiling for 1-year programmes of activities and the subsidy ceiling for 2-year programmes of activities will be published at the latest by 18 August 2020 on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).

### **Article 17. Awarding of a grant**

- 1 The Board informs the applicant in writing of its decision within 10 weeks of the final deadline for submission.
- 2 As part of this decision, the Board may attach other obligations to awarding the grant than those set out in Articles 20 to 24.
- 3 The decision to award a grant contains a description or a copy of the decision and the considerations of the Board, the conditions under which the subsidy is being made available, the obligations that the recipient must observe, the maximum amount of grant, as well as information with respect to the payment and the advance funding.
- 4 The applicant may derive no rights from the awarding of a grant with respect to the approval of a following application.

### **Article 18. Change to subsidy amount**

- 1 If the institutional subsidy to the Fund is increased by the Minister of Education, Culture and Science, taking into account the developments in employment costs or price levels, the Fund may increase the subsidy of the grant recipient by the percentage determined by the Minister.
- 2 If the subsidy is changed, taking into account the developments in employment costs or price levels, the Minister of Education, Culture and Science will determine what percentage of the subsidy is considered to be wage-sensitive or price-sensitive.

### **Article 19. Advance payments**

- 1 In the case of a one-year activities programme, the Fund will pay 80% of the awarded amount as an advance. The remainder will be paid out after approval of the grant. In the case of a two-year activities programme, an advance payment of 40% of the total amount awarded will be made in the first calendar year. A second advance of 50% of the total amount awarded will follow in the second calendar year after approval of the periodic reporting. The remainder will be paid out after approval of the grant.
- 2 Contrary to the first paragraph, if the subsidy recipient's liquidity needs require a different payment rhythm, the Fund may pay a larger or smaller part of the grant as an advance in instalments to be determined by the Fund.



- 3 The liquidity needs referred to in the second paragraph will be determined on the basis of documents provided by the applicant.
- 4 If the subsidy is changed on the basis of Article 18, paragraph 1, the advance will be adjusted in accordance with the change.

## Chapter 5: Obligations of the subsidy recipient

### Article 20. Administration to be kept

- 1 The subsidy recipient sets the financial year as the calendar year.
- 2 The subsidy recipient keeps records in such a way that the rights and obligations and income and expenditure relevant to the approval of the subsidy can be checked at all times.
- 3 The subsidy recipient will keep the administrative records and the corresponding documents for seven years after the grant has been approved.

### Article 21. Periodic reporting

- 1 In the case of a 2-year activities programme, the subsidy recipient is to submit, within four months after the first year of the period for which a grant has been awarded, a management report, annual accounts and performance justification for the year in question.
- 2 The management report provides at least explanatory information about:
  - a the operating result of the subsidy recipient;
  - b the financial position of the subsidy recipient, including information about the investment policy, in so far as the institution or affiliated institution has investments; and
  - c in addition, the management report will contain a concise and clear qualitative justification, consisting of a report on the activities carried out to demonstrate that the subsidized activities have been carried out according to plan.
- 3 The performance justification contains a concise and clear quantitative overview of the activities performed in the year to which the management report relates.
- 4 The board of the subsidy recipient signs the management report.

### Article 22. Mentioning Creative Industries Fund NL

The subsidy receiver must mention the Creative Industries Fund NL as the subsidizing body in all public communications. Publications and reports relating to the subsidized activities, as well as invitations, announcements, websites and audiovisual productions relating to the subsidized activities, must include the Fund's logo. If an applicant includes logos from other sponsors, the logo of the Fund should be shown in a similar size and format.

### Article 23. Informing the Board

The subsidy recipient will immediately notify the Board in the event that:

- 1 the activities for which a grant has been awarded will not take place or will not take place in full;
- 2 the obligations associated with the grant will not be met in full; or
- 3 there are significant artistic or business-related changes to the plan on the basis of which the grant was awarded.

## Chapter 6: Subsidy approval

### Article 24. Application to approve subsidy

- 1 In the case of a 1-year activities programme, an institution must submit, no later than 1 May following the calendar year of the subsidy period, a substantive and financial justification of the activities programme. In the case of a 2-year activities programme, a substantive and financial justification of the entire period must be submitted, no later than 1 May following the second calendar year of the subsidy period.
- 2 The subsidy application is accompanied by a management report, annual accounts and a performance justification as referred to in Article 12 and, if the subsidy from the Fund amounts to € 125,000 or more, an audit report drawn up by an independent auditor. In the case of a two-year programme, the management report provides information about the final year of the grant.
- 3 Articles 12 and 13 apply to the management report by analogy.
- 4 Article 12, paragraph 4 applies to the performance justification by analogy.

### Article 25. Approval

If the activities have been carried out according to plan and all the obligations associated with the grant have been met, the Board will approve the grant within 10 weeks in accordance with the approval procedure.

### Article 26. Annual accounts

- 1 Part 9, with the exception of Sections 1 and 11, 12, 14 and 15 of Book 2 of the Dutch Civil Code or a corresponding provision in the law of the country in which the institution has its registered office will apply to the annual accounts, on the understanding that the profit and loss account is replaced by an operating account; the provisions governing the profit and loss account shall apply by analogy to this operating account. Provisions governing profit and loss apply by analogy to the operating balance.
- 2 The Board may determine that the provisions of Part 9 or parts thereof do not apply to certain subsidy recipients or categories of subsidy recipients.
- 3 The annual accounts will comprise the balance sheet and the operating account, and will be accompanied by explanatory notes on both.
- 4 The annual accounts of a subsidy recipient will be accompanied by the annual accounts of subsidiaries of the institution as referred to in Article 24a of Book 2 of the Dutch Civil Code, or a corresponding provision in the law of the country in which the institution has its registered office, or any other legal entities over which it has dominant control or over which it has central management.

### Artikel 27. Auditor's statement and report on actual findings

- 1 If the subsidy from the Fund amounts to € 125,000 or more, it is compulsory to provide the annual accounts with an auditor's statement as referred to in Article 393(1) of Book 2 of the Dutch Civil Code or a corresponding provision in the law of the country in which the institution has its registered office.
- 2 The performance justification is accompanied by a report on actual findings.
- 3 In the report referred to in the first paragraph, the auditor makes a statement on the compliance of the subsidy recipient with the subsidy provisions in accordance with the audit protocols published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl), making use of the models for auditor's statements.

## **Article 28. Models for documents to be submitted**

The Board may adopt models for the management report and performance justification. The models are published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).

## **Chapter 7: Final provisions**

### **Article 29. Appeal**

An interested party may lodge an appeal by submitting a letter of appeal to the Board. The period of time for submitting a letter of appeal is six weeks. The period starts on the day after the decision is announced. The appeals procedure is published on the website [www.stimuleringsfonds.nl](http://www.stimuleringsfonds.nl).

### **Article 30. Protection of personal information**

The Board will not provide confidential information about the application to third parties. Such information concerns company or production details supplied in confidence to the Fund, and personal details as referred to in Articles 22 to 33 of the General Data Protection Regulation, unless the provision of such information arises from a legal obligation or clearly does not constitute an infringement of privacy.

### **Article 31. Commencement and expiration dates**

- 1 This grant programme comes into force on 1 July 2020. If the Staatscourant (official Dutch Government Gazette) in which it is published, appears at a later date, it will enter into force on the second day after the publication of the Staatscourant in which it appears, and will apply with retroactive effect from 1 July 2020.
- 2 This grant programme will terminate with effect from 1 January 2024, on the understanding that it will continue to apply to the completion of grants awarded under this grant programme.

### **Article 32. Official title**

This grant programme will be referred to as: Grant programme 1 and 2-year activities programme.

This grant programme will be published in the Staatscourant.

The Creative Industries Fund NL,

S. Groeneveld MBA (executive director)