

# Application Form

## International Projects Design

*Design includes: graphic, industrial, interactive and spatial design; product and furniture design, textile, glass and ceramic design; the design of fashion, jewellery and accessories; theatre design, styling, (children's books) illustration, cartoons, animations and other related or new areas of design.*

*A grant application must include: the application form, a project plan, a budget and a number of compulsory enclosures. If you are not applying by email, the application and enclosures must be submitted on separate pages and only printed on one side. If you are applying by email, you must fully complete and sign the last page of the form and send it to the Netherlands Architecture Fund by post and include a reference to the email application. Grant applications are submitted to the Fund's Advisory Committee as black-and-white copies in standard A4 format.*

*The following list serves as a guideline for enclosures:*

- *Project plan/visual material/policy plan/synopsis/scenario/summary maximum 8 pages*
- *Communication plan, maximum 2 pages*
- *Budget, maximum 2 pages*

*Please enclose a copy of the statutes (if applicable)*

*Please enclose a copy of the Chamber of Commerce certificate (maximum twelve months old)*

### 1. Organization

Organization

Address

Postcode and town

Country

Telephone

Email

Bank account number

Name of bank account holder

Website

Contact person

Address contact person

Postcode and town  
contact person

Telephone

Email

**Legal Status**

- Foundation  
 Association  
 Government  
 Other:

**Chamber of Commerce registration number**

*A project cannot start until  
10 weeks after the closing date.  
The maximum duration of a project  
is 24 months*

*Please include an itemized budget  
of income and expenditure, as well  
as copies of offers and confirmation of  
co-funding. Specify the hourly rate of  
paid employees and other costs.  
For publications you must complete  
the publications costing form.*

*If you are BTW (VAT) registered,  
the budget must be drawn up  
exclusive of BTW (VAT).*

## 2. Project details

Project title

Start date of project

Finishing date of project

### Project type

- Event (exhibition, debate, symposium, expert meeting, workshop)
- (Accompanying) Publication
- Audiovisual production (other than autonomous or own work)

## 3. Financial details

Total project costs

Requested grant sum from NAF

Requested grant sum from  
other bodies

Own contribution (if applicable)

Own income (e.g. from sales)

**Are you BTW (VAT) registered for this project?**

yes  no

BTW (VAT) number

## 4. About your project

**Which specific discipline(s) does your project come under?**

**Please give as specific a description as possible of the project.**

**Please give an outline of the concept, aim, motivation and structure of the project.**

**Tell us in what way your project is innovative in form, content or collaboration.**

*Please give an outline of your project. You can provide further information in the enclosed project-/work-plan, schedule, visual material, synopsis or summaries and by enclosing a portfolio.*

*Organizations that are not established in the Netherlands and that seek to present design from the Netherlands and the Dutch Caribbean outside the Netherlands, can apply for support. This includes presentations by designers who live and work in the Netherlands, or designers with Dutch nationality who are resident outside the Netherlands, but who make a vital contribution to the artistic climate of this country.*

Tick one category

The NAF divides projects into the following categories: knowledge exchange (specifically exchange between professionals) and public outreach (specifically targeted at disseminating knowledge about the relevant discipline to a wider public). These form the basis for the criteria on which grant applications are assessed for eligibility.

In the enclosure, please give a description of your organization and include the programme of activities covering the last three years, international contacts and collaborative ventures, press coverage and public outreach. Also include CVs or a description of the experts involved and/or organizations that have been invited to take part in the project.

**Which category is most applicable?**

(knowledge)exchange

*The project should be instrumental in fostering (knowledge)exchange between the various different bodies involved in the project and should engage with currently topical (international) briefs in the widest sense of the word. It should serve to enhance existing theory and/or practice, and/or through innovative partnership foster model-acting practice cases, and /or stimulate the degree to which underexposed or urgent briefs are addressed. The results of the project should be significant to Dutch design practice.*

public outreach


*The project should make a positive contribution to increasing public interest in contemporary Dutch design and spatial design; there should be an infrastructure for the project as demonstrated by the anticipated public interest and the collaboration with and/or contributions from third parties.*

**Which people and organizations are taking part in the project and what is their role or contribution?**

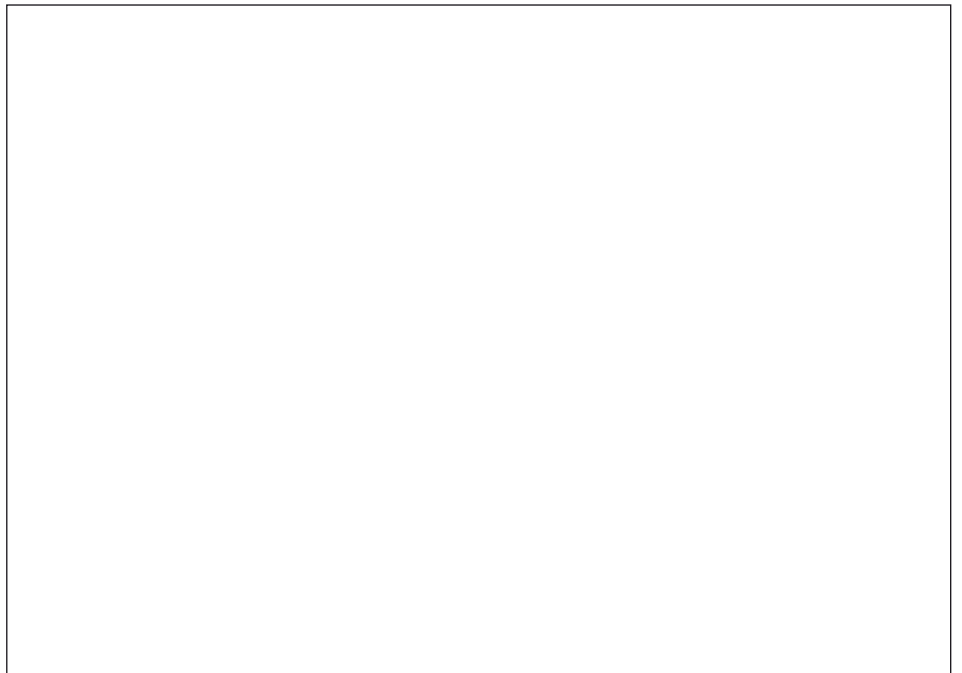
**Tell us how this project will enhance the international profile of contemporary Dutch design, mentioning any potential other bodies involved.**

## 5. Communication and publicity

**What activities are being undertaken to publicize your project?**



**Which public or target groups do you hope to reach?**



*For an event (debate, symposium, expert meeting, workshop/exhibition), publication or audiovisual production, please include a communication plan.*

*Please state numbers (if applicable). Include information about the intended press coverage, public outreach, format and circulation of the accompanying publication (if applicable).*

## 6. Checklist enclosures

- |  |   |
|--|---|
| <input type="checkbox"/> Project plan (compulsory)   | <input type="checkbox"/> Portfolio/CV (if applicable)   |
| <input type="checkbox"/> Budget and financial plan (compulsory)                                | <input type="checkbox"/> Bank details (compulsory in cases of payment to banks outside the Netherlands) |
| <input type="checkbox"/> Information about the experts and organizations involved (compulsory) | <input type="checkbox"/> Policy plan (Programme of activities of the last 3 years, if applicable)       |
| <input type="checkbox"/> Copy of Chamber of Commerce registration (compulsory)                 | <input type="checkbox"/> Confirmation of co-funding   |
| <input type="checkbox"/> Copy of statutes (compulsory if applicable)                           | <input type="checkbox"/> Declaration of intent  |
|  | <input type="checkbox"/> Other, namely:   |

## 7. Signature

**I, the undersigned, declare that to the best of my knowledge all answers to questions in this application form are accurate and that I accept the procedure and formal criteria as outlined in the explanatory notes to the application form, in the Additional Regulations Netherlands Architecture Fund and in the Programme International Projects Design.**

Name

Function

Town

Date

Signature

*Signed by Chamber of Commerce  
authorized signatory*

*If you are applying by email,  
you must fully complete and sign this  
page and send it to the Netherlands  
Architecture Fund by post and include  
a reference to the email application.*

**Please send this page completed and signed to:**

**Netherlands Architecture Fund  
Postbus 29066  
3001 GB Rotterdam  
Netherlands**

### Formal criteria

#### Grant sums are not awarded to:

- ▶ Organizations that are structurally subsidized by the Dutch state;
- ▶ Municipal and provincial authorities;
- ▶ Repeat projects or a publication reprint;
- ▶ Projects that take place within the framework of study or education.

#### Grant sums are not awarded for:

- ▶ Education programmes or related activities of education institutions;
- ▶ Official Dutch contributions to expositions and biennials;
- ▶ Dutch Higher Education (HBO) or university related research;
- ▶ Study trips;
- ▶ Running and maintenance deficits;
- ▶ Viability research;
- ▶ Staff costs for employees of government, provincial or municipal organizations;
- ▶ Acquisition of freehold property;
- ▶ Construction and restoration costs;
- ▶ Activities aimed at the serial production of design;
- ▶ Interior design, restoration and refurbishment costs;
- ▶ Projects or a series of projects with a duration of longer than 24 months.

Only fully completed application forms accompanied by the required details, information and documentation will be considered.

Hand-written applications cannot be considered.

A grant sum is only awarded to a project: a one-off autonomous activity that takes place within a maximum period of 24 months.

Only applicants who are registered with the Chamber of Commerce are eligible for funding.

Only those activities that have a direct bearing on the implementation of a project are eligible for funding.

The NAF may decide to reject an application without further consideration or advice in cases involving a previous project, submitted by the same applicant, whereby the applicant has either failed to provide financial account or not done so to the satisfactions of the NAF.

The NAF may decide not to consider a grant application if the accompanying details and documentation are insufficient for the application to be assessed on its content. In such cases the applicant is requested to provide the relevant details and documentation within a period of two weeks.

Presentations outside the Netherlands and international partnership projects are assessed on the international profile and reputation of the non-Dutch organization in the world of contemporary design. In addition the NAF examines whether there is sufficient organizational and financial infrastructure outside the Netherlands to underpin the presentation.

Grant applications can only be considered for projects that show a funding deficit. Moreover there must be evidence of co-funding.

Depending on the nature of the project and/or collaborating partnership(s), a reasonable financial contribution from external parties or a personal contribution will be requested.

When assessing organizations established in countries with a limited local infrastructure, the local context of these organizations will be taken into account. With recently started organizations and project organizations, the significance of the activities can also play a part.

## Assessment

With regard to the procedure governing an assessment and the award of a grant sum, the NAF may decide to give priority to a specific application in connection with:

- ▶ the NAF available budget;
- ▶ the NAF specific priorities as laid out in its published policy plan;
- ▶ the allocation of funds for implementing grant programmes.

Applicants will be advised of this, and of the date when the applicant can expect a decision on the application, in the acknowledgment of receipt of the application.

Applications are submitted to the Advisory Committee for recommendation. In general the Advisory Committee examines the application for consistency. The Advisory Committee can give a negative recommendation in cases where the aim, format and outreach do not conform with each other. In such cases it is judged that the applicant's aim cannot be achieved. The Advisory Committee assesses the content of an application on the basis of the criteria laid down in the Additional Regulations and in the Programme International Projects Design:

### **Assessment Programme International Projects Design**

A project must:

- ▶ profile Dutch design internationally and/or promote (knowledge) exchange about Dutch design outside the Netherlands;
- ▶ be innovative in form, content or collaboration;
- ▶ involve collaboration between Dutch and international organizations with an appropriate public outreach.

### **Funding options of international projects**

For presentations outside the Netherlands

Funding is limited to transport and insurance costs during transport of the work that is to be exhibited, travelling and accommodation costs of the designer or curator (not in fulltime

employment at a university or in arts education) and any other professionals whose presence is essential, and maximum 50% of the costs of an accompanying publication and maximum 50% of the hire of apparatus for the presentation of (new) media projects.

Funding is not available for activities financially supported by other Dutch Government Culture Funds (including HGIS Culture Fund, the Mondriaan Foundation, SICA or Netherlands China Art Foundation) or for national contributions/presentations by, for example, the NAI or DDFA at biennials or other large-scale events.

## Decision

The applicant will be notified of the Board's decision regarding the application within the maximum of three months after the application has been submitted. The decision includes an account of the recommendation, the conditions under which a grant sum is awarded, the requirements an applicant must fulfil, the end date of the project, the maximum grant sum, and the applicant's responsibilities subsequent to the project's completion. The decision can become null-and-void if the project has not been started within twelve months of the grant award. The decision can be revoked in cases where the project is either not implemented, or is differently or partially implemented. It is imperative therefore that any changes are made known to the NAF as soon as possible.