

1 SPOT Grants

General information

SPOT grants are intended to increase the visibility and improve the presentation of The Hague's artists and art scene. The scheme takes account of new forms of presentation and distribution.

There are three SPOT grant categories:

- **Individuele tentoonstelling (Individual Exhibition)**
- **Groepstentoonstelling (Group Exhibition)**
- **Documentatie (Documentation)**

The Individuele tentoonstelling and Documentatie SPOT grants are specifically intended for artists who are registered in the artist database of Stroom.

The SPOT Groepstentoonstelling grant scheme has a broader scope and can also be applied for by Hague-based collaborative ventures, presentation venues, artists' associations, artist-run initiatives and independent curators based in and outside The Hague. Only non-profit organisations may apply and are eligible for SPOT funding.

The exhibition grants are intended to support presentations of artists' work in professional exhibition venues.

Presentations at art fairs, biennales and museums abroad are also eligible for SPOT funding, as are presentations of work in the context of an artist-in-residence programme. Such presentations should emphatically be of an audience-friendly nature.

The SPOT grant application process

Applications for a SPOT grant may be submitted throughout the year, and exclusively in digital form. SPOT grant applications need to satisfy a number of substantive requirements, which differ from one grant type to the next. Please refer to the information sections on the individual SPOT grant types for a description of the grant's specific framework, the required information and the review criteria.

An application for SPOT funding will only be accepted if it:

- Satisfies the requirements that have been set for it;
- Has been received before the established deadline;
- Is complete.

Applications that concern an exhibition that is already being set up, an exhibition or presentation that has been organised by a Dutch museum or the Dutch government or a design fair/exhibition will not be accepted for review.

In addition, before submitting an application, individuals who are registered as a professional artist in the Stroom database are required to update their CV and visual documentation on the website www.haagsekunstenars.nl. Stroom will not review any SPOT grant applications by Hague artists until this condition has been met.

Within the Stroom grant scheme, a specific proposal may only be awarded 1 grant. It is not possible to simultaneously submit PRO and SPOT applications for one and the same proposal.

Budget

Stroom requires PRO Grant applications to conform to a standard budget template (*modelbegroting*). This template can be found on the Stroom Den Haag website. The financial report submitted by the recipient at the end of the supported project also needs to conform to this budget template. Compensations in kind will not be subsidised.

The Richtlijn Kunstenaarshonoraria (Guideline for Artists' Fees) is intended as a guideline for both artists and museums to establish a more professional contract and negotiation practice in the context of exhibitions/presentations without a commercial purpose (i.e. sale of the presented work). Visit www.kunstenaarshonorarium.nl for further details. Stroom endorses this guideline and encourages artists to reach an agreement on this matter with any Dutch institutions organising a presentation of their work. In concrete terms, this will mean the organising institution may pay the requisite artist's fee – meaning that this fee will not be eligible for funding via a SPOT grant.

Grant amount

The SPOT grant scheme has a maximum amount that can be awarded to an individual applicant per calendar year. This maximum amount varies from one grant type to the next and is subject to certain conditions.

The annual maximum for SPOT Individuele tentoonstelling grants is € 1,500; or € 2,000 in the case of funding for exhibitions abroad.

The minimum amount that may be applied for within the SPOT Individuele tentoonstelling grant scheme is € 400, not including VAT. Applications for amounts lower than this minimum will not be accepted for review.

The maximum SPOT Documentatie grant amount is € 600.

The minimum amount that may be applied for within the SPOT Documentatie grant scheme is € 150, not including VAT. Applications for amounts lower than this minimum will not be accepted for review.

Individual artists may apply for an annual maximum of € 1,500 in SPOT funding (either in the form of a SPOT Individuele tentoonstelling grant or grants, a SPOT Documentatie grant, or a combination thereof). If the funding has been awarded for an exhibition abroad, this annual maximum is increased to € 2,000.

The annual maximum for SPOT Groepstentoonstelling grants is € 3,000; or € 4,000 in the case of funding for exhibitions abroad. Applicants may apply for a maximum of 2 SPOT Groepstentoonstelling grants per calendar year, to a maximum amount of € 6,000 per year.

Stroom's contribution will not exceed 75% of the exhibition and documentation budget that is eligible for public funding.

The SPOT grant budget is distributed over 4 quarters.

If the quarterly maximum of the grant budget is reached, no more applications can be submitted for that particular quarter. This will be announced on the Stroom website.

Advice

Applicants are free to call Stroom for advice over the telephone, or even request a consultation interview, before submitting their SPOT grant application. In the case of a SPOT Groepstentoonstelling application – and only in the case of this grant type – applicants may also ask Stroom to review the draft application beforehand.

Recommendations made by Stroom in this context will not affect the ultimate review of the grant application.

Review

Stroom will determine whether the SPOT grant application satisfies all the relevant requirements and conditions. If this is the case, the applicant will be awarded a grant and will receive a letter of allocation stating the maximum funding that can be claimed for the project.

Grants are paid from the budget for the calendar year and – within this calendar year – the quarter in which the exhibition opening takes place.

Subsequent stages

After the review, the applicant will receive a formal letter confirming whether the application has been approved or rejected. In the case of a positive review, the letter of allocation will state the maximum funding that can be claimed for the project. This letter also summarises the specific conditions that apply to the awarded grant.

Terms, conditions and stipulations in the case of grant allocation

The following terms and conditions apply when a grant has been awarded within the SPOT grant scheme:

Allocation and payment of the grant

Within the SPOT grant scheme, the definite grant amount is only allocated and paid out after the recipient has satisfied the requirements set for the final report. This final report needs to be submitted no later than 1 month after the end date of the supported exhibition or no later than 3 months after the realisation of the supported documentation project.

If it turns out a specific grant allocation is unjustified or the awarded amount is too high, Stroom Den Haag will revoke the grant or reduce the awarded amount and recover any advances that have already been paid

out. In cases where a project is not fully realised before the close-out date of the grant allocation, Stroom will claim the entire advance amount.

If the submitted budget also outlines other grants/sources of funding for the proposal, Stroom expects the recipient to indeed obtain these supplementary funds if he or she has been allocated a grant.

Request to extend the grant term

If the recipient is unable to realise his or her exhibition or documentation before the grant close-out date, he or she has the option of requesting an extension of the grant term. This request should include the recipient's motivation for the extension and his or her suggested new end date. If this request for an extension has not been submitted and approved by Stroom Den Haag before the original close-out date, the recipient will no longer be entitled to the grant in question.

Interim changes in the supported project

Any changes to the funded exhibition or documentation – be they financial or substantive – need to be communicated to Stroom in advance and are subject to Stroom's explicit written approval. In cases where the recipient expects to make substantial changes to the execution, budget or financial plan of his or her exhibition or documentation, he or she is required to notify Stroom in advance, in writing. The PRO Grants Advisory Committee will review the proposed changes and determine whether the recipient is allowed to continue using the allocated grant in this new situation.

Final report

Recipients of a SPOT grant are required to submit an account at the end of the project term. This takes the shape of a written substantive report and financial report, accompanied by the relevant documentation.

Substantive report

The substantive report consists of a summary of the original proposal, a description of the concrete realisation of the supported exhibition or documentation project and an evaluation of the results, including the recipient's findings and conclusions.

Further information can be found in the sections that deal with the details of the SPOT exhibition grants.

Financial report

Financial reports are required to conform to a standard budget template (*modelbegroting*) as found on Stroom's website.

The financial report consists of a statement of income and expenditure, which is entered in the 'realisation' column. This statement can be effectively compared to the original budget (as approved by Stroom), which is entered in the 'budgeted' column. The recipient is required to provide a satisfactory explanation for any significant deviations between budgeted and actual amounts.

Initially, the grant recipient is only expected to submit the aforementioned statement of income and expenditure. However, he or she is required to ensure that all specific documentary evidence in support of the submitted financial final report (such as original copies and/or photocopies of receipts and invoices, bank statements, etc.) are stored correctly and can be reviewed by Stroom for at least two years after the grant's allocation date. At Stroom's request, the recipient is required to provide all information that could be considered relevant to the performance of a financial audit. The grant recipient is required to ensure that his or her accountant or administrative office fully complies with all audit activities undertaken by or by order of Stroom.

The grant recipient is expected to ensure that all his or her documentation and records for the project are complete and well-ordered and that they present a correct and up-to-date overview of income and expenditure in the context of the project. The administrative records need to include satisfactory documentation for all stated income and expenses that provides clear insight into the nature and scope of the recorded goods and services.

Documentation

Documentation can consist of a photo impression of the funded exhibition, publicity materials, reviews, a copy of the printed material realised within the project or a link to the realised/updated website.

Digital submission of the final report

PRO grant recipients are required to submit their final report (i.e. the substantive and financial reports and the accompanying documentation) in digital form.

Please refer to the formal criteria listed for each grant type to determine which guidelines apply when submitting these documents.

The sections below provide the following information for each SPOT grant type:

- **Further information** on the grant type in question;
- An **application form** for the grant type in question.

Explanation of SPOT **Individuele tentoonstelling (Individual Exhibition)**

What

- The SPOT Individuele tentoonstelling grant is intended for exhibitions and presentations of the recipient's own work (including at art fairs or in the context of a residency). Artists may also apply for a SPOT Individuele tentoonstelling grant to cover the costs of participation in a group exhibition, except when this exhibition has already been awarded funding within the SPOT Groepstentoonstelling grant scheme. The SPOT Individuele tentoonstelling grant is explicitly intended as a supplementary contribution towards the budgeted costs.
- Maximum amount you can apply for: € 1.500 and abroad € 2.000

For whom

- Artists who are registered in the artist database of Stroom.

Framework

SPOT Individuele tentoonstelling grants are intended to increase Hague artists' exposure in the Netherlands and abroad, and can be applied for to fund presentations of artists' work at professional exhibition venues (contemporary art galleries, artist-run initiatives, artists' associations, etc.). Presentations at art fairs, biennales and foreign museums are also eligible for this funding, as are presentations of work in the context of an artist-in-residence programme. Such presentations should emphatically be of an audience-friendly nature.

Exhibitions and presentations that are organised by a Dutch museum or the Dutch government or design fairs/exhibitions are not eligible for this funding.

Application procedure

Applications for a SPOT Individuele tentoonstelling grant can be submitted throughout the year, exclusively in digital form and at the latest 1 month before the start of the exhibition or presentation in question. The maximum amount that awarded to an individual applicant per calendar year is € 1,500, or € 2,000 in the case of a project abroad. Applications for amounts lower than the minimum of € 400, not including VAT, will not be accepted for review.

Required information

Applications for a SPOT Individuele tentoonstelling grant consist of:

- a completed application form;
- a budget that provides insight into the expected expenses and income. A budget template (*modelbegroting*) can be found on the Stroom Den Haag website;
- a substantive description of the exhibition's artistic objectives in the case of funding applications in excess of € 1,000;
- a link to the website of the exhibition venue or a photographic impression of the exhibition in the case of a presentation outside The Hague.

The **substantive description of the exhibition's artistic objectives** includes the following information:

- a description of the exhibition, other participating artists (where applicable), the art-theoretical or substantive context of the presentation, the exhibition concept, etc.;
- the direct occasion and motivation for and relevance/significance of the exhibition (e.g. does the exhibition address a specific artistic need, does it relate to developments in art or to trends in broader society, etc.).

In addition, before submitting an application, individuals who are registered as a professional artist in the Stroom database are required to update their CV and visual documentation on the website

www.haagsekunstenars.nl. Stroom will not review any SPOT grant applications by Hague artists until this condition has been met.

Requirements for the exhibition venue

The exhibition venue needs to satisfy the following requirements:

- The main activity of the organisation responsible for the venue is the exhibition of visual art;
 - The venue has set up a professional, active and high-quality programme that focuses on contemporary art, is open to the general public and has sufficiently long opening hours;
 - In the case of a grant application for a fair, biennale or museum exhibition outside the Netherlands, Stroom will evaluate the quality and professional level of the venue in question and to which extent the artist's contribution will be visible in the proposed presentation;
 - In the case of a grant application for a residency, the responsible organisation needs to pursue an active artist-in-residence programme. The residency offered to the artist is a professional and well-equipped environment that is suitable for the proposed work period. The presentation organised in the context of the supported residency is open to the public and the event is effectively announced in advance.
- Before submitting their proposal, applicants can ask Stroom to determine whether the intended exhibition venue satisfies the requirements.

Grant amount and expenses that are eligible for funding

The maximum amount that can be awarded to an individual applicant per calendar year is € 1,500 for Individuele tentoonstelling grants or Documentatie grants, or a combination thereof; or € 2,000 in the case of funding for an exhibition or presentation abroad.

Applications for amounts lower than the minimum of € 400, not including VAT, will not be accepted for review. Stroom's contribution will not exceed 75% of the exhibition budget that is eligible for public funding, to a maximum of € 1,500 or € 2,000 respectively. Compensations in kind will not be subsidised.

The following exhibition expenses are eligible for funding via a SPOT grant:

- Hall rent;
- Printing costs, postage for invitations;
- Publicity;
- Transport costs for the exhibited work;
- Insurance costs for the exhibited work;
- The recipient's travel and accommodation costs (if the presentation is held at an artist's residence, the grant may only be used to cover costs associated with the presentation itself);
- The fees of third-party collaborators (e.g. designers, writers, technical assistants);
- Building materials for the exhibition/presentation, equipment hire.

The following expenses are not eligible for funding via a SPOT grant:

- Artist fees
- Per diem allowances, living expenses (food, drink);
- The costs of the opening event, catering, attendants, security;
- Materials that are part of the art work itself;
- Catalogues, substantive publications;
- Framing costs;
- Purchased equipment;
- Business cards.

Review

Applications for a SPOT Individuele tentoonstelling grant are reviewed on the basis of the following criteria:

- The quality and level of professionalism of the exhibition venue/presentation space;
- The extent to which the exhibition/presentation will help to increase the visibility of the applicant's work;
- The extent to which the exhibition/presentation will be visible and accessible to the public;
- The description of the project's target audience and how it can be effectively reached;
- The total budget and the requested funding are in line with the nature and scope of the exhibition/presentation.

If the grant is awarded to the applicant, he or she will receive a letter of allocation stating the maximum funding that can be claimed for the project in question.

Grants are paid from the budget for the calendar year and – within this calendar year – the quarter in which the exhibition opening takes place.

Final report

Recipients of a SPOT Individuele tentoonstelling grant are required to submit a final report at the end of the project term. This takes the shape of a written substantive report and financial report accompanied by the relevant documentation. This final report needs to be submitted in digital form no later than 1 month after the end of the exhibition. Stroom will cancel the grant if the applicant does not submit his or her final report before this deadline.

The definite funding amount is allocated and paid out after the recipient has provided the requisite substantive and financial reports and satisfied all the criteria for the grant.

Substantive report

The substantive report consists of:

a text of no more than 2 A4-size pages that contains the following information:

- a summary of the original proposal (for the exhibition or presentation);
- a description of the concrete implementation of the proposal;
- an evaluation of the results that pays attention to the following subjects: the adopted publicity approach; which audience was reached; responses from the audience, press, media; the recipient's findings (what went well, what would the recipient do differently next time round); conclusions.

Financial report

The financial report comprises:

- a completed statement of actual income and expenditure;

Financial reports are required to conform to a standard budget template (*modelbegroting*) as found on Stroom's website. The financial report consists of an overview of the total costs, not including VAT (entered in the 'realisation' column) that can be effectively compared to the original budget (as approved by Stroom), which is entered in the 'budgeted' column;

- receipts and invoices, bank statements, where applicable (as requested by Stroom).

Initially, the grant recipient is only expected to submit the aforementioned statement of income and expenditure. However, he or she is required to ensure that all specific documentary evidence in support of the submitted financial final report (such as original copies and/or photocopies of receipts and invoices, bank statements, etc.) are stored correctly and can be reviewed by Stroom for at least two years after the grant's allocation date. Should Stroom decide to perform such a check, you will be provided with the guidelines for ordering and numbering receipts and invoices. Only clear and legible receipts and invoice are accepted for reimbursement. In cases where the applicant has arranged his or her own transport, the grant scheme works with a travel allowance of € 0.19 per kilometre. In cases where the applicant has rented a vehicle, he or she is reimbursed on the basis of the invoice for the rental vehicle and submitted fuel receipts. Travel expenses for public transport are based on standard 2nd class fares.

- Proof of the recipient's stay abroad:

In the case of an exhibition or presentation abroad, the recipient is required to present proof that he or she actually stayed there in the context of the event. If the recipient submits any foreign receipts, he or she needs to clearly indicate which expenses the receipt relates to, as well as the current exchange rate;

- A statement listing possible sales proceeds:

The artist is required to include a statement confirming that total proceeds from sales during the exhibition – following the deduction of possible commissions – did not exceed € 6,000. If total proceeds from sales during the exhibition – following the deduction of possible commissions – are in excess of € 6,000, the recipient is not entitled to any reimbursements under the awarded grant;

- Pledges from other funders:

If the exhibition is co-funded by other parties, the recipient includes the pledges of these other funders. If the combined total of the Stroom grant and the third-party pledges exceeds the total costs of the exhibition, Stroom's contribution will be reduced proportionally.

Documentation

The documentation consists of:

- a photographic impression of the exhibition, presentation or other event (comprising a maximum of 10 photos), presented in a single PDF file or Word document (i.e. do not submit individual photographs) with a maximum file size of 5 Mb;
- an overview of publicity materials produced for the occasion (e.g. digital or physical invitations, press releases, printed materials, etc.), presented in a single PDF file or Word document with a maximum file size of 5 Mb;
- possible reviews of the event as published (or links to these reviews), presented in a single PDF file or Word document with a maximum file size of 5 Mb;
- a PDF file or physical copy of possible documentation realised in the context of the exhibition or presentation with a maximum file size of 5 Mb.

Payment and statement of expenses

In the SPOT grant system, the definite funding amount is allocated and paid out after the recipient has satisfied the requirements set for the final report.

SPOT Grants

Formal requirements/checklist for the submission of the SPOT grant application

- Submit your application for documentation, exhibitions/presentations no later than 1 month before the opening or before work starts on the documentation in question;
- The entire SPOT grant application should be submitted in digital form to spotsubsidies@stroom.nl;
- Questions about a SPOT grant application should also be emailed to spotsubsidies@stroom.nl.

A SPOT grant application consists of the following documents:

- Application form
 - please submit the completed application form as a single document (i.e. do not send it in separate pages);
- Budget plan
 - a budget template (*modelbegroting*), which can be downloaded from the Stroom website.
 - please ensure that the provided budget and coverage plan are balanced and itemised – in other words, included both your expected income and expenditure in the ‘budgeted’ column;
 - Stroom’s contribution will not exceed 75% of the total expenditure, and may not exceed the maximum amount stipulated for the grant in question (Documentatie grants are a maximum of € 600, Individuele tentoonstelling grants a maximum of € 1,500/2,000 and Groepstentoonstelling grants a maximum of € 3,000/4,000);
 - enter income from own sources in the budget’s ‘Income’ item. This income should amount to at least 25% of the total expenditure;
 - compensations in kind will not be subsidised.
- Website www.haagsekunstenaars.nl
 - Update your CV and visual documentation before submitting your application.
- Substantive description of the artistic objectives of the exhibition:
 - only required for
 - applications for a SPOT Individuele tentoonstelling grant in excess of € 1,000, not including VAT, maximum of 2 A4-size pages;
 - all applications for a SPOT Groepstentoonstelling grant, maximum of 3 A4-size pages.
- CVs
 - only required for
 - applications for a SPOT Groepstentoonstelling grant submitted by individuals who are not registered as an artist at Stroom Den Haag;
 - maximum of 1 A4-size page.
- Documentation about an exhibition venue
 - only required for
 - exhibition venues outside The Hague;
 - include a link to website and/or photographic impression of the exhibition venue/programme applications (please merge the photos into a single PDF file or Word document, with a maximum size of 5 Mb – i.e. do not send separate pictures).