

# Explanation of SPOT Documentatie (Documentation)

## What

The SPOT Documentatie grant is intended as a contribution towards the costs made in the context of:

- The promotion of the recipient's work;
- The updating of documentation dealing with the recipient's work (small-scale publications, brochures, flyers, etc.);
- The construction or renovation of the recipient's website;
- The services of outside specialists (e.g. consultants, copywriters, critics, photographers and designers).

## For whom

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

## Framework

The SPOT Documentatie grant supports artists in the production or commissioning of high-quality documentation. As a result, the grant also indirectly boosts sales and market forces in The Hague's art scene.

## Application procedure

Applications for a SPOT Documentatie grant can be submitted throughout the year, exclusively in digital form and at the latest 1 month before work starts on the documentation in question. Applications for amounts lower than the minimum of € 150, not including VAT, will not be accepted for review.

## Required information

Applications for a SPOT Documentatie 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.

In addition, 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.haagsekunstenaars.nl](http://www.haagsekunstenaars.nl) before submitting their application. Stroom will not review a SPOT Documentatie grant applications by a Hague artist until this condition has been met.

## Grant amount

Stroom's contribution to a documentation project will not exceed 75% of the documentation expenses eligible for funding, to a maximum of € 600 per year. Applications for amounts lower than € 150, not including VAT, will not be accepted for review. The maximum amount that can be awarded annually 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 exhibitions abroad. Compensations in kind will not be subsidised.

Only the following expenses are eligible for funding:

- Services and products of professional photographers, website designers, graphic designers (not including house style designs), copywriters, printers (not including the printing of business cards), repro centres, etc.;
- Design and production costs for printed publications, brochures, catalogues, postcards of the applicant's work, etc.;
- Website design services, DTP services, digitisation of printed images;
- Various materials used for documenting one's work, including documentation folders, paper, digital storage mediums (not including ink cartridges);
- Films, videos and DVDs, providing their content is of a documentary and promotional nature;
- Digital and analogue cameras, video cameras, scanners, tablet computers. Stroom will reimburse up to 33.3% of the purchase cost. Applications for such reimbursements may be submitted once every 3 years.

## **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 that states the maximum funding that can be claimed for the project.

## **Final report**

Recipients of a SPOT Documentatie grant are required to submit a final report at the end of the project term. This takes the shape of a financial report accompanied by the relevant documentation. This final report needs to be submitted in digital form no later than 3 months after the date on the grant allocation letter. 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 documents for this final report and satisfied all the criteria for the grant.

### *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 (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;

- 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 PDF file or physical copy of the realised documentation (with a maximum file size of 5 Mb) or a link to the realised /updated website that has been funded via the SPOT Documentatie grant;
- possible reviews, references, publicity materials (or links to this content), presented in a single PDF file or Word document 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.