

# Explanation of SPOT Groepstentoonstelling (Group Exhibition)

## What

The SPOT Groepstentoonstelling grant is intended for exhibitions and presentations of the work by larger groups of artists, as well as open studio events.

The grant is emphatically intended to complement rather than cover the total event budget.

## For whom

- Artist groups, of which the members who are based in The Hague are registered in the artist database of Stroom;
- Artists' groups, organisations, artists' associations, exhibition venues and freelance curators based in and outside The Hague.

At least 4 artists need to participate in the planned exhibition or presentation. At least half of the participating artists need to be artists who are registered in the artist database of Stroom.

## Framework

By providing a coherent context for artists' work or for in-depth substantive exploration, group exhibitions can promote artistic reflection and improve the positioning of individual artists.

In addition, group exhibitions can help to increase Hague artists' visibility in the Netherlands and abroad. SPOT Groepstentoonstellings grants are intended to fund presentations of artists' work at professional exhibition venues. Presentations at art fairs, biennales and foreign museums are also eligible for SPOT funding. 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 Groepstentoonstelling 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. Each calendar year, applicants may submit a maximum of 2 applications for a SPOT Groepstentoonstelling grant, to a maximum amount of € 6,000 per year. Any grant amounts awarded will not be included in the calculation of the participating artists' individual annual maxima.

## Required information

Applications for a SPOT Groepstentoonstelling 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;
- 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** should provide the following information:

- A description of the exhibition, the selection of artists, the exhibition's art-theoretical and/or substantive context, the exhibition concept, the substantive relationship between the exhibited works, etc.;
- The direct occasion, background, motivation and significance of the project (for example, was the plan born from artistic necessity, is it a response to developments in art or society at large, or some other motive);
- A clear description of how the planned group exhibition will increase the visibility of Hague artists and their work;
- Information on the participants' publicity strategy and how they plan to reach the main target audience (a description of the exhibition's target audience, which communication instruments will be used to reach this audience, whether any special methods will be used to generate publicity for the exhibition, etc.);

- Curricula vitae of the participating artists (no more than 2 A4 pages per CV). These CVs are only required for the participants who are not registered in the artist database of Stroom;

Individuals who are registered in the artist database of Stroom are required to update their CV and visual documentation on the website [www.haagsekunstenars.nl](http://www.haagsekunstenars.nl) before submitting an application. Stroom will not review any SPOT Groepstentoonstelling 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**

Stroom's contribution will not exceed 75% of the exhibition budget that is eligible for public funding, to a maximum of € 3,000; or € 4,000 in the case of funding for an exhibition abroad. Compensations in kind will not be subsidised.

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

- Hall rent;
- Printing costs, postage for invitations;
- Publicity;
- Transport costs for the exhibited work;
- Insurance costs for the exhibited work;
- The artists' travel and accommodation costs;
- 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 Groepstentoonstelling 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 works themselves;
- Catalogues, substantive publications;
- Framing costs;
- Purchased equipment;
- Business cards.

#### **Review**

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

- The group exhibition presents the work of at least 4 artists. At least half of the participating artists are registered in the artist database of Stroom.
- The exhibition needs to be cohesive in substantive terms and to present a clear added value. Each application for an exhibition of this kind will be judged individually, on its own strengths;
- 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 applicant has provided a well-considered definition of the exhibition'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 Groepstentoonstelling 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 2<sup>nd</sup> 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 the like (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.