

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.

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.