

PRO Grants

Formal requirements/checklist for the submission of the grant application

Applications for a PRO grant need to include the following information:

Seven copies of:

- The grant application form;
- A summary of the project/programme/research programme;
- The project proposal or work plan (in the case of a Premium or Invest grant application);
- A balanced and itemised budget and coverage plan.

One copy of:

- Relevant documentation;
- Curriculum vitae/curricula vitae;
- Possible additional appendices.

Specifications for the submitted application

- The grant application form, summary, proposal and budget need to be submitted in 7 copies;
- One of these 7 copies needs to be supplied in the form of individual A4 pages that are printed on one side;
- The summary of the project/programme/research programme has a maximum word count of 80 words;
- The proposal comprises a maximum of 4 A4-size pages (including the summary, but not including the budget, visual documentation and the applicant or applicants' curriculum vitae/curricula vitae), has a maximum word count of 2,500 words and does not include any visual material. Text is made up in 11-point type. All pages should be numbered and printed on white paper in portrait format with a normal text area and margin and submitted loose leaf;
- Only 1 copy is submitted of the accompanying documentation, the curriculum vitae/curricula vitae and possible other appendices;
- Curricula vitae are limited to a maximum of 1 A4-size page per CV;
- Accompanying documentation, CVs and possible other appendices are clearly separated from the basic project proposal and are submitted at the same time as the application form on a digital storage medium;
- All appendices are exclusively intended for presenting additional information about your proposal and will be reviewed as such by the PRO Grants Advisory Committee. All information relevant to the project needs to be presented in the proposal/work plan/programme itself rather than in an appendix.

Specifications for the submitted documentation

- As of 1 January 2018, all documentation – with the exception of sketches, dummies, paper publications and scale models – should be submitted to Stroom Den Haag in digital format and on a digital storage medium;
- The applicant's name should be clearly marked on the storage medium;
- The digital documentation consists of a minimum of 10 and a maximum of 20 images;
- Image sizes should be no more than 5 MB per image;
- The images' sequence and numbering need to match those recorded on the list of documentation materials. Numbering should be in the format 01, 02, 03, etc.;
- Images should not be stored in separate folders but presented in a single document (PDF format);
- Each page of this PDF should contain a single image. Please do not include possible explanatory text in the visual presentation itself, but in the accompanying list of documentation materials (see below);
- The documentation is accompanied by a mandatory list of documentation materials. This lists the following characteristics for each work: Title, year of production, dimensions, technique, possible additional information. Please limit explanatory text to a maximum of 30 words per image.
- Video/film compilations should have a maximum length of 3x3 minutes.

Individuals who are registered as a professional artist in the Stroom database are required to update their CV and images on the website www.haagsekunstenaars.nl before submitting their application.