

# SPOT Grants - Formal requirements/checklist for the submission of the grant application

- Grant applications for exhibitions/presentations need to be submitted at least 1 month before the event's opening;
- SPOT Documentatie grants may be applied for throughout the year;
- The entire SPOT grant application should be submitted in digital form to [spotsubsidies@stroom.nl](mailto:spotsubsidies@stroom.nl);
- Questions about a SPOT grant application should also be emailed to [spotsubsidies@stroom.nl](mailto: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);
  - 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.
- Website [www.haagsekunstenaars.nl](http://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;
  - 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).