

Stroom Den Haag

Grants

2018

Version 1.0

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1 Introduction

Objective of the grant scheme

Stroom Den Haag's grant scheme takes the specific strengths and strong potential of The Hague's art scene as its point of departure. The scheme is driven by two key motives. In the first place, the wish to strengthen the local artistic climate. And secondly, the desire to increase the visibility of The Hague's art scene and artists.

Positioning of the Stroom grant scheme

Stroom grants are always awarded as a one-off allocation. They follow specific formats and have an immediate effect. Stroom grants are not intended to cover structural living costs or structural professional expenses.

Stroom's grant system is distinguished from national schemes by its explicit focus on 'The Hague's interests'. When Stroom evaluates a proposal, the underlying criterion is always the extent to which the plan will contribute to the improvement and strengthening of the city's artistic climate. This helps to create a high-quality, open and dynamic local art scene that can enable Hague artists to connect more effectively to the Dutch and international art worlds.

Stimulating activities

Parallel to and in support of its grant scheme, Stroom also organises various stimulating activities that are intended to strengthen and increase the visibility of The Hague's art scene. These activities include public programmes with contributions by both local and non-Hague artists, debates and information meetings, study trips, a talent development programme and studio visits by foreign curators, artists and critics. The basic principle underlying Stroom's grant scheme – namely, that a combination of different instruments can be used to support a common objective – creates a number of interfaces with aspects of the organisation's overall policy. From time to time, Stroom may take a grant applications or allocation as an occasion for organising a presentation (in the 'Ondertussen' presentation space), exhibition, public lecture, project or informal programme.

Grant options

The Stroom grant scheme comprises three main categories, each of which is geared towards a particular objective.

PRO GRANTS are intended to strengthen The Hague's artistic climate.

SPOT GRANTS are intended to promote the visibility and professional presentation of local Hague artists.

OBJECT GRANTS focus on the qualitative and quantitative development of studio space in the city.

PRO The PRO category encompasses six grants that enable a variety of recipients – most of them professional artists – to realise distinctive projects, experiment or conduct research in the context of their work, as well as supporting them in the development of new initiatives. PRO grants are geared towards a wide range of artistic projects and have a relatively flexible application procedure. Specific encouragement is given to proposals for **art projects** that can make a valuable contribution to the local art scene. Examples include audience-oriented projects by individual artists, collaborative ventures, or **art programmes** organised by e.g. artist-run initiatives, artists' collectives or art associations. One way to further develop The Hague's open character as a centre of art is through the organisation of exchange programmes with partners in other countries. Indeed, Stroom also aims to promote the international outlook and perspectives of Hague artists by means of this grant.

One specific factor that co-determines the quality of a city's artistic climate is the critical capacity that has been built up locally over the years. To strengthen this capacity, Stroom attaches value to **research** projects. Stroom uses the **Invest** programme to strengthen the ties between recently-graduated artists at the start of their career and the city of The Hague and to encourage them to contribute to the city's cultural climate. The **Premium** grant was set up to enable artists to focus on the in-depth development of their oeuvre. This highly distinctive grant is awarded to individual artists on the basis of the quality of their current work and the submitted work plan.

The **PRO Deo** grant offers non-financial support to individual artists, collaborative ventures and organisations, with a focus on developing the recipients' artistic practice or programme in substantive terms,

as well as strengthening their position in the national and international art world and expanding their network.

SPOT

SPOT comprises three different grants: contributions towards the costs of individual exhibitions, of group exhibitions and of documentation respectively. Since the scheme enhances the national and international presence of The Hague's art scene and supports artists in the production or commissioning of high-quality documentation, it indirectly boosts sales and promotes market forces in the local art scene.

OBJECT

The main objective of the **OBJECT Permanent** grant is to expand the available studio space in quantitative and qualitative terms by covering part of the construction costs of a permanent studio, combined studio/living area or guest studio, or the purchase costs of a combined studio/living area or studio complex. The **OBJECT Tijdelijk** grant is a one-off contribution covering a share of the start-up costs involved in establishing one or more studio spaces in a temporary studio complex.

Naturally, a basic condition for the allocation of the grant is that the intended activities would not be possible without the financial support of the OBJECT grant scheme.

Evaluation

An important aspect of Stroom's grant system is the requirement that recipients give account at the end of the funding term. This evaluation takes the shape of a written substantive report, supported by the relevant documentation, and a financial final report. These documents become the legal property of Stroom, which reserves the right to publish the contents of the reports (or parts thereof). The combined total of written accounts allows Stroom to gain insight into the results of the grant scheme as well as concrete handles for subsequent reviews. This input plays an important role in the on-going development of the organisation's grants policy.

2 Other stipulations

- Within the Stroom grant scheme, a specific proposal may only be awarded 1 Stroom grant. It is not possible to simultaneously submit a PRO and a SPOT application for the same proposal.
- The grant scheme works with a maximum annual budget. If this annual maximum has been reached for any of the individual grant categories, this category can be subject to a grant freeze until the start of the new calendar year.
- The maximum amount awarded by Stroom within the grant scheme is € 20,000 per calendar year per applicant (this stipulation does not apply to OBJECT grants).

In some cases a party may be the beneficiary of a Stroom grant awarded to a proposal, even though it is not the formal applicant for that grant (because it is co-organising or helping to realise the proposal in question). In such an event, the awarded grant amount will be proportionately included in the calculation of the maximum funding that can be allocated to this party by Stroom.

- Applicants will only be awarded a grant if they can prove a demonstrable funding deficit.
- Study programmes (art-related or otherwise), courses and workshops with an educational character fall beyond the scope of the Stroom grant scheme.
- Stroom does not accept applications for projects or exhibitions that have already been started up or publications that have already been taken into production.
- Hague artists are required to update their CV and visual documentation on the website www.haagsekunstenaars.nl before submitting their application.

- All documentation included in the application formally becomes the property of Stroom Den Haag.
- In cases where a grant application includes original sketches, dummies, publications or scale models, the applicant can have this documentation returned to him or her at the end of the application review. To this end, the applicant is required to enclose a self-addressed envelope with his or her documentation, with postage paid in full. Stroom Den Haag cannot be held liable for the possible loss or damage of documentation materials.

In cases where an organisation is applying for funding for an exhibition or other presentation without a commercial purpose, Stroom expects the applicant to adhere to the Richtlijn Kunstenaarshonoraria (Artist's Wage Guideline). The Richtlijn Kunstenaarshonoraria is intended as a guideline for both artists and museums to establish a more professional contract and negotiation practice in the context of exhibitions/presentations that do not have a commercial purpose (i.e. the sale of the presented work). Visit www.kunstenaarshonorarium.nl for further details. Stroom endorses this guideline and wishes to promote its adoption. That is why Stroom will check whether the guideline has been adhered in its review of project applications.

On 1 January 2017, the Mondriaan Fund began to implement a number of experimental regulations intended to encourage organisations to follow the Richtlijn Kunstenaarshonoraria: organisations that pay at least 50% of the artist's fee as established in the guideline are eligible for an additional financial incentive. Visit www.mondriaanfonds.nl/aanvraag/ experimenteerreglement for further details.

- No rights may be derived from the information presented in this grant overview and brochure.

3 PRO Grants

General information

Stroom's PRO grant scheme is intended to support and strengthen The Hague's artistic climate.

There are a number of different PRO grants:

- **Kunstprojecten (Art Projects)**
- **Onderzoek (Research)**
- **Kunstprogramma (Art Programme)**
- **Invest**
- **Premium**
- **PRO Deo**

Submitting a PRO grant application

There are a number of fixed deadlines for PRO grant applications throughout the year. A calendar for the current year, including the deadlines for the various grant types, can be found on Stroom's website (www.stroom.nl).

PRO grant applications need to satisfy a number of substantive requirements, which differ from one grant type to the next. Please refer to the information sections on the individual PRO grant types for a description of the target group, the framework of the grant, the required information and the review criteria.

In addition, a number of formal criteria apply when submitting the application and the related documentation. Please refer to the section '**PRO Grants - Formal criteria for the submission of the grant application**' for further details.

Budget

PRO Grant applications are required to conform to a standard budget template (*modelbegroting*). This template can be found on the Stroom Den Haag website. The financial final report submitted by the recipient at the end of the supported project also needs to conform to this budget template.

Richtlijn Kunstenaarshonoraria

Stroom endorses the Richtlijn Kunstenaarshonoraria (Artist's Wage Guideline) and wishes to encourage its adoption (www.kunstenaarshonorarium.nl). That is why Stroom will check whether the guideline has been followed in its review of project proposals. Read 'Other stipulations' on page 5 for a detailed explanation.

Grant amount

Stroom has adopted maximum amounts for the various PRO grants. These amounts depend on the grant type in question and are subject to certain conditions. Please refer to the 'Grant options overview' section for further information.

In the case of a PRO Kunstprojecten or PRO Kunstprogramma grant application, applicants requesting more than € 5,000 are required to arrange co-funding. This co-funding needs to amount to a substantial share of the total budgeted expenditure and cover at least 30% of the budgeted income.

Advice

Before submitting a PRO grant proposal, applicants are free to schedule an appointment with Stroom representatives to discuss their proposal or review a draft version of the application. Any recommendations provided to the applicant during such meetings should explicitly be viewed as non-binding and will have no impact on the ultimate review by the PRO Grants Advisory Committee.

The PRO Grants Advisory Committee

The PRO Grants Advisory Committee reviews the grant applications and advises Stroom's Director on whether to approve or reject them. The Advisory Committee is formed from a total pool of 10 members, who meet in alternating compositions. This pool is made up of artists from The Hague and beyond, people involved in the critical review of art (critics, writers, theoreticians) and other individuals who have a solid

knowledge of – and are active in – contemporary visual arts or related disciplines. The members of the PRO Grants Advisory Committee are listed on the Stroom website.

Review

During the review of a PRO grant application, five members of the Committee issue an advice on the basis of their specific expertise (the Committee Chair and the Secretary do not have the right to vote or issue recommendations). Prior to the meeting, the five consulting Committee members receive copies of the current applications. The Committee members base their recommendations on the contents of the application and the submitted documentation. The main criteria in their appraisal of the proposal are the quality of the work presented, the potential value of the submitted plans and to which extent the proposal will contribute to the improvement and strengthening of The Hague's local artistic climate or to the increased visibility of the city's art and artists.

If the Committee is unable to gain a clear picture of the applicant's plans, it may decide to request further information on the project or possibly invite the applicant to explain the proposal to the Committee members in person.

Subsequent steps

Following the review by the PRO Grants Advisory Committee, the applicant will be sent a formal letter of allocation or rejection. When applying for a grant, the applicant can indicate on the form whether he or she wishes a written summary of the arguments underlying the decision at the end of the review process. If the applicant receives a negative review, he or she can respond within six weeks of the date on the letter of rejection or the written argumentation and formally request a re-appraisal of his or her application on the basis of new information, angles or perspectives.

If the grant application is approved, the letter of allocation will state the funding amount awarded to the project. The applicant will be sent a transit form via email.

Terms, conditions and stipulations in the case of grant allocation

The following terms and conditions apply when a grant has been awarded within the PRO grant scheme:

Allocation and payment of the grant

The PRO grant scheme makes use of an advance payment, followed by a statement of expenses at the end of the grant period. In concrete terms, this means that in the event of allocation, the recipient receives 80% of the awarded grant as an advance payment. The remaining 20% is paid out after the Committee has received and formally approved the substantive report and the financial report submitted by the recipient. The substantive and financial reports need to be submitted no later than 3 months after the conclusion of the project/programme/work plan.

Allocation decisions are valid for 2 years after the date of the relevant Committee meeting. If it turns out a specific grant allocation is unjustified or the awarded amount is too high, Stroom Den Haag will revoke the grant or reduce the awarded amount and recover any excess amounts that have already been paid out. In cases where a project is not fully realised before the close-out date of the grant allocation, Stroom will claim the entire advance amount.

If the submitted budget also outlines other grants/sources of funding for the proposal, Stroom expects the recipient to indeed obtain these supplementary funds if he or she has been allocated a grant. Applications for funding in excess of € 5,000 are only taken into consideration if at least 30% of the total budgeted expenditure for the project is covered by third-party funds, as set out in the submitted project budget. If it becomes clear from the financial final report submitted to Stroom at the end of the project that the recipient did not arrange this minimum co-funding percentage, the maximum amount allocated within the PRO grant scheme is set at € 5,000.

Request to extend the grant term

If the recipient is unable to realise his or her project before the grant close-out date, he or she has the option of requesting an extension of the grant term. This request should include the recipient's motivation for the extension and his or her suggested new end date. The PRO Grants Advisory Committee will take this request into consideration during its next meeting.

Interim changes in the supported project

Any changes to the funded project – be they financial or substantive – need to be communicated to Stroom in advance and are subject to Stroom's explicit written approval. In cases where the recipient expects to make substantial changes to the execution, budget or financial plan of his or her project/programme/work plan, he or she is required to notify Stroom in advance, in writing. The PRO Grants Advisory Committee will

review the proposed changes and determine whether the recipient is allowed to continue using the allocated grant in this new situation.

Evaluation

One of the conditions of a PRO grant allocation is that recipients give account at the end of the project. This takes the shape of a written substantive report, accompanied by the relevant documentation, as well as a financial report.

Substantive report

The substantive report consists of a summary of the original proposal, a description of the concrete implementation of the project/programme/work plan and an evaluation of the results, including the recipient's findings and conclusions.

In cases where funding was provided for a publication, the recipient is also required to submit 2 copies of the publication in question. These copies become the property of Stroom Den Haag.

Financial report

Financial final reports are required to conform to the standard budget template (*modelbegroting*) as found on Stroom's website.

The financial report consists of a statement of income and expenditure that has been drawn up according to the same guidelines as the submitted budget, allowing for an effective comparison of the budgeted and actual income and expenses. The recipient is required to provide a satisfactory explanation for any significant deviations between budgeted and actual amounts.

At Stroom's request, the recipient is required to provide all information that could be considered relevant to the performance of a financial audit. The grant recipient is required to ensure that his or her accountant or administrative office fully complies with all audit activities undertaken by or by order of Stroom. The grant recipient is expected to ensure that all his or her documentation and records for the project are complete and well-ordered and that they present a correct and up-to-date overview of the project income and expenditure. The administrative records need to include satisfactory documentation for all stated income and expenses that provides clear insight into the nature and scope of the recorded goods and services. The recipient is required to ensure that the project records are stored correctly for at least two years after the grant's allocation date and can be reviewed by Stroom.

Digital submission of the evaluation documents

PRO grant recipients are required to submit their evaluation documents (i.e. the substantive and financial reports, as well as visual records for the project) in digital form.

The submitted documents should meet the following specifications:

- The substantive and financial reports need to be submitted as a PDF file with a maximum file size of 5 MB;
- Visual documentation needs to be submitted as a separate file. No maximum file sizes apply for this documentation.

Accompanying documentation

All documentation included in the application formally becomes the property of Stroom Den Haag. In cases where a grant application includes original sketches, dummies, publications or scale models, the applicant can have this documentation returned to him or her at the end of the application review. To this end, the applicant is required to enclose a self-addressed envelope with his or her documentation, with postage paid in full. Stroom Den Haag cannot be held liable for the possible loss or damage of documentation materials.

Explanation of PRO Kunstprojecten (Art Projects)

What

- Art projects that take place in The Hague;
- Art projects that take place outside The Hague but directly benefit the city's art scene and Hague artists;
- Publications.

For whom

- Applicants based in The Hague (artists, curators, critics, publicists, associations, organisations);
- Applicants based outside The Hague whose plan will contribute to The Hague's artistic and cultural climate.

Framework

Art projects eligible for this grant have the objective to realise a specific activity in the public space or in a space that can be easily accessed by the general public. Neither the project nor its intended audience necessarily have to be large in size. However, the project should be defined by a clearly-identifiable interaction between the presented work, the viewer and the physical space.

In the case of publications, the project needs to be based on a pronounced artistic and substantive concept, involve an autonomous artistic experiment, focus on deepening our understanding of art or stimulating reflection on art or a specific subject. The publication may concern an artist's book, monograph, catalogue, magazine or other form of publication.

Required information

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

- A brief summary of the project;
- A description of the proposed project, including information on its background, framework and objective;
- The motivation for the project (the applicant explains in which sense the plan was born from artistic necessity, relates to a long-held personal wish or is a response to developments in art or society at large);
- The significance and importance of the project for the applicant personally and for The Hague's artistic climate;
- A description of the main focus audience and how it will be targeted within the project;
- A clear plan for the reporting, evaluation or presentation of the project results;
- A description of the applicant's project partners (where applicable);
- Curriculum vitae/curricula vitae;
- Up-to-date, relevant documentation;
- Critical reflections on the applicant's work (where available);
- A balanced and itemised budget and coverage plan, which offer insight into the expected income and expenditure;
- A completed budget template (*modelbegroting*);
- A completed application form.

In addition, the following needs to be provided in the context of applications for a publication:

- Information that provides insight into the publication's design and editorial concept;
- A dummy or collection of sketches (the application will not be accepted for review without such materials);
- Information that provides insight into the publication's edition, distribution plan and expected revenue from sales.

Review

The two points of departure in the review of a PRO Kunstprojecten grant application are the proposal's substantive quality and the extent to which it concerns a distinctive or exceptional project or publication. Another important consideration is the project's potential added value for the quality and diversity of The Hague's artistic climate. The project's potential to set other developments in motion within or beyond the art world may also prove of decisive importance in the review.

In addition, the Committee members take the following criteria into account when reviewing the application:

- The proposed project distinguishes itself from existing work as a step in a new direction, an experiment or an opportunity for the applicant to transcend his or her regular professional practice;

- The total budget and the requested funding are in line with the nature and scope of the project;
- The applicant has presented a carefully considered concept of the project's target audience and how it can be effectively reached.
- Stroom endorses the Richtlijn Kunstenaarshonoraria (Artist's Wage Guideline) and wishes to promote its adoption (www.kunstenaarshonorarium.nl). That is why Stroom will check whether the guideline has been followed in its review of project proposals. Read 'Other stipulations' on page 5 for a detailed explanation.

Applications are reviewed by the PRO Grants Advisory Committee.

Application procedure

PRO Kunstprojecten grant applications can be submitted 9 times a year. The relevant deadlines are found in the annual calendar published on www.stroom.nl

The submission of the grant application and the accompanying documentation is subject to certain formal requirements. The section 'PRO Grants - Formal requirements for the submission of the grant application' provides further details.

Application form

PRO Kunstprojecten (Art Projects)

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

or

Name of organisation

Name of project contact/authorised representative

Legal entity Foundation Association

Other, namely

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Project details

Project title

Expected start and end dates

Financial overview/budget summary

Total expenses

Total income

- Income from own sources

(including revenue generated by the project)

- Other sources of funding

(including co-funding grants, sponsor funds - amounting to at least 30% of the total budget)

applied for awarded

applied for awarded

applied for awarded

- Grant amount applied for at Stroom Den Haag

Amounts entered in the overview/budget summary should not include VAT (please get in touch with Stroom if you are unable to settle VAT)

Accompanying documentation

Would you like to receive a written summary of the arguments underlying the advice of the PRO Grants Committee?

No

Yes (please note: it may take some time before the written summary of arguments is compiled).

Formal requirements for the submission of the grant application and accompanying documentation

Please refer to the following sections to determine which requirements need to be met by your application, the accompanying documentation materials and other appendices:

- The section '**Explanation of PRO Kunstprojecten**' for the various substantive criteria;
- The section '**PRO Grants - Formal requirements for the submission of the grant application**' for practical instructions regarding the submitted application, documentation and other appendices;
- The section '**PRO Grants - General Information**' for information on, among other subjects, the proposal review process, Subsequent steps, expense statements and the evaluation.
- The detailed version of the budget accompanying this application needs to conform to the standard budget template (*modelbegroting*). This template can be downloaded from the website of Stroom Den Haag.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

Explanation of PRO Onderzoek (Research)

What

- Research projects and residencies that help the recipient to further develop his or her work and artistic practice;
- Research projects that are intended to strengthen The Hague's artistic climate.

For whom

- Individuals who are registered as a professional artist in the Stroom database;
- Intermediaries, curators, critics, publicists and other individuals who are professionally active in the contemporary art sector.

Framework

One factor that helps determine the quality of a city's artistic climate is the local critical capacity that has been built up over the years. To strengthen this capacity, Stroom attaches considerable importance to research projects and artist-in-residence programmes.

Required information

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

In the case of a research proposal submitted by an individual artist:

- A description of the applicant's work and artistic practice;
- A clear research proposal that sets out how the intended research relates to the applicant's current work and in which sense it amounts to a new progression or in-depth development in his or her practice;
- A description of the significance of the proposed research for the applicant's work or artistic practice;
- An outline of the proposed research programme (e.g. a plan of action and a time schedule).

In the case of a residency:

- A description of the applicant's work, artistic practice and the intended progression and/or in-depth development;
- Relevant information on the artist-in-residence programme, including a description of how the work period will be used and why the residency offers a suitable environment for the proposed work period;
- A description of the importance of the proposed residency for the applicant's work or artistic practice.

In the case of a research project that is intended to strengthen The Hague's artistic climate:

- A description of the focus area of the intended research, as well as a clearly-formulated primary research question;
- A basic outline of the research programme that the applicant will be following in the context of the proposed research (e.g. a plan of action and a time schedule);
- A description of the importance of the proposed research for The Hague's artistic climate.

In addition, a PRO Onderzoek application needs to include the following information:

- A brief summary of the proposed research or residency programme;
- A description of the format that will be used to share the research results or findings. This may take the shape of a public activity (lecture or debate), a physical publication or some other event or medium.
- Curriculum vitae/curricula vitae;
- Up-to-date, relevant documentation;
- Critical reflections on the applicant's work (where available);
- A completed budget template (*modelbegroting*);
- A completed application form.

Review

The basic point of departure in the review of a PRO Onderzoek application is the proposal's substantive quality. In addition, the Committee will consider the proposal's potential value for the further development of the applicant's artistic practice (e.g. does it allow for progression or in-depth development), to which

extent the proposal distinguishes itself from the applicant's regular artistic practice and the degree to which it could strengthen The Hague's artistic climate.

Applications are reviewed by the PRO Grants Advisory Committee.

Application procedure

PRO Onderzoek grant applications can be submitted 4 times a year. Applicants can be awarded a maximum of 2 PRO Onderzoek grants per year. The relevant deadlines are found in the annual calendar published on www.stroom.nl

The submission of the grant application and the accompanying documentation is subject to certain formal requirements. The section 'PRO Grants - Formal requirements for the submission of the grant application' provides further details.

Application form

PRO Onderzoek (Research)

Applicant details

Surname
First name Initials
Date of birth
Street address
Postcode/City
Daytime telephone number
Email/Website
IBAN
In the name of

Research details

Title
Expected start and end dates

Financial overview/budget summary

Total expenses
Total income

- Income from own sources
(including revenue generated by the project)
- Other sources of funding
(including co-funding grants, sponsor funds - amounting to at least 30% of the total budget)

applied for	awarded
applied for	awarded
applied for	awarded

- Grant amount applied for at Stroom Den Haag

Amounts entered in the overview/budget summary should not include VAT (please get in touch with Stroom if you are unable to settle VAT)

Accompanying documentation

Would you like to receive a written summary of the arguments underlying the advice of the PRO Grants Committee?

No

Yes (please note: it may take some time before the written summary of arguments is compiled).

Formal requirements for the submission of the grant application and accompanying documentation

Please refer to the following sections to determine which requirements need to be met by your application, the accompanying documentation materials and other appendices:

- The section '**Explanation of PRO Onderzoek**' for the various substantive criteria;
- The section '**PRO Grants - Formal requirements for the submission of the grant application**' for practical instructions regarding the submitted application, documentation and other appendices;
- The section '**PRO Grants - General Information**' for information on, among other subjects, the proposal review process, Subsequent steps, expense statements and the evaluation.
- The detailed version of the budget accompanying this application needs to conform to the standard budget template (*modelbegroting*). This template can be downloaded from the website of Stroom Den Haag.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

Explanation of PRO Kunstprogramma (Art Programme)

What

- Programmes in the field of contemporary art;
- Exchange activities with foreign counterparts;
- Guest studio programmes and artist-in-residence programmes.

For whom

- Organisations that realise the programme in question on a non-profit basis – such as artist-run initiatives, residency organisations, artists' collectives and artists' associations;
- Freelance curators and organisers.

Framework

Presentation venues with an open and experimental attitude are of indispensable value to the art scene. By drawing attention to new developments, stimulating dialogue and encouraging critical reflection, these organisations and partnerships are able to form a bridge between the work, the artists and the audience. To promote this multi-level role of laboratory, presentation platform and venue for interaction and exchange, Stroom believes it is important to support the programmes of artist-run initiatives, artists' collectives, residency organisations and independent curators.

Stroom encourages exchange projects with foreign organisations and/or individuals and guest studio programmes, and hopes to stimulate parties in the art world to coordinate such initiatives themselves. This kills two birds with one stone: interesting foreign artists travel to The Hague, and Hague artists gain an opportunity to raise their profile abroad.

Required information

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

- A brief summary of the proposed programme;
- A description of the programme's artistic and substantive framework (basic principles, background, objective);
- The positioning of the organisation or collaborative partnership responsible for the programme;
- The significance and importance of the programme for The Hague's artistic climate;
- A description of the main focus audience and by which methods it will be targeted;
- A description of the applicant's project partners (where applicable);
- A balanced and itemised coverage plan and budget that offer insight into the expected income (including project revenue, one or more grants and other sources of income) and expenditure;
- A clear plan for the reporting, evaluation or presentation of the programme results;
- Curriculum vitae/curricula vitae;
- Up-to-date, relevant documentation;
- Critical reflections on the applicant (where available);
- A completed budget template (*modelbegroting*);
- A completed application form.

Review

The key point of departure in the review of a PRO Kunstprogramma grant application is the proposal's substantive quality. Another important consideration is the added value the programme may present for the quality and diversity of The Hague's artistic climate. The programme's potential to set other activities in motion within or beyond the art world may also be of decisive importance in the application's review.

In addition, the Committee members take the following criteria into account when reviewing an application:

- The programme's quality and substantive coherence;
- The ambition expressed through the initiative;
- The extent to which the initiative's plans can be considered distinctive within the existing offer in The Hague and at the national level;
- The total budget and the requested funding are in line with the nature and scope of the project;
- The applicant has presented a carefully considered concept of the project's target audience and how it can be effectively reached.

- Stroom endorses the Richtlijn Kunstenaarshonoraria (Artist's Wage Guideline) and wishes to promote its adoption (www.kunstenaarshonorarium.nl). That is why Stroom will check whether the guideline has been followed in its review of project proposals. Read 'Other stipulations' on page 5 for a detailed explanation.

Applications are reviewed by the PRO Grants Advisory Committee.

Application procedure

PRO Kunstprogramma grant applications can be submitted 4 times a year. Applicants can be awarded a maximum of 2 PRO Kunstprogramma grants per year. The relevant deadlines are found in the annual calendar published on www.stroom.nl

The submission of the grant application and the accompanying documentation is subject to certain formal requirements. The section 'PRO Grants - Formal requirements for the submission of the grant application' provides further details.

Application form

PRO Kunstprogramma (Art Programme)

Applicant details

Name of the initiative/collective/organisation/organiser

Name of project contact/authorised representative

Legal entity Foundation Association

Other, namely

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Programme details

Title

Expected start and end dates

Financial overview/budget summary

Total expenses

Total income

- Income from own sources

(including revenue generated by the project)

- Other sources of funding

(including co-funding grants, sponsor funds - amounting to at least 30% of the total budget)

applied for awarded

applied for awarded

applied for awarded

- Grant amount applied for at Stroom Den Haag

Amounts entered in the overview/budget summary should not include VAT (please get in touch with Stroom if you are unable to settle VAT)

Accompanying documentation

Would you like to receive a written summary of the arguments underlying the advice of the PRO Grants Committee?

No

Yes (please note: it may take some time before the written summary of arguments is compiled).

Formal requirements for the submission of the grant application and accompanying documentation

Please refer to the following sections to determine which requirements need to be met by your application, the accompanying documentation materials and other appendices:

- The section '**Explanation of PRO Kunstprogramma**' for the various substantive criteria;
- Please refer to the section '**PRO Grants - Formal requirements for the submission of the grant application**' for practical instructions regarding the submitted application, documentation and other appendices;
- Please refer to the section '**PRO Grants - General Information**' for information on, among other subjects, the proposal review process, expense statements and the evaluation.
- The detailed version of the budget accompanying this application needs to conform to the standard budget template (modelbegroting). This template can be downloaded from the website of Stroom Den Haag.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

Explanation of PRO Invest

What

• The PRO Invest grant is intended to help artists at the very start of their career to develop further in The Hague and to make a significant contribution to the local art scene.

For whom

• Individuals who have been working as a professional artist for at least 1 year and who have graduated less than 5 years ago from a recognised art school. Applicants are required to live in The Hague or wish to live and work there.

Framework

One of the main motives for setting up the PRO Invest grant was the understanding that the contributions of young, creative, energetic and enthusiastic artists play an indispensable role in the development of a vibrant artistic climate in The Hague.

Required information

Applications for a PRO Invest grant need to include a work plan that provides the following information:

- A brief summary of the proposed work plan;
- A description of the applicant's work and artistic practice;
- An overview of the applicant's activities/plans geared towards his or her further artistic development;
- An overview of activities/plans that are geared towards increasing visibility;
- An overview of activities that strengthen The Hague's cultural climate (e.g. possible involvement in new or existing artist-run initiatives, magazines, consultation structures);
- The applicant's motives for applying for a PRO Invest grant;
- A clear plan for the reporting, evaluation or presentation of the results of the work plan;
- The applicant's curriculum vitae;
- Up-to-date, relevant documentation;
- A general indication of what the applicant intends to spend the grant on if awarded;
- A completed application form.

Review

The two main points of departure in the review of a PRO Invest grant application are the quality of the applicant's work, and the extent to which the work plan is geared towards the applicant's artistic development and the strengthening of The Hague's cultural climate. Applications in which both aspects are strongly represented (and preferably shown to be closely interrelated) are particularly eligible for a PRO Invest grant. The Advisory Committee explicitly appreciates new ideas that promise to enrich the city's existing cultural infrastructure.

Applications are reviewed by the PRO Grants Advisory Committee.

Application procedure

PRO Invest grant applications can be submitted 2 times a year. Applicants can be awarded a maximum of 2 PRO Invest grants in all.

The relevant deadlines are found in the annual calendar published on www.stroom.nl

The submission of the grant application and the accompanying documentation is subject to certain formal requirements. The section 'PRO Grants - Formal requirements for the submission of the grant application' provides further details.

Application form

PRO Invest

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Work plan details

Expected start and end dates of the work plan

Financial overview/budget summary

Total expenses

Total income

- Income from own sources

(including revenue generated by the project)

- Other sources of funding

(including co-funding grants, sponsor funds - amounting to at least 30% of the total budget)

applied for awarded

applied for awarded

applied for awarded

- Grant amount applied for at Stroom Den Haag

Amounts entered in the overview/budget summary should not include VAT (please get in touch with Stroom if you are unable to settle VAT)

Accompanying documentation

Would you like to receive a written summary of the arguments underlying the advice of the PRO Grants Committee?

No

Yes (please note: it may take some time before the written summary of arguments is compiled).

Formal requirements for the submission of the grant application and accompanying documentation

Please refer to the following sections to determine which requirements need to be met by your application, the accompanying documentation materials and other appendices:

- The section '**Explanation of PRO Invest**' for the various substantive criteria;
- The section '**PRO Grants - Formal requirements for the submission of the grant application**' for practical instructions regarding the submitted application, documentation and other appendices;
- The section '**PRO Grants - General Information**' for information on, among other subjects, the proposal review process, Subsequent steps, expense statements and the evaluation.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

Explanation of PRO Premium

What

- The PRO Premium grant is awarded to individual artists with a busy artistic practice who produce high-quality, distinctive work and who have embarked on a phase of targeted intensification, in-depth exploration or acceleration in their career. Recipients can use the PRO Premium grant to take full advantage of this new focus and further develop their practice in terms of depth and progression.
- In addition, the grant is intended to strengthen the individual artist's position in the national and/or international art scene.

For whom

- Individuals who have been working as a professional artist for more than 5 years and who are registered as such in the Stroom database.

Framework

The Hague's artistic climate benefits from artists who demonstrate a strong ambition and drive, who are willing to take chances and who have insight in their own artistic practice and in art as a professional pursuit. The PRO Premium grant has been set up to promote their involvement. The grant allows the recipient to take a major step forward in his or her artistic practice in terms of in-depth development and progression, as well as strengthen his or her position in the national and/or international art scene.

The PRO Premium grant is not limited to any specific artistic discipline. It is emphatically intended for artists who strive to clearly distinguish themselves within their discipline in terms of the development of their artistic practice and their professional profile.

Application in person

Stroom offers applicants for a PRO Premium grant the opportunity to submit their application in person during a meeting of the PRO Grants Advisory Committee. They can indicate this preference on the PRO Premium application form. A maximum of 20 minutes have been reserved for this application in person.

Required information

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

- A brief summary of the applicant's proposal;
- A description of the applicant's work and artistic practice;
- The applicant's positioning in the contemporary art scene;
- A work plan that includes the following information:
 - Activities/plans geared towards the further development of the applicant's artistic practice in terms of depth and progression;
 - Activities/plans geared towards improving the applicant's visibility and position in the Dutch and international art world (e.g. plans and concrete agreements regarding exhibitions in the Netherlands and abroad)
- The applicant's motives for applying for a PRO Premium grant;
- A plan of action/work plan schedule;
- Which role Stroom Den Haag and other organisations could play in the realisation of the applicant's work plan;
- A clear plan for the reporting, evaluation or presentation of the results of the work plan;
- A general indication of what the applicant intends to spend the grant on if awarded;
- Critical reflections on the applicant's work, preferably written by third parties;
- The applicant's curriculum vitae;
- Up-to-date, relevant documentation.

Review

Applications for a PRO Premium grant are reviewed on the basis of the quality of the applicant's work and of the extent to which the work plan includes steps that contribute to the applicant's artistic development and strengthen his or her professional profile. The review focuses on the following aspects:

- The quality, cohesiveness and consistency of the applicant's oeuvre;
- The quality, relevance and feasibility of the proposal with regard to the further development of the applicant's artistic practice in terms of depth and progression;
- The applicant's current visibility and position within the national and/or international art scenes;
- The quality, relevance and feasibility of the proposal with regard to the strengthening of the applicant's visibility and position;
- The extent to which the applicant's proposal reflects creativity, ambition, a willingness to take risks, insight and entrepreneurial spirit;
- The extent to which the applicant is able to analyse and reflect on his or her work, professional profile and the development potential found in his or her artistic practice.

Applications are reviewed by the PRO Grants Advisory Committee.

Application procedure

Artists can submit 1 PRO Premium grant application per year and may be awarded a maximum of 2 PRO Premium grants in all. The relevant deadlines are found in the annual calendar published on www.stroom.nl. The submission of the grant application and the accompanying documentation is subject to certain formal requirements. The section 'PRO Grants - Formal requirements for the submission of the grant application' provides further details.

Application form

PRO Premium

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Work plan details

Expected start and end dates of the work plan

Accompanying documentation

Would you like to receive a written summary of the arguments underlying the advice of the PRO Grants Committee?

No

Yes (please note: it may take some time before the written summary of arguments is compiled).

Application in person

Would you like to explain your PRO Premium grant application in person during a meeting of the Advisory Committee?

Yes (Stroom will contact you before the meeting to discuss the practical details)

No

Formal requirements for the submission of the grant application and accompanying documentation

Please refer to the following sections to determine which requirements need to be met by your application, the accompanying documentation materials and other appendices:

- The section '**Explanation of PRO Premium**' for the various substantive criteria;
- The section '**PRO Grants - Formal requirements for the submission of the grant application**' for practical instructions regarding the submitted application, documentation and other appendices;
- The section '**PRO Grants - General Information**' for information on, among other subjects, the proposal review process, subsequent steps, expense statements and the evaluation.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

Explanation of PRO Deo

What

- **Non-financial support for activities that are focused on reflection, in-depth exploration and development and dialogue, for the purpose of developing the recipient's artistic practice or strengthening an initiative's substantive art programme;**
- **Non-financial support for activities that are focused on strengthening of the recipient's position in the national and international art worlds and expanding the networks of individual artists and artist-run initiatives.**

For whom

- **Individuals who are registered as a professional artist in the Stroom database;**
- **Individuals who are actively involved in substantive programmes at artist-run initiatives, collaborative ventures or residency organisations.**

Framework

There is a clear need among artists, organisations and presentation spaces based in The Hague for reflection, in-depth development and dialogue. By sharing knowledge, experience and insights, they want to better evaluate their own work or substantive programme, sharpen its focus and develop it further – in order to take new steps in their development as an artist or organisation. In addition, Hague artists and organisations aim to expand their international contacts and networks and improve their respective positions at the national and international levels. Such wishes and ambitions contribute substantially to the health and visibility of The Hague's artistic climate. PRO Deo anticipates such wishes and ambitions. PRO Deo is a tailor-made support scheme that relies on the network, knowledge and expertise of Stroom staff and other parties to help the recipient realise a specific proposal. As such, PRO Deo offers an alternative to regular grants, which have traditionally been based on the principle of financial support.

PRO Deo support primarily focuses on in-depth development and exploration, reflection and dialogue, in order to help the recipient gain more insight into and a greater understanding of his or her work, artistic practice and positioning within a broader context.

The PRO Deo scheme should not be turned to for practical issues like the arrangement of an exhibition venue, promotional activities or representation of the artist within the sector. While the PRO Deo support network can think along and provide recommendations about such matters, as a rule, they will focus on substantive issues. The practical execution of substantive concepts and concrete actions are an integral part of an artist's professional practice and need to be handled by the recipient him- or herself.

Required information

Applications for PRO Deo support need to include the following information:

- A clear proposal relating to the further development or positioning of the applicant's activities;
- A clear explanation of the significance and importance of the proposal for the applicant's artistic practice or substantive programme;
- Which role Stroom Den Haag and other organisations could play in the realisation of the applicant's proposal;
- A clear plan for the reporting, evaluation or presentation of the results of the proposal;
- The applicant's curriculum vitae;
- Up-to-date, relevant documentation;
- A completed application form.

Review

Applications for PRO Deo support are reviewed on the basis of the following criteria:

- The substantive quality, relevance and feasibility of the proposal;
- In the case of an application by an individual artist, the review takes account of the quality of the applicant's work, its potential for further development and which role the proposal could play in this context;
- In the case of an application by an artist-run initiative, the review takes account of the quality and potential of the organisation's programme and which role the proposal could play in this context.

Applications are reviewed by the PRO Grants Advisory Committee.

Application procedure

PRO Deo applications can be submitted 2 times a year.

The relevant deadlines are found in the annual calendar published on www.stroom.nl

The submission of an application for PRO Deo support is subject to certain formal requirements. The section 'PRO Grants - Formal requirements for the submission of the grant application' provides further details.

Follow-up

If a proposal has been accepted for PRO Deo support, the applicant and Stroom will draw up a follow-up programme in consultation with each other.

Application form

PRO Deo

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Work plan details

Expected start and end dates of the work plan

Accompanying documentation

Would you like to receive a written summary of the arguments underlying the advice of the PRO Grants Committee?

No

Yes (please note: it may take some time before the written summary of arguments is compiled).

Formal requirements for the submission of the grant application and accompanying documentation

Please refer to the following sections to determine which requirements need to be met by your application, the accompanying documentation materials and other appendices:

- The section '**Explanation of PRO Deo**' for the various substantive criteria;
- The section '**PRO Grants - Formal requirements for the submission of the grant application**' for practical instructions regarding the submitted application, documentation and other appendices;
- The section '**PRO Grants - General Information**' for information on, among other subjects, the proposal review process, subsequent steps, expense statements and the evaluation.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

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 (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 are numbered;

- 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.

4 SPOT Grants

General information

SPOT grants are intended to increase the visibility and improve the presentation of The Hague's artists and art scene. The scheme takes account of new forms of presentation and distribution.

There are three SPOT grant categories:

- **Individuele tentoonstelling (Individual Exhibition)**
- **Groepstentoonstelling (Group Exhibition)**
- **Documentatie (Documentation)**

The Individuele tentoonstelling and Documentatie SPOT grants are specifically intended for individuals who are registered as a professional artist in Stroom's database.

The SPOT Groepstentoonstelling grant scheme has a broader scope and can also be applied for by Hague-based collaborative ventures, presentation venues, artists' associations, artist-run initiatives and independent curators based in and outside The Hague. Only non-profit organisations may apply and are eligible for SPOT funding.

The exhibition grants are intended to support presentations of artists' work in professional exhibition venues.

Presentations at art fairs, biennales and museums abroad are also eligible for SPOT 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.

The SPOT grant application process

Applications for a SPOT grant may be submitted throughout the year, and exclusively in digital form.

SPOT grant applications need to satisfy a number of substantive requirements, which differ from one grant type to the next. Please refer to the information sections on the individual SPOT grant types for a description of the grant's specific framework, the required information and the review criteria.

An application for SPOT funding will only be accepted if it:

- Satisfies the requirements that have been set for it;
- Has been received before the established deadline;
- Is complete.

Applications that concern an exhibition that is already being set up or an exhibition or presentation that has been organised by a Dutch museum or the Dutch government will not be accepted for review.

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.haagsekunstenaars.nl. Stroom will not review any SPOT grant applications by Hague artists until this condition has been met.

Within the Stroom grant scheme, a specific proposal may only be awarded 1 grant. It is not possible to simultaneously submit PRO and SPOT applications for one and the same proposal.

Budget

Stroom requires PRO Grant applications to conform to a standard budget template (*modelbegroting*). This template can be found on the Stroom Den Haag website. The financial report submitted by the recipient at the end of the supported project also needs to conform to this budget template.

The Richtlijn Kunstenaarshonoraria (Artist's Wage Guideline) was introduced in 2017. It is intended as a guideline for both artists and museums to establish a more professional contract and negotiation practice in the context of exhibitions/presentations without a commercial purpose (i.e. sale of the presented work). Visit www.kunstenaarshonorarium.nl for further details. Stroom endorses this guideline and encourages artists to reach an agreement on this matter with any Dutch institutions organising a presentation of their work.

Grant amount

The SPOT grant scheme has a maximum amount that can be awarded to an individual applicant per calendar year. This maximum amount varies from one grant type to the next and is subject to certain conditions.

The annual maximum for SPOT Individuele tentoonstelling grants is € 1,500; or € 2,000 in the case of funding for exhibitions abroad.

The minimum amount for SPOT Individuele tentoonstelling grants is € 300. Applications for amounts lower than this minimum will not be accepted for review.

The maximum SPOT Documentatie grant amount is € 600.

The minimum amount for SPOT Documentatie grants is € 100. Applications for amounts lower than this minimum will not be accepted for review.

Individual artists may apply for an annual maximum of € 1,500 in SPOT funding (either in the form of a SPOT Individuele tentoonstelling grant or grants, a SPOT Documentatie grant, or a combination thereof). If the funding has been awarded for an exhibition abroad, this annual maximum is increased to € 2,000.

The annual maximum for SPOT Groepstentoonstelling grants is € 3,000; or € 4,000 in the case of funding for exhibitions abroad. Applicants may apply for a maximum of 2 SPOT Groepstentoonstelling grants per calendar year, to a maximum amount of € 6,000 per year.

Stroom's contribution will not exceed 75% of the exhibition and documentation budget that is eligible for public funding.

The SPOT grant scheme works with a maximum annual budget. If this annual maximum has been reached for any of the individual grant categories, this category can be subject to a grant freeze until the start of the new calendar year.

Advice

Applicants are free to call Stroom for advice over the telephone, or even request a consultation interview, before submitting their SPOT grant application. In the case of a SPOT Groepstentoonstelling application – and only in the case of this grant type – applicants may also ask Stroom to review the draft application beforehand.

Recommendations made by Stroom in this context will not affect the ultimate review of the grant application.

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 stating the maximum funding that can be claimed for the project.

Subsequent stages

After the review, the applicant will receive a formal letter confirming whether the application has been approved or rejected. In the case of a positive review, the letter of allocation will state the maximum funding that can be claimed for the project. This letter also summarises the specific conditions that apply to the awarded grant.

Terms, conditions and stipulations in the case of grant allocation

The following terms and conditions apply when a grant has been awarded within the SPOT grant scheme:

Allocation and payment of the grant

Within the SPOT grant scheme, the definite grant amount is only allocated and paid out after the recipient has satisfied the requirements set for the final report. This final report needs to be submitted no later than 1 month after the end date of the supported exhibition or no later than 3 months after the realisation of the supported documentation project.

If it turns out a specific grant allocation is unjustified or the awarded amount is too high, Stroom Den Haag will revoke the grant or reduce the awarded amount and recover any advances that have already been paid out. In cases where a project is not fully realised before the close-out date of the grant allocation, Stroom will claim the entire advance amount.

If the submitted budget also outlines other grants/sources of funding for the proposal, Stroom expects the recipient to indeed obtain these supplementary funds if he or she has been allocated a grant.

Request to extend the grant term

If the recipient is unable to realise his or her exhibition or documentation before the grant close-out date, he or she has the option of requesting an extension of the grant term. This request should include the recipient's motivation for the extension and his or her suggested new end date.

Interim changes in the supported project

Any changes to the funded exhibition or documentation – be they financial or substantive – need to be communicated to Stroom in advance and are subject to Stroom's explicit written approval. In cases where the recipient expects to make substantial changes to the execution, budget or financial plan of his or her exhibition or documentation, he or she is required to notify Stroom in advance, in writing. The PRO Grants Advisory Committee will review the proposed changes and determine whether the recipient is allowed to continue using the allocated grant in this new situation.

Final report

Recipients of a SPOT grant are required to submit an account at the end of the project term. This takes the shape of a written substantive report and financial report, accompanied by the relevant documentation.

Substantive report

The substantive report consists of a summary of the original proposal, a description of the concrete realisation of the supported exhibition or documentation project and an evaluation of the results, including the recipient's findings and conclusions.

Further information can be found in the sections that deal with the details of the SPOT exhibition grants.

Financial report

Financial reports are required to conform to a standard budget template (*modelbegroting*) as found on Stroom's website.

The financial report consists of a statement of income and expenditure, which is entered in the 'realisation' column. This statement can be effectively compared to the original budget (as approved by Stroom), which is entered in the 'budgeted' column. The recipient is required to provide a satisfactory explanation for any significant deviations between budgeted and actual amounts.

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. At Stroom's request, the recipient is required to provide all information that could be considered relevant to the performance of a financial audit. The grant recipient is required to ensure that his or her accountant or administrative office fully complies with all audit activities undertaken by or by order of Stroom.

The grant recipient is expected to ensure that all his or her documentation and records for the project are complete and well-ordered and that they present a correct and up-to-date overview of income and expenditure in the context of the project. The administrative records need to include satisfactory documentation for all stated income and expenses that provides clear insight into the nature and scope of the recorded goods and services.

Documentation

Documentation can consist of a photo impression of the funded exhibition, publicity materials, reviews, a copy of the printed material realised within the project or a link to the realised/updated website.

Digital submission of the final report

PRO grant recipients are required to submit their final report (i.e. the substantive and financial reports and the accompanying documentation) in digital form.

Please refer to the formal criteria listed for each grant type to determine which guidelines apply when submitting these documents.

The sections below provide the following information for each SPOT grant type:

- **Further information** on the grant type in question;
- An **application form** for the grant type in question.

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

- **Individuals who are registered as a professional artist in the Stroom database.**

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 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, but should be received no later than 1 month before the start of the exhibition or presentation. 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.

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.haagsekunstenaars.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 € 300 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.

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

- Hall rent/participation;
- 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:

- 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 in the case of a residency programme;
- 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.

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 (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.

- 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.

Application form

SPOT Individuele tentoonstelling (Individual Exhibition)

Applicant details

Surname
First name Initials
Date of birth
Street address
Postcode/City
Daytime telephone number
Studio/Work address
Postcode/City
Studio telephone number
Email/Website
IBAN
In the name of

Requirements for the submission of a grant application

Please refer to 'SPOT Grants - Formal requirements/checklist for the submission of the grant application'.

Exhibition information

Concerns the exhibition
From to

Exhibition venue in The Hague

Name of exhibition venue
Street address
Website

Why do you believe this is an interesting venue for the presentation of your work?

Exhibition venue outside The Hague

Name of exhibition venue
Street address
City Country
Website

Why do you believe this is an interesting venue for the presentation of your work?

Please provide a brief description of the exhibition venue.

- Which distinct profile does the venue in question have?
- Does the venue have an active programme that presents contemporary art?
- Is the venue open to the public, and if so, what are its regular opening hours?

Description of the exhibition

Solo exhibition

Duo exhibition

Group exhibition

fellow exhibitors (where applicable):

Were you invited to participate in the exhibition? If so, by whom? Or did you apply for participation?

To which extent do you expect this exhibition to increase your visibility as an artist, and how?

Why do you want to take part in this exhibition?

What do you intend to present: existing work and/or new work?

Publicity strategy

Which target audiences do you hope to reach with this exhibition?

How will the exhibition be publicised?

Will you or the organisers be using any special approaches to draw attention to the exhibition?

Do you expect to strengthen and/or expand your network?

Please refer to the section '**Explanation of SPOT Individuele tentoonstelling**' for a more detailed description of this grant and the information required in the context of your application.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

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 also registered as professional artists in the Stroom database;
- 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 registered in the Stroom database as professional Hague artists.

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 Groepstentoonstelling 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 are not eligible for this funding.

Application procedure

Applications for a SPOT Groepstentoonstelling grant can be submitted throughout the year, exclusively in digital form, but should be received no later than 1 month before the start of the exhibition or presentation. 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 as a professional artist in the Stroom database;
- 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 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.

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

- Hall rent/participation;
- 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:

- 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 as professional The Hague-based artists in the Stroom database.
- 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;
- 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.

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 (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.

- 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.

Application form

SPOT Groepstentoonstelling (Group Exhibition)

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

or

Name of organisation

Name of project contact/authorised representative

Legal entity Foundation Association Company (BV/NV)

Other, namely

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Requirements for the submission of a grant application

Please refer to '**SPOT Grants - Formal requirements/checklist for the submission of the grant application**'.

Exhibition information

Concerns the exhibition

From to

Exhibition venue in The Hague

Name of exhibition venue

Street address

Website

Why do you believe this is an interesting venue for the presentation of the participating artists' work, and to which extent can it increase their visibility?

Exhibition venue outside The Hague

Name of exhibition venue

Street address

City Country

Website

Why do you believe this is an interesting venue for the presentation of the participating artists' work, and to which extent can it increase their visibility?

Please provide a brief description of the exhibition venue.

- Which profile does the venue in question have?

- Does the venue have an active programme that presents contemporary art?
- Is the venue open to the public, and if so, what are its regular opening hours?

Substantive description of the artistic objectives of the exhibition

- A description of the exhibition, the selection of artists, the art theoretical and/or substantive context, the exhibition concept, the substantive interrelation of the exhibited works, etc.;
- The direct occasion, background, motivation and significance of the exhibition (for example, was it 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.).

Please refer to the section '**Explanation of SPOT Groepstentoonstelling**' for a more detailed description of this grant and the information required in the context of your application.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

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 as a professional artist in the Stroom database.

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.

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.

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 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 € 100 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

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.

Application form

SPOT Documentatie (Documentation)

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

Daytime telephone number

Studio/Work address

Postcode/City

Studio telephone number

Email/Website

IBAN

In the name of

Requirements for the submission of a grant application

Please refer to 'SPOT Grants - Formal requirements/checklist for the submission of the grant application'.

Description of the proposed documentation

Please refer to the section '**Explanation of SPOT Documentatie**' for a more detailed description of this grant and the information required in the context of your application.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

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;
- Questions about a SPOT grant application should also be emailed to 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.haagsekunstenars.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).

5 OBJECT subsidie (PROPERTY grant)

General information

The OBJECT grant scheme is intended to develop the stock of studio space in The Hague – both in quantitative and qualitative terms. The grants can be applied for by both individuals (artists, owners of studio complexes) and organisations (artist-run initiatives, collectives).

There are two distinct OBJECT grant categories:

- **Permanent**, for permanent studios and combined studio/living areas that remain available for this purpose for a minimum of 10 years;
- **Tijdelijk**, for temporary studio complexes that remain available for this purpose for a minimum of 6 months.

Application procedure

Applications for an OBJECT grant can be submitted throughout the year. The two grant types – Permanent and Tijdelijk – are subject to different conditions. Please refer to the respective explanations of the two grant types for a description of the target group for the grant, the framework, the required information and the review criteria.

In the following cases, OBJECT grant applications will not be considered for review:

- Applications for an existing studio space;
- Applications for funding to cover maintenance costs;
- Applications for construction projects that are already underway, or that have already been realised.

Budget

Stroom requires OBJECT grant applications to conform to a standard budget template (*modelbegroting*). This template can be found on the Stroom Den Haag website.

Grant amount

The OBJECT grant scheme works with a maximum annual amount that can be awarded, which is different for both grant categories. Please refer to the 'Grant options overview' section for further information. If this annual maximum is reached for one of the grant categories, this category can be subject to a grant freeze.

Advice

Before submitting an OBJECT grant proposal, applicants are free to schedule an appointment with Stroom representatives to discuss the proposal or review a draft version of the application. Any recommendations provided to the applicant during such meetings will have no impact on the ultimate review.

Review

After receiving the application, the *medewerker atelierbeleid* (Studio Policy team member) will pay a site visit to the property (a studio, combined studio/living area or studio complex that is either already in use as studio space or to be acquired for this purpose) together with the applicant and/or arrange a meeting with the applicant to discuss the details of the planned new studio space. Stroom will subsequently determine on the basis of the *medewerker atelierbeleid's* findings and the provided documentation whether the application satisfies the requirements set for funding. If the application meets all the requirements, Stroom will issue a positive allocation.

Subsequent stages

After the review, the applicant will receive a formal letter confirming whether the application has been approved or rejected.

In the case of a positive review, the letter of allocation will state the maximum funding that can be claimed for the project. This letter also summarises the specific conditions that apply to the awarded grant.

Allocation and payment

In the OBJECT grant scheme, the definite funding amount is allocated and paid out after the recipient has provided a statement of expenses.

This statement of expenses can be submitted within 2 years of the formal allocation of the grant.

If it turns out a specific grant allocation is unjustified or the awarded amount is too high, Stroom Den Haag will revoke the grant or reduce the awarded amount and recover any excess amounts that have already been paid out. In cases where a construction project is not fully realised before the close-out date of the grant allocation, Stroom will recover the entire advance amount.

Request to extend the grant term

If the recipient is unable to realise the construction project before the grant close-out date, he or she has the option of requesting an extension of the grant term. This request should include the recipient's motivation for the extension and his or her suggested new end date.

Interim changes

If at any time there will be any substantial changes to the execution, budget or coverage plan for the funded exhibition or documentation project, the applicant is required to notify Stroom in writing before the fact.

Stroom will determine whether the proposed changes are eligible for funding via the awarded grant.

Explanation of OBJECT Permanent (PROPERTY Permanent)

What

- The OBJECT Permanent grant is a financial contribution towards the realisation, purchase or rental costs of a permanent studio/combined studio/living area or studio complex. The grant may be used for the following types of project:
- The realisation of a studio or combined studio/living area within an existing building;
- The realisation of extra space for a studio or combined studio/living area within an existing property;
- The realisation of a guest studio or combined studio/living area (AIR);
- Contribution towards the coverage costs of the initial rent of a new studio for the owners of studio complexes for a fixed period.

For whom

- Individuals who are registered as a professional artist in the Stroom database.
- Artist-run initiatives, artists' collectives that include members who are registered as a professional artist in the Stroom database.
- Owners of existing or potential studio complexes that accommodate studios which will be made available to individuals who are registered as a professional artist in the Stroom database.

Framework

Projects eligible for OBJECT Permanent funding include all planned studios in The Hague that form a concrete addition to the city's existing stock of studios. These new studios need to be made available to individuals who are registered as a professional artist in the Stroom database for a minimum of 10 years. The rent for the studio in question may not exceed € 35/€ 45 per m² per year.

Application procedure

Applications for an OBJECT Permanent grant can be submitted throughout the year by means of the relevant application form, but should be received no later than 3 months before the start of construction or as soon as possible in the case of the purchase of a studio.

Required information

Applications for an OBJECT Permanent grant consist of:

- a completed application form;
- floor plans/maps;
- a brief description of the planned construction work, together with an indicative planning;
- a completed budget that provides insight into the expected expenses and income. A budget template (*modelbegroting*) can be downloaded from the Stroom website.

Maximum grant amount

The maximum OBJECT Permanent grant amount that can be applied for is € 10,000 per studio or combined studio/living area.

Review

Stroom will determine on the basis of the findings of the *medewerker atelierbeleid* (Studio Policy Team Member) during his or her site visit and the provided documentation whether the application satisfies the following conditions:

- The studio or combined studio/living area is a concrete addition to The Hague's stock of studio space – both in quantitative and qualitative terms;
- The studio or combined studio/living area will remain available to professional artists registered in the Stroom database for a term of at least 10 years;
- The rent for the studio in question does not exceed € 35/€ 45 per m² per year.

After the review, the applicant will receive a formal letter confirming whether the application has been approved or rejected.

In the case of a positive review, the letter of allocation will state the maximum funding that can be claimed for the project. This letter also summarises the specific conditions that apply to the awarded grant.

A basic condition of funding via the OBJECT Permanent scheme is that the studio/studios will remain available to Hague artists who are registered as such in Stroom's database – with the exception of the guest studio/accommodations, of course.

Subsequent stages

The purchase of a combined studio/living area or studio complex involves the signing of a *positieve/negatieve hypotheek- en pandverklaring* ('positive/negative letter of mortgage and lien'). This agreement between Stroom and the artists, which is drawn up before a notary, serves two objectives. On the one hand, the letter forms a legal guarantee that the space or complex will actually be used as a studio. On the other, it forms a legal instrument that can be used under certain conditions (e.g. the artist's relocation or deregistration, or the sale of the property) to recover a share of the awarded grant. 'Positive' means that Stroom is entitled at any given time to exercise its mortgage right with respect to the studio or complex. 'Negative' means that the artist will not co-operate with the execution of any mortgage right with respect to the studio or complex other than the aforementioned mortgage right. In addition to the *positieve/negatieve hypotheek- en pandverklaring*, Stroom and the artist also enter into an *overeenkomst subsidie atelierbeleid* ('studio policy grant agreement').

Payment and statement of expenses

As soon as Stroom has received the requisite documents, the applicant is allowed to submit a statement of expenses, after which the funding amount is allocated and paid out. This statement of expenses can be submitted until 2 years after the formal allocation of the grant.

In principle, the grant amount is an advance that is paid out for the agreed-upon term of funding. Each year, a proportionate share of this advance is converted into the actual grant. If the recipient and/or the funded property no longer satisfy the requirements for OBJECT funding, Stroom will re-claim the advance amount remaining after allocation.

For example: Stroom has paid the recipient an advance of € 10,000 for a funding term of 10 years. At the end of the first year, € 1,000 of this advance is converted into a grant; at the end of the second year, another € 1,000 is converted into a grant, etc. As a result, by the end of the fifth year, a total of € 5,000 has been allocated as a grant.

If the recipient were to sell the studio at that point, Stroom will recover the remaining € 5,000 of the original advance.

During the funding term

If a studio purchase has been supported by an OBJECT Permanent grant, throughout the 10-year funding term Stroom will check at the beginning of every new year whether the studio space is still owned by the grant recipient and whether the recipient is still registered as a professional artist in the Stroom database.

Throughout the funding term, recipients of an OBJECT Permanent grant may not be included on the waiting list for a studio or register for this list.

Application form

OBJECT Permanent (PROPERTY Permanent)

Applicant details

Surname

First name Initials

Date of birth

Street address

Postcode/City

Studio/Work address

Postcode/City

or

Name of organisation

Name of project contact/authorised representative

Legal entity Foundation Association Company (BV/NV)

Other, namely

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Required information

Please refer to 'OBJECT Grants - Formal requirements/checklist for the submission of the grant application'.

Grant amount applied for

Details on property

The application concerns a contribution towards

- The construction costs of a new studio;
- The purchase of a new studio or combined studio/living area;
- The construction costs of a new guest studio or combined studio/living area;
- The coverage costs of the initial rent of a new studio (exclusively for owners of studio complexes).

Studio address

Land registry code

Purchase cost of studio building or combined studio/living area €

Please refer to the section '**Explanation of OBJECT Permanent**' for a more detailed description of this grant and the information required in the context of your application.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

Explanation of **OBJECT Tijdelijk (PROPERTY Temporary)**

What

• The **OBJECT Tijdelijk** grant is a one-time contribution towards the start-up costs of new studio spaces in a temporary location/studio complex.

For whom

• Artist-run initiatives, artists' collectives of which at least 60% of the members are registered as a professional artist in the **Stroom** database.

Framework

Existing or future artist-run initiatives that plan to work in a new temporary studio complex or move into a new temporary location in The Hague are eligible for **OBJECT Tijdelijk** funding. This is subject to the condition that the initiative in question focuses on the autonomous visual arts.

Application procedure

Applications for an **OBJECT Tijdelijk** grant can be submitted throughout the year by means of the relevant application form, but should be received no later than 1 month before the applicant moves into the temporary premises.

Required information

Applications for an **OBJECT Tijdelijk** grant consist of:

- a completed application form;
- a completed budget that provides insight into the expected start-up costs. A budget template (*modelbegroting*) can be downloaded from the **Stroom** website;
- The initiative's memorandum of association or articles of association (where relevant);
- A brief description of the initiative, accompanied by a programme of activities.

Grant amount

The maximum **OBJECT Tijdelijk** grant amount that can be applied for is a one-time payment of € 1,500 per artist-run initiative or artists' collective.

Review

Stroom's Medewerker atelierbeleid (Studio Policy team member) will visit the property on location. It is subsequently determined on the basis of his or her findings and the documentation provided by the applicant whether the application satisfies the following requirements:

- The temporary premises that the initiative or collective plans to move into will remain available for this purpose for at least 6 months;
- At least 60% of the studio space available in the temporary premises will be made available to individuals who are registered as a professional artist in the **Stroom** database;
- The quality of the initiative or collective's programme of activities.

After the review, the applicant will receive a formal letter confirming whether the application has been approved or rejected.

In the case of a positive review, the letter of allocation will state the maximum funding that can be claimed for the project. This letter also summarises the specific conditions that apply to the awarded grant.

Payment and statement of expenses

If the applicant receives a letter of allocation, the applicant can provide a statement of expenses after which the grant is paid out. This statement of expenses can be submitted until the formal acceptance of the premises, within no more than 2 years after the formal allocation of the grant.

Application form

OBJECT Tijdelijk (PROPERTY Temporary)

Applicant details

Name of the artists' collective/artist-run initiative

Name of project contact

Legal entity Foundation Association

Other, namely

Street address

Postcode/City

Daytime telephone number

Email/Website

IBAN

In the name of

Required information

Please refer to 'OBJECT Grants - Formal requirements/checklist for the submission of the grant application'.

Grant amount applied for

Details on property

Studio address

Land registry code

Purchase cost of studio building or combined studio/living area €

Please refer to the section '**Explanation of OBJECT Tijdelijk**' for a more detailed description of this grant and the information required in the context of your application.

The undersigned confirms that he or she has filled in all information completely and truthfully and has accepted all terms, requirements and procedures set out in the Grants brochure.

Name

Date

Signature

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

Grant applications need to be submitted at least 3 months before start of construction on the property or the date of purchase

- All elements of the OBJECT grant application need to be submitted to the *Medewerker atelierbeleid* (Studio Policy team member) in digital form;
- Questions about an OBJECT grant application should also be emailed to the *Medewerker atelierbeleid*.

An OBJECT grant application consists of:

- application form;
 - please submit the completed application form as a single document (i.e. do not send it in separate pages);
- the application text;
 - maximum of 4 A4-size page, maximum word count of 2,500 words
 - text is made up in 11-point type
 - all pages are numbered
 - no images in text
 - description of the planned activities, accompanied by an indicative schedule;
 - sketch of the initiative, accompanied by a programme of activities.
- budget;
 - a budget template (*modelbegroting*) 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;
 - please submit the completed budget template as a single document,
 - please fill in your IBAN on the completed budget template.
- floor plans/maps;
- The initiative's memorandum of association or articles of association (where relevant).

6 Grant options overview

	Target group	Amount	Frequency	Allocation
PRO grants				
Kunstprojecten (Art Projects)	Artists/organisations/curators – including from outside The Hague	Maximum grant amount: € 10,000 Co-funding from € 5,000 on	9 times a year	
Onderzoek (Research)	Artists/mediators/curators	Maximum grant amount: € 5,000	4 times a year	Maximum of 2 grants per year
Kunstprogramma (Art Programme)	Non-profit organisations/organisers/curators	Maximum grant amount: € 10,000 Co-funding from € 5,000 on	4 times a year	Maximum of 2 grants per year
Invest	Starting artists who graduated less than 5 years ago	€ 4,000	2 times a year	Maximum of 2 grants in all
Premium	Artists who have been working as a professional artist for over 5 years	€ 8,000	2 times a year	Maximum of 2 grants in all
PRO Deo	Artists/Artist-run initiatives	Non-financial support of activities	2 times a year	

SPOT grants

Individuele tentoonstelling (Individual Exhibition)	Artists	Annual maximum: € 1,500 In the case of exhibitions abroad: € 2,000	Throughout the year	
Groepstentoonstelling (Group Exhibition)	Artists groups, organisations, artists' associations, exhibition venues, freelance curators <ul style="list-style-type: none"> - The group consists of least 4 artists - At least half of the group members are registered as professional Hague artists in the Stroom database. - The grant is not awarded to individual applications. 	Maximum grant amount: € 3,000 In the case of exhibitions abroad: € 4,000 Annual maximum: € 6,000	Throughout the year	Maximum of 2 grants per year
Documentatie (Documentation)	Artists	Maximum grant amount: € 600. The Documentatie grant is included in the annual maximum for Individuele tentoonstelling grants.	Throughout the year	

OBJECT grants

Permanent	Artists, artist-run initiatives, owners of studio buildings	Maximum grant amount: € 10,000	Throughout the year
Tijdelijk (Temporary)	Artist-run initiatives, collectives	Maximum grant amount: € 1,500	Throughout the year

7. Definitions

Artist

Stroom Den Haag defines artist as any individual who is professionally active in the field of contemporary art. The artist does not necessarily limit him- or herself to specific techniques, media, presentation formats or disciplines.

Individuals who are professionally active in fashion or a similar discipline in the applied arts field (e.g. graphic design) are also considered artists. After all, their work has a strong autonomous character, contributes to the development of the discipline, and the individual has relatively few client order situations in his or her business practice that serve as a regular source of income.

Applicant

The entity applying for a financial contribution from Stroom. This may be an actual person or a legal entity.

Programme

A combination of activities (exhibitions, presentations, lectures, workshops, etc.) that are interrelated in an artistic, substantive, thematic and/or formal sense and that are realised within a specific period of time.

Research

Stroom defines research as a targeted exploration with a pronounced artistic and substantive component that is geared towards gaining new knowledge and insight, experience and a more profound understanding of the chosen subject matter. This subject matter may be specifically relevant to the applicant's own artistic practice. But it may also have a more general relevance and as such enrich and strengthen The Hague's artistic climate. As a rule, research involves a clearly-defined research question, a specific methodology and a plan of action.

Calendar for 2018

deadlines	January	Febru	March	April	May	June	July	August	Septe	Octob	Nove	Decem
PRO grants												
Kunstprojecten	<u>3</u>	<u>1</u>		<u>2</u>	<u>1</u>	<u>1</u>	<u>2</u>		<u>3</u>		<u>1</u>	<u>3</u>
Onderzoek	<u>3</u>			<u>2</u>			<u>2</u>				<u>1</u>	
Kunstprogramma		<u>1</u>			<u>1</u>				<u>3</u>			<u>3</u>
Invest			<u>1</u>							<u>1</u>		
Premium			<u>1</u>							<u>1</u>		
PRO Deo						<u>1</u>						<u>3</u>
SPOT grants												
Individuele tentoonstelling	throughout the year											

Groepstentoonstelling	throughout the year
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Documentatie	throughout the year
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OBJECT grants

Permanent	throughout the year
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Tijdelijk	throughout the year
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