

## **Application guidelines**

Grant scheme for music hubs in the field of pop, hip hop and dance music  
*Budget distribution for the Caribbean part of the Kingdom*

## **Goal of the grant**

Applications can be submitted to provide one or more talents in the Caribbean part of the Kingdom with an opportunity for further development and presentation. The grant is intended for activities such as providing personal research and development opportunities, facilitating performances, supporting artistic development and coaching in business aspects.

## **Submitting an application**

Grant applications must be submitted via the digital **My Fund** desk, by means of a **fully completed application form**. When submitting the application, a substantive plan, a budget and any requested appendixes must be uploaded. This document sets out the guidelines for drawing up the substantive plan and the budget, and information about the requested appendixes (if any). We strongly advise you to follow the guidelines closely, so that the application can be assessed fully and correctly.

## **Substantive plan**

*The substantive plan (in PDF format, maximum 3,000 words and 12 MB) in any case contains the answers to the questions and sections that follow below.*

### Applicant

Relevant experience in the music scene and with talent development.

Giving concrete examples, describe your experience with the music scene and how you have supported talents in their development, including the achieved results. Also give a brief summary of the activities, projects or initiatives carried out previously.

### Selection process

How do you select the intended talent or talents?

Describe how you select the intended talent or talents for participation in the programme. For instance through a talent hunt, scouting, online selection, or through the continuation of existing programmes.

### Talent development programme

What does your programme for the intended talent or talents look like?

Describe what the programme for the intended talent or talents looks like, and describe the collaboration partners you work with. Explain how the talents can develop within the programme, and how it enables them to truly grow and to gain performance experience. Examples are collective or individual programmes, enlisting coaches or mentors, and offering activities such as workshops, rehearsals or performances.

### End goal and objectives

What will the programme achieve?

Describe what your programme aims to achieve and what the specific objectives are. This could be: producing an EP or album, a video clip, implementing a marketing strategy, expanding networks or going on tour.

#### Outcomes

What are the outcomes of the programme?

Describe the specific outcomes of the programme; for instance a showcase event, social media attention, a radio performance, and so on.

#### Budget

Separately upload, in your own format, a balanced budget for the period for which you are applying for a grant.

The maximum contribution of the Performing Arts Fund NL is:

€ 40,000 for legal persons (with legal personality but without profit motive, such as foundations and associations)

€ 20,000 for individual initiators (natural persons, including self-employed professionals).

Not more than 25% of the grant sum may be used to cover organisational and overhead costs.

The budget must distinguish between:

costs devoted to supporting the talents;

costs devoted to making and presenting performances or concerts;

organisational and overhead costs (max 25%).

The main budget items must be substantiated. If applicable, also show how other forms of income such as your own contribution or local or regional funds or public authorities contribute to implementing the plans.

#### Appendixes and documentation

If the application is submitted by a legal person without profit motive (such as a foundation or association):

Besides the substantive plan and the budget, also upload the following appendixes (in PDF format, maximum of 12 MB per upload):

- A recent extract from the Chamber of Commerce;
- A copy of the deed of incorporation or the articles of association of your foundation or association.

Images (such as photographs or illustrations) can be included in the substantive plan and should not be submitted separately. Other appendixes than those mentioned above do not need to be submitted and will not form part of the assessment.

#### Submission procedure

Applications can only be submitted digitally via the website of the Performing Arts Fund NL. You need a password in order to submit the application digitally. This password can be requested via

[www.mijnfonds.nfpk.nl/](http://www.mijnfonds.nfpk.nl/). Note that it can take several office days to provide you with a password. You do not need to apply for a new password if you already have one.

**Decision period**

The Board will notify the applicant of its decision in writing within 13 weeks of the submission deadline.

**Any questions?**

For questions about the grant scheme or about completing the application form, please read the FAQ at the bottom of the Music Hubs web page. If this does not answer your question, or if you have any doubts about your eligibility to apply, please contact the Performing Arts Fund NL by email to [muziekhubs@fondspodiumkunsten.nl](mailto:muziekhubs@fondspodiumkunsten.nl) or by phoning +31 (0)70 – 7072700.