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Snelgeld

# Grant Application Manual

For more specific conditions, please see the  
Subsidieverordening Cultuur Eindhoven 2021-2024  
[here](#) (in Dutch) or contact [info@cultureindhoven.nl](mailto:info@cultureindhoven.nl)

## General

Snelgeld is mainly aimed at makers in Eindhoven, stimulating the development of their artistic quality, in experiment and research, building their audience and clientele. The grant should preferably serve as an impulse to their professional career.

We assume that the applicants are also the initiators and executors of the activity for which the grant is requested.

## Can I apply for a grant?

1. Will the project for which the grant is requested start within at least 4 weeks from the date of the application?
2. Is the activity limited in time and means?
3. Are you a creative maker (individually or collectively) or organisation and is the activity research, presentation or production?
4. Do you have a residential or workplace address in Eindhoven?

**If your answer to all of the questions above is 'yes', you can apply for a project grant.**

### TIP

You can visit our walk-in consultation on any Tuesday from 10 to 12, no appointment needed. For more up-to-date information see: [www.cultuureindhoven.nl](http://www.cultuureindhoven.nl)

### ATTENTION!

Joint applications from groups of cooperating people will also be accepted. Two persons can apply for a maximum grant of € 6.000,-, three or more persons can apply for a maximum grant of € 9.000,-. One person will do the application and act as secretary. The secretary will receive the grant and will be responsible for the correct spending of the grant.

## When can I apply?

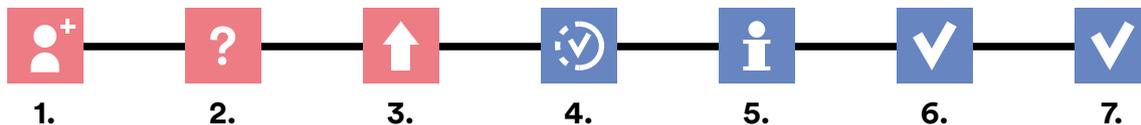
Applications may be submitted from **January 1<sup>st</sup> til May 31<sup>st</sup>** and from **September 1<sup>st</sup> to December 31<sup>st</sup>**.

Applications will be handled in order of submission, until the limit of the grant fund is reached. When the limit is reached, the fund application window will be closed and applications will no longer be accepted. This will be announced on our [website](#) and in the newsletter of Cultuur Eindhoven.

### ATTENTION!

During summer, there is a pause in the application for grants. For two months, no applications will be accepted. Please take this into account when planning to apply.

## How can I apply?



## What happens after application?

## 1. Create account and log in

Your application should be submitted using our digital grant application system. The url of the application portal is:

<https://www.cultuureindhoven.nl/aanvragen/aanvraagportaal/>

You can register as first-time applicant and make a new account, or log in with your credentials if you already have an account. With your account, you can submit and manage your applications up to the definitive assignment of your grant.

### TIP

You can submit multiple applications with one account.

## 2. General and specific questions

Start the application by submitting the details of your organisation. These will be already showing in the form if you have applied this way before.

**After the general questions, specific info about your project will have to be submitted. You can find these questions [here](#).**

The answers to these specific questions will make up your activity plan. The activity plan should describe the subject end qualities of your project, and its meaning to you as the maker.

**It is also important that the activity plan fits the criteria used to estimate the project. These are:**

### The quality of artistic content

Describe the content, form and the artistic concept of your activity. What determines the artistic quality? This is made up of 2 components.

On the one hand, it is about your own artistic background or quality. To exemplify, you may add your curriculum vitae and those of your project members to the activity, showing your education and experience. On the other hand, the artistic quality of the activity itself is important. You may explain this by describing the artistic process, the content and form and the planned result.

### TIP

Explanations about the required information will appear on screen when moving your mouse cursor over the question marks.

### ATTENTION!

There is a maximum of 3000 characters (including spaces etc.) per answer to the questions.

### TIP

To explain the feasibility and quality of your project, you can upload additional appendices; Cooperations can be substantiated with declarations of intent of the cooperating partners, or documents or e-mails confirming the cooperation. Your experience can be substantiated with a curriculum vitae, playlists of or links to your work (i.e. a website, YouTube or social media).

### Impulse

The grant will give an impulse to the professional career of the applicant. Describe how the activity will add to your personal professional development or the development of your cultural working practice. For instance, elaborate on how the activity relates to your earlier work and what effect you are expecting it to have on your further development. Also, explain why you would not be able to do this without the grant.

### Professional quality

Financial feasibility: make a realistic estimate of the project's financing by other funds, sponsoring and income from the public, insofar as this is applicable to the activity. Please also reflect on the risks that may be involved (what will you do when the income is lower than expected?).

Be aware that some activities may also yield income, like the publication of a book, the recording of an album or the development of a product. Take this into account when planning for your budget. Also, please include quotations if possible, to substantiate your estimate of spending.

Entrepreneurship and partnerships: When applying on behalf of a collective or organisation: describe how responsibilities and activities are distributed (who does what). This also applies to cooperations. Choose partners that fit in with the activities and substantiate their cooperation, for instance by including declarations of intent of the partner(s), or other proof of serious contact and willingness to cooperate. Commitment may show from substantial contribution to the content and/or financing of the activity.

### Public Relations

In the communication strategy, please describe the audience your activity is aimed at, who your target group is, substantiating why your activity fits into the needs or interests of this group. Should the activity not be intended to reach an audience, please state so clearly! However, when doing research it can also be relevant to show what you have done. Show that you are aware of the audience your work should ultimately reach.

Also, please describe the means of communication you want to use to reach the chosen audience. Choose instruments that fit in with the target group's everyday living environment.

### Position in Eindhoven's cultural eco-system

In what way are you a part of the cultural networks of Eindhoven? If you are cooperating for your activity, please describe in what way and with which organisations, and which other organisations are involved to showcase the result, for instance? Sharing the knowledge you gained through research is also interesting.

## 3.2

**Uploading files****Request for specific documents:**

- Format: budget ([see here](#))
- Explanation of the budget format
- Bank statement
- Other appendices
- Front Page

**The Voorblad (Front Page) will be automatically generated by the grant system at the end of the application process.**

**Explanation of the format:**

You summarize expenses and income of the project in the budget.

When applying as secretary on behalf of a collective, the budget must show how the funds are distributed between the participants.

In the explanation of the budget you must show the status of other sources of income for the project. There is no specific format for this explanation, you may choose how to do this.

**Bank statement:** not predating the application by more than one month, as proof that the account is in the applicant's name.

**ATTENTION!**

Use of the format is obligatory, please fill in the applicable fields. The budget should be balanced and consistent in itself.

**ATTENTION!**

The Front Page must be signed by the applicant. In case of an application from multiple persons it must be signed by the secretary. In case of an application by an organisation, it must be signed by an administrator.

### Calculation example

You have acquired a laptop of €1200,- to write off over a period of 5 years, using this laptop during one year for your project for which you apply for a grant. The calculation is:  $\text{€ } 1.200,- / 60 \text{ months} \times 12 \text{ months} = \text{€ } 240,-$ . So, you need to include and specify € 240,- in the cost summary. All amounts should be specified without VAT, unless you are exempt from doing VAT tax returns.

Additionally, we expect appendices with quotations for all materials and goods to be acquired. In case of buying goods that have a longer lifespan or use than the duration of the project, you can only specify the percentage of write-off during the project period as costs in the budget. You will need to include this calculation.

**When you have put in an application you will receive an automatically generated email to confirm your application.**

#### 4. Process

After reception, your application will be checked for completeness as soon as possible.

#### 5. Advice

Cultuur Eindhoven policy officers will judge your application using the criteria of the Subsidieverordening Cultuur Eindhoven 2021-2024 (art 49.1.e and f) and will advise the director of Cultuur Eindhoven to approve or reject the application.

#### 6. Decision

The director decides after being advised, within 4 weeks from the application date. You will receive the confirmation or rejection of the grant by mail. When your application is approved, the requested sum will be transferred in full, as a deposit, to the applicant's bank account.

#### 6. Accountability

When granting over € 5.000,- we request this to be accounted for within 13 weeks from the end date of the activity. In this accounting statement you must specify how the execution of the activity was done. You may illustrate this with a link to relevant media (images, sound).

#### ATTENTION!

Only a complete application will be accepted. Applications are deemed incomplete when factual information is missing. You will receive an email from Cultuur Eindhoven specifying what is missing from the application. You will have 5 working days to complete the application. Your application will be accepted when the additional information is received, this will then be the application date.

**Additional considerations:**

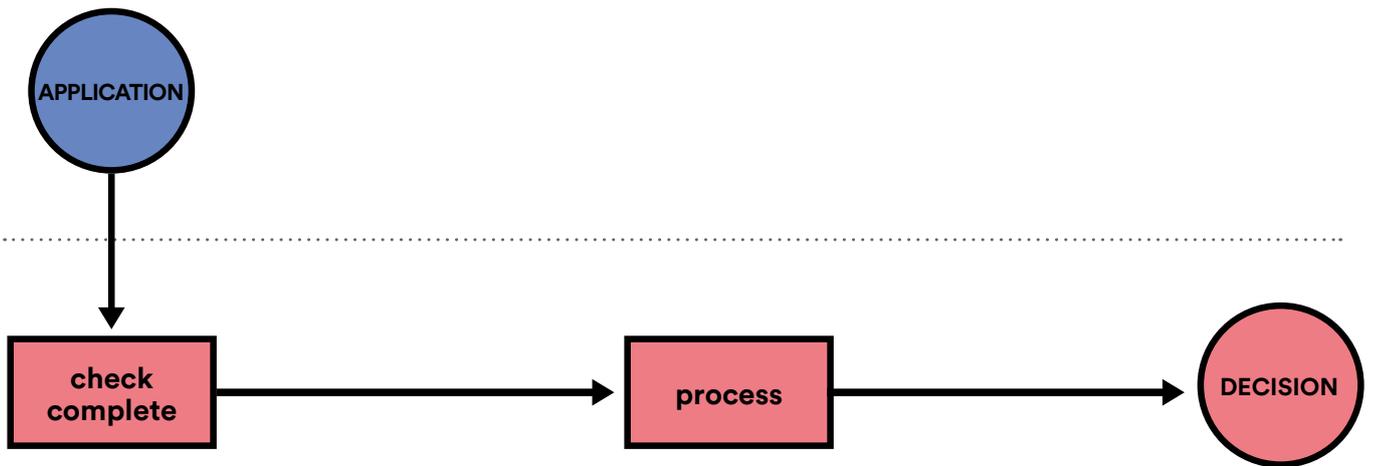
Applications are often made for projects starting within a short period of time from the application date. For Snelgeld applications up to € 3.000,- from individuals or € 5.000,- from organisations or collectives, no accounting is required afterward. The plan should really convince upon application. Submit a realistic plan and substantiate its feasibility as best as you can.

Please write the application under the assumption that nobody knows anything about you as the applicant, nor of the activity you are planning for. Whatever is really logical to you, or what you may have explained during a consultation, is not known by the officer reading and judging your application.

Funding should not overlap with other grants from the city or Cultuur Eindhoven. Please pay attention to this when working with organisations that are already receiving grants.

# The process

Applicant



Cultuur Eindhoven

