

2021-2024

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project subsidies

cultural participation

scheme

**AFK**  
amsterdams  
fonds voor de  
kunst

# 2021-2024 Cultural Participation Scheme

The Municipal Executive of Amsterdam

In view of the proposal put forward by the governing board of the Amsterdam Fund for the Arts (AFK);

Having regard to article 4 of the Regulation on the Cultural Infrastructure of Amsterdam, Main Guidelines and the 2019 Arts and Culture Memorandum;

we resolve:

to establish the following Project Subsidies for the Cultural Participation Scheme for the period from 2021-2024.

## PARAGRAPH 1

### General provisions

#### ARTICLE 1.1 DEFINITIONS

Within this scheme, the following terms shall have the following meaning:

- a. Applicant: the natural person in the legal sense or legal entity as defined in article 1.4 of this scheme;
- b. AFK: the governing board of the Amsterdam Fund for the Arts;
- c. Budget deficit: the balance between estimated expenditures and revenues (without the requested amount of subsidy) in cases where the expenditures are higher than the revenues;
- d. Cultural education: teaching or other activities for children and young people up to the age of 18 that contribute to learning about art and culture ('discovering' and 'developing') both within school and as an extra-curricular activity;
- e. Culture maker: a person who actively engages in art and culture in their free time as a passion, hobby or commitment, therefore not in school time or as a job;
- f. Development plan: a plan which is based on a chosen theme or themes, containing a development or deepening question, initial situation and final objective and a detailed description of the steps and activities that will be taken to achieve the final objective. The development plan is intended to boost the quality of the applicant's activities and position in the Amsterdam cultural field;
- g. Professional arts: artistic/cultural activities whereby the majority of the artists involved actively make or perform art professionally in order to earn a living;
- h. Project: a stand-alone activity with artistic content or a series of related cultural activities conducted by one or more culture makers, whereby the result is made available or publicly accessible in any manner to an audience in Amsterdam;
- i. Balanced budget: a budget in which the total expenditure is fully covered by revenues (including the amount of subsidy requested from the AFK).

#### ARTICLE 1.2 OBJECTIVE

The objective of the Project Subsidies for the Cultural Participation Scheme is to encourage and financially support cultural and creative activities conducted with and for people living in Amsterdam who actively participate in art and culture in their free time and to promote the visibility of artistic and cultural activities conducted in leisure time within the municipality of Amsterdam.

#### ARTICLE 1.3 FOR WHAT ACTIVITIES IS IT POSSIBLE TO REQUEST SUBSIDY?

1. Under the Project Subsidies for Cultural Participation Scheme, it is possible to submit a subsidy application for:
  - a. a project; or
  - b. a development plan, whereby the applicant is obliged to develop one or more of the following themes:
    - *New forms, new stories*  
This concerns developments related to artistic content.
    - *New audiences, new spaces*  
This concerns developments related to audiences and participants.
    - *New structures, new works*  
This concerns developments in the area of business and organisational structure.
 These themes are described in more detail in the explanatory notes.
2. Applications for a development plan may not exceed the maximum amount of €10,000.
3. Applications for cultural education, professional art or annual programmes, as well as applications within the framework of study or education, are not eligible for subsidy.
4. In derogation of the third paragraph, during 2021 only it will temporarily be possible to submit applications for extracurricular cultural education projects for children and young people between the ages of 6 and 18.

#### ARTICLE 1.4 WHO CAN APPLY?

1. A subsidy application for a project may only be submitted by:
  - a. not-for-profit legal entities (associations or foundations) registered with a Chamber of Commerce in the Netherlands and with their registered office and/or visiting address in Amsterdam; or
  - b. natural persons who are registered in the Personal Records Database in Amsterdam.  
A natural person may apply for a maximum amount of €10,000.
2. Funding applications for a development plan may only be submitted by not-for-profit legal entities (associations or foundations), registered with a Chamber of Commerce in the Netherlands and with their registered office and/or visiting address in Amsterdam. They must have been in existence for at least three years at the time of submission.
3. An application for a cultural education project may be submitted by:
  - a. not-for-profit legal entities (associations or foundations) registered with a Chamber of Commerce in the Netherlands and with their registered office and/or visiting address in Amsterdam. Legal entities may apply for a maximum amount of €25,000; or
  - b. natural persons who are registered in the Personal Records Database in Amsterdam.  
A natural person may apply for a maximum amount of €10,000.
 Educational institutions may not apply.

4. Institutions receiving funding from the AFK based on the 2021-2024 Scheme for Four-year Subsidies or the 2021-2024 Development Scheme, as well as institutions in the Amsterdam Basic Infrastructure (BIS) scheme as listed in the 2021-2024 Amsterdam Arts and Culture Memorandum, may not submit an application under this scheme.

#### ARTICLE 1.5 AVAILABLE SUBSIDY AMOUNT

1. The governing board may set a subsidy ceiling or partial subsidy ceiling either annually or semi-annually for the distribution of subsidies within the framework of this scheme.
2. Any decision to set, increase or reduce the whole or partial subsidy ceiling will be published in a daily paper, newspaper or in free local papers as well as on the AFK website.
3. A subsidy will only be granted on condition that the Municipality of Amsterdam has provided the AFK with sufficient funds.

#### ARTICLE 1.6 GROUNDS FOR REFUSAL

1. The AFK may refuse to grant a subsidy irrespective of the category if:
  - a. the application does not fit with the objectives of the scheme as listed in article 1.2;
  - b. the activities do not qualify for subsidy pursuant to article 1.3;
  - c. the applicant does not meet the conditions set out in article 1.4.
2. The AFK will refuse to grant a subsidy irrespective of the form if:
  - a. the application is not eligible for funding after it has been evaluated on the basis of the assessment criteria referred to in article 3.1;
  - b. the application concerns activities for which subsidy has been awarded by the AFK under this or another scheme or within the Amsterdam Basic Infrastructure (BIS) scheme as part of the 2021-2024 Amsterdam Arts and Culture Memorandum;
  - c. an applicant submits a new application for activities that the AFK has already rejected for funding in whole or in part, unless the applicant explicitly states changed circumstances or new facts that justify a new assessment of the application;
  - d. subsidy has been requested for the same activities twice previously and these applications have been refused;
  - e. no account was provided in conformity with the AFK's conditions of a previous project by the same applicant for which the AFK granted a subsidy;
  - f. according to the application, the first public presentation of a project or the start of the activities in a development plan will take place within thirteen weeks of the receipt of the application. In the case of a 'My First Application' (Article 2.3), this period is one month from the date of the interview with the AFK;
  - g. the performance of the activities will not be completed within twenty-four months of the decision to award a subsidy;
  - h. the activities being applied for have religious and/or political objectives;
  - i. there is no budget deficit;
  - j. the amount requested from the AFK is lower than €1,500;
  - k. the requested subsidy exceeds 75% of the total budget;
  - l. granting the subsidy will cause all or part of the subsidy ceiling to be exceeded;
  - m. there are well-founded reasons to assume that the applicant's activities will not be solely or predominantly aimed at the municipality of Amsterdam or its residents;

- n. the applicant pursues objectives, engages in activities or performs acts contrary to the law, the public interest or public order;
- o. the applicant does not meet the usual standards of good governance and fair practice for the organisation concerned in terms of good management, proper supervision and a safe working environment..

## PARAGRAPH 2

### Application procedure

#### ARTICLE 2.1 APPLICATION FORM

1. A subsidy application as defined in this scheme may only be submitted using the digital form available on the website [www.amsterdamsfondsvoordekunst.nl](http://www.amsterdamsfondsvoordekunst.nl) via the My AFK digital platform.
2. The AFK can make concrete demands regarding the manner of submitting the application. These requirements will be published on the website.
3. Applications can be submitted throughout the year as from 1 July 2021.
4. Subsidy applications will be handled in the order in which they are received. The time of submission is determined by the point in time at which the application is complete.

#### ARTICLE 2.2 CONTENTS OF THE APPLICATION

1. All applications must contain:
  - a. a completed application form;
  - b. a balanced budget and financing plan, consisting of an overview of all anticipated revenues and expenses and a written explanation of each budget item; the amount requested from the AFK must be included in the budget;
  - c. a curriculum vitae or concise biography of the most important artistic and/or organisational persons involved, such as a writing coach, conductor, director or project leader;
  - d. a project plan, including a communication plan or development plan (maximum of 15 pages in total) containing a description of the project or development for which funding is being requested and a description of the envisaged or confirmed participants and/or audience and how they can be reached.
2. Supplementary to the first paragraph, applications for a development plan must also include a portfolio of previous activities.
3. Supplementary to the first paragraph, applications submitted by legal entities must also include an extract from the register of the Chamber of Commerce that is no more than two months old.
4. Supplementary to the first paragraph, applications submitted by natural persons must also include proof of registration in the municipality of Amsterdam that is no more than two months old.

#### ARTICLE 2.3 MY FIRST APPLICATION

1. Applicants who have not previously received a grant from the AFK can make use of 'My First Application', which allows them to explain their application to the AFK in person at a specified time.
2. Only projects requesting a maximum subsidy of €5,000 will be eligible for this. Articles 2.1 and 2.2 of this paragraph will apply equally.

**PARAGRAPH 3****Evaluation****ARTICLE 3.1 EVALUATION CRITERIA**

1. All applications will be evaluated on the basis of the following criteria:
  - a. artistic importance;
  - b. significance for the city;
  - c. feasibility.
2. In addition to the criteria in the first paragraph, applications for a development plan will also be assessed on the assessment criterion 'development'.
3. The explanatory notes to this scheme explain these criteria in more detail.

**ARTICLE 3.2 ADVICE**

1. The AFK may submit applications to one or more advisors.
2. The advisor or advisors will be asked for their opinion regarding the degree to which an application meets the criteria listed in Article 3.1 and about the amount of subsidy.

**ARTICLE 3.3 DECISION**

1. If applicable, the AFK will base their decision regarding the application on the advice given by the advisors.
2. Decisions on applications will be made within thirteen weeks of receipt of the application. The AFK may decide to extend the decision-making period by up to eight weeks, and will notify the applicant of this before the end of the aforementioned thirteen-week period.
3. Decisions on applications explained during a 'My First Application' interview will be taken within one week. The AFK may decide to extend the decision-making period by one week and will notify the applicant of this.

**PARAGRAPH 4****Granting, obligations, accountability and final determination****ARTICLE 4.1 OBLIGATIONS ATTACHED TO THE SUBSIDY**

1. The subsidy recipient must immediately inform the governing board by means of the change form on the My AFK digital platform if:
  - a. the activities for which the subsidy was granted will not take place or will not take place in their entirety; or
  - b. the obligations attached to the subsidy will not be met in full; or
  - c. there will be significant substantive or administrative changes in relation to the plan on the basis of which the subsidy was granted.

#### ARTICLE 4.2 WITHDRAWAL OF OR CHANGES TO THE SUBSIDY SUBSIDY

1. As long as the grant has not been finalised, the AFK may withdraw the decision to award the subsidy or reduce the amount of the subsidy if:
  - a. all or part of the project or development plan for which the subsidy was granted has not taken place or will not take place in full conformity with the application, the law or the scheme;
  - b. the recipient of the subsidy has acted in violation of the conditions attached to the decision;
  - c. the accounting has not been submitted within the specified deadline;
  - d. changes to the activities within the meaning of Article 4.1 of the scheme have taken place from which the AFK has withheld its approval or which, according to the AFK, warrant an adjustment to the amount of the financial contribution.
2. This withdrawal or amendment shall apply retroactively to the date upon which the subsidy was granted, unless the decision to withdraw or amend the subsidy states otherwise.

#### ARTICLE 4.3 ADVANCES

The subsidy recipient will receive an advance of 90% of the awarded subsidy amount, unless it concerns a 'My First Application', in which case the advance will be 100% of the awarded subsidy. This advance will be paid automatically within four weeks of the decision to grant the subsidy unless the applicant has requested otherwise.

#### ARTICLE 4.4 ACCOUNTABILITY

1. Recipients of funding must submit both an account of the activities conducted and a financial account within three months of the completion of the project or development plan in accordance with the guidelines provided by the AFK.
2. If the total amount of subsidy granted by the AFK for a project is €25,000 or more, or if the project has a minimum project size of €125,000, the financial account must also include (at least) a compilation report in accordance with the guidelines provided by the AFK.

#### ARTICLE 4.5 FINAL DETERMINATION OF THE SUBSIDY

1. The governing board will finalise the subsidy within thirteen weeks of receiving the account of the project.
2. If the activities have been conducted in conformity with the application and meet all of the obligations attached to the subsidy, the governing board will finalise the subsidy in accordance with the subsidy awarded.
3. The governing board may extend the period referred to in paragraph 1 by a maximum of six weeks, provided that they notify the applicant in writing.
4. If, in the opinion of the AFK, the achievements of the recipient fall short of what was determined in the grant decision, or if the quality of the completed project does not meet the requirements laid down in the decision, the AFK will take this into account when finalising the amount of the subsidy. The subsidy may then be reduced in proportion to the lesser performance in relation to the performance for which the subsidy was awarded. The AFK is entitled to immediately recover any unjustified and/or wrongly paid subsidies and advances.

**PARAGRAPH 5**

## Final provisions

**ARTICLE 5.1 ENTRY INTO FORCE**

This scheme entered into effect as from 1 July 2021, is published in the municipal gazette and is also available on [www.amsterdamsfondsvoordekunst.nl](http://www.amsterdamsfondsvoordekunst.nl).

**ARTICLE 5.2 OFFICIAL TITLE**

This scheme shall be known as: Project Subsidies for the 2021-2024 Cultural Participation Scheme.

Ratified by the governing board of the Amsterdam Fund for the Arts

Laurien Saraber

director and board member

Adopted by the Municipal Executive of Amsterdam in its meeting of PM.

Femke Halsema  
mayor

Peter Teesink  
municipal clerk

The AFK Project Subsidies for the Cultural Participation Schem



## COLOPHON

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