

## Procedure for registering for a Drop-in Consultation

You must use [Mijn AFK](#) to sign up. Follow the steps listed below to complete the application process.

### Preparation

- Create an account on Mijn AFK;
- Check to make sure the organisation for which you are submitting a request has not previously received a subsidy from the AFK;
- Check to make sure you personally have not received a subsidy from the AFK;
- Make a note in your calendar of 9:00 am on the last Wednesday of the month. That's when the sign-up procedure for a Drop-in Consultation through Mijn AFK goes online.

### Reserving a place

On last Wednesday of the month, log in to Mijn AFK before 9:00 am.

Starting at 9:00 am, click on the button marked: *Reserveer je plek* (Reserve a space) to see if there are spaces available for the upcoming Drop-in Consultation. After selecting a discipline and answering a few questions, you will be given three options:

1. There are spaces available: an application form complete with a deadline will be prepared for you.
  - Please note: as soon as you click on the *Reserveer je plek* (Reserve a space) button and receive the message: *Hartelijk dank voor uw aanmelding. Er is een aanvraagformulier voor u aangemaakt* (Thank you for signing up. An application form has been prepared for you), your reservation is definite. Your application form is filed under: *nog niet ingediende aanvragen* (applications that have not yet been submitted). Be sure to submit the completed application form before the deadline, otherwise, your space will be forfeited. The deadline for submitting the application is printed at the top of your application form.
2. There are no spaces available, but there is room on the waiting list: the message: *Alle plekken in de door u gekozen discipline zijn al vergeven maar er is nog wel plek op de wachtlijst* (All the spaces in the discipline you selected are full, but there is still room on the waiting list) appears.

A place on the waiting list does not guarantee an appointment during the Drop-in Consultation. You have two options:

- You decide not put your name on the waiting list and to wait until next month. Or you can submit a Project Application through the regular procedure.
  - You decide to reserve a place on the waiting list. Fill in the application form. You will be notified as soon as space becomes available. If no space becomes available, your application form will not be processed.
3. If the Drop-in Consultation for that month is full, and there is no room on the waiting list, the following message appears: ***Helaas, alle plekken in de door u gekozen discipline zijn vergeven (We're sorry, all the spaces in the discipline you selected are full). Probeer het nog een keer voor het***

***spreekuur van volgende maand. (Please apply for the Drop-in Consultation next month). Of dien via de reguliere weg een projectaanvraag in. (Or submit your Project Application via the regular channels).***

### **An application**

An application form will only be prepared for you if spaces are available (or if there is room on the waiting list). Be sure to complete the form in full, and include your project plan and budget as attachments. Once we have checked to see if your application is complete, you will receive an invitation for the upcoming Drop-in Consultation, including the exact time of your appointment. You will be able to explain your project application then, in person.