

**PROJECT  
SUBSIDIES FOR THE  
PROFESSIONAL ARTS  
SCHEME 2017-2020**

## PROJECT SUBSIDIES FOR THE PROFESSIONAL ARTS SCHEME 2017-2020

The governing board of the AFK

In view of the mission of the Amsterdam Fund for the Arts (AFK) to invest in the arts which enrich the experience of life in Amsterdam;

Considering the ambition to encourage the professional arts within the city of Amsterdam;

We resolve:

To establish the following Project Subsidies for the Professional Arts Scheme for the 2017-2020 period.

### Paragraph 1: General terms

#### *Article 1.1 Definitions*

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

- a. AFK: Amsterdam Fund for the Arts;
- b. Applicant: a private individual (a natural person in the legal sense), a legal entity, or a mediator as defined in article 1.4 of this scheme;
- c. Budget deficit: the balance between estimated expenditures and revenues in cases where the expenditures are higher than the revenues;
- d. Mediator: an independent curator or programmer who puts together the artistic content of exhibitions or artistic programmes in the fields of the visual arts, the performing arts or the literary arts, for festivals, theatres or other presentation venues in Amsterdam.
- e. Community art: art forms created for public or semi-public spaces in which one or more professional artists work with citizens to create a work of art addressing social and/or community issues;
- f. Cultural education: purposefully learning about art, through the use of art, heritage and media, employing targeted lessons or instruction, either in schools or extra-curricular;
- g. Own income: all revenues arising from private sources such as ticket sales, sponsorship and hospitality revenues, private contributions and financial contributions from private funds.
- h. Development budget: the total financial resources that an applicant uses for the implementation of a development plan;
- i. Development plan: a plan containing a development and insight issue, the initial situation and the hoped-for goal, as well as the specific steps and activities needed to reach that goal, so that the development budget can help the applicant and/or their work achieve a boost in artistic quality;
- j. Overhead: all costs incurred by the applicant that are not directly related to the primary process of the project, programme or development plan;
- k. Programme: an artistic and thematically coherent set of activities to be carried out by an applicant within a maximum period of twelve months;
- l. Project: a stand-alone activity in the field of the arts, carried out by one or more professional artists;
- m. Professional arts: cultural activities in which the artists or 'makers' responsible, as well as the majority of the performing artists involved, use their artistic practice to earn a living;
- n. Balanced budget: A budget in which the total expenditures are fully covered by revenues (including the subsidy requested from the AFK).

- o. Talent development: activities that promote the artistic development of talented individuals, aiming at a professional career in the arts;
- p. Total income: the total income, in the sense this term is used by the Dutch Tax and Customs Administration.

*Article 1.2 Objectives*

1. The objective of the Project Subsidies for the Professional Arts Scheme is to encourage and give financial support to artistic and cultural projects and programmes, and to support professional artists in their individual artistic development in all artistic disciplines and in all possible hybrids between those disciplines. Artistic principles are central to these plans, programmes and projects. These objectives also apply in the areas of talent development, community art or visual art in public spaces.
2. Applications for cultural education (both in schools and extra-curricular), and amateur art are not covered within the scope of Project Subsidies for the Professional Arts Scheme.

*Article 1.3 What kinds of projects are eligible?*

1. Within the Project Subsidies for the Professional Arts Scheme, you may submit a subsidy application for:
  - a. A project. An application from a private individual for a project cannot exceed € 25,000;
  - b. A programme;
  - c. A development plan. An application for a development plan cannot exceed € 15,000.
2. Applications within the context of study or training courses are not eligible for subsidy.

*Article 1.4 Who can apply?*

1. An application for a subsidy for a project can only be submitted by:
  - a. not-for-profit legal entities (organizations) such as associations or foundations. An application from a legal entity must comply with this legal entity's own statutory objectives under its charter or articles;
  - b. private individuals;
  - c. commissioners of visual art in public spaces can be either private individuals or legal entities. The amount of subsidy requested cannot exceed the total amount of the contribution made available by co-financing.
2. An application for a programme subsidy can only be submitted by not-for-profit legal entities (organizations) such as associations or foundations. An application from a legal entity must comply with this legal entity's own statutory objectives under its charter or articles
3. An application for a subsidy for a development plan can only be submitted by professional artists who are based in the municipality of Amsterdam, and mediators who are not otherwise employed by a cultural organization.
4. Cultural institutions which receive structural funding from the AFK based on the 2017-2020 scheme for four-year subsidies, and those cultural institutions listed in the Amsterdam Basic Infrastructure ((A-)Bis) subsidy scheme of the 2017-2020 Amsterdam Arts and Culture Memorandum, are not eligible to submit an application based on this scheme.

*Article 1.5 Available subsidy amount*

1. The AFK can either annually or semi-annually set a subsidy ceiling for the distribution of subsidies within the framework of this scheme.
2. A decision to set, increase or reduce the subsidy ceiling will be published in daily papers, newspapers, in local community weekly papers, and on the AFK website.

3. A subsidy can only be granted under the condition that the municipality of Amsterdam has provided the AFK with sufficient funds.
4. As of 17 July 2017, applications can be submitted in an on-going manner until the subsidy ceiling has been reached.

*Article 1.6 General grounds for refusal*

1. The AFK may refuse to grant a subsidy irrespective of its form if:
  - a. the application does not match 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 qualify for subsidy pursuant to article 1.4;
2. Furthermore, the AFK may refuse to grant a subsidy irrespective of its form if:
  - a. a subsidy has already been granted by the AFK based on this scheme or another scheme, or if a subsidy has already been granted from the Amsterdam Basic Infrastructure within the framework of the 2017-2020 Amsterdam Arts and Culture Memorandum;
  - b. an applicant submits a new application for the same project after receiving a fully or partly negative decision from the AFK, unless the applicant explicitly reports new circumstances or new facts that justify a reassessment of the application.
  - c. a subsidy for the same activity has been applied for twice and refused both times.
  - d. an applicant has received a subsidy from the AFK for a previous project, programme or development plan but did not render account in accordance with the AFK's conditions.
  - e. the activities – according to the application – are scheduled to begin within thirteen weeks of the receipt of the application. In cases where an application is made via a Drop-in Consultation (article 2.3), this period is reduced to one month;
  - f. the activities will not begin within twelve months of the decision to award a subsidy and/or the activities will not be completed within twenty-four months of the decision to award a subsidy;
  - g. the applicant has sufficient resources – without a subsidy – to carry out the activity, either using his or her own means or with resources from third parties;
  - h. the amount of the requested subsidy is lower than € 2,500;
  - i. the applicant's own contribution does not meet the minimum 25% of the total budget;
  - j. granting the subsidy will cause the subsidy ceiling to be exceeded;
  - k. the advisors have assessed the application based on the criteria in article 3.2 and do not recommend honouring the application;
  - l. the project does not take place (at least partially) in Amsterdam;
  - m. the application does not satisfy the rules in place to qualify for a subsidy.

*Article 1.7 Additional grounds for refusal*

1. Notwithstanding the provisions in Article 1.6, the governing board may refuse to grant a subsidy for a project or programme if:
  - a. the results of the project or programme are not made available or accessible to the public in some way;
  - b. a subsidy is requested for the second time in an artist's career for presentation in a commercial setting, such as a gallery or art fair;
  - c. the applicant is enrolled as a student or participant in a post-graduate arts education programme or an arts education programme funded according to the Dutch Law of Higher Education and Scientific Research, unless the application involves presentations outside the institution's walls or an artist-in-residency;

2. Notwithstanding the provisions in Article 1.6, the governing board may refuse the subsidy for a project or programme if the applicant:
  - a. cannot demonstrate that he or she has been professionally employed in one or more fields of the arts for a period of at least four years;
  - b. is a student or participant in a postgraduate arts education programme or an arts education programme that is funded according to the Dutch Law of Higher Education and Scientific Research, unless the application involves presentations outside the institution's walls or an artist-in-residency;
  - c. had a total income during the calendar year preceding the application exceeding € 35,000;
  - d. has received a development grant from the AFK during the four years prior to the application, calculated from the date of the decision about granting the previous subsidy.

## Paragraph 2: Application procedure

### *Article 2.1 Application form*

1. A subsidy as defined in this scheme is submitted using the digital form available on the website [www.amsterdamsfondsvoordekunst.nl](http://www.amsterdamsfondsvoordekunst.nl).
2. The AFK can make concrete demands regarding the (format of) application. These requirements will be published on the website.
3. Applications can be submitted throughout the year.
4. Subsidy applications are processed in the order in which they are received. The time of submission is determined by the moment the application is completed in full.

### *Article 2.2 Contents of the application*

1. The application for a project or a programme shall include:
  - a. a description of the project or programme for which the subsidy is being requested.
  - b. a realistic, balanced budget for the project or programme, containing a summary of applications submitted to third parties for financial contribution, sponsorship or compensation for the same project or programme.
2. An application for a development budget shall include:
  - a. a development plan that will be carried out within a maximum of one year;
  - b. a realistic, balanced budget;
  - c. a relevant digital portfolio and curriculum vitae;
  - d. income tax returns and tax assessments for the most recent calendar year, providing that these do not date from more than two years prior to the application; or an income statement from the Tax and Customs Administration.

### *Article 2.3 Applications by means of a Drop-in Consultation*

1. Project applications requesting a maximum subsidy of € 5,000 within a total budget of € 10,000 may be explained during a Drop-in Consultation.
2. Only applicants who have not previously received a subsidy from the AFK are eligible to explain their application during a Drop-in Consultation. Article 2.2 first paragraph shall apply accordingly.

### Paragraph 3: Evaluation

#### *Article 3.1 Evaluation criteria*

1. Applications will be evaluated on the basis of the following criteria:
  - a. artistic quality
  - b. commercial quality
  - c. audience reach
  - d. importance to the city of Amsterdam
2. These criteria are further explained in the explanatory notes on the scheme.

#### *Article 3.2 Advisors*

1. Applications for € 10,000 or more may be sent 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. The advisors then give their opinion about whether the subsidy application should be honoured or refused.
3. The advisors also give advice about the amount of the subsidy.

#### *Article 3.3 Decision*

1. A decision about the application will be made within thirteen weeks of receipt of the application. The AFK can decide to extend the decision-making period by eight weeks, and will notify the applicant of this during the thirteen-week period.
2. Decisions about applications explained during a Drop-in Consultation are reached within one week. The AFK can decide to extend the decision-making period by one week, and will notify the applicant.

### Paragraph 4: Granting, obligations, accountability and final determination

#### *Article 4.1 Obligations linked to the subsidy*

1. The subsidy recipient will report to the governing board immediately if:
  - a. the activities for which the subsidy was granted will not take place or will not take place entirely;
  - b. the obligations linked with the subsidy will not be met entirely; or
  - c. there will be significant artistic, substantive or administrative changes relevant to the plan on which the decision for granting a subsidy was based.
2. In addition to the obligations stated in the first paragraph, the governing board may decide to impose further conditions on the subsidy.
3. A decision to grant a subsidy is made under the condition that the subsidy's recipient enters into an Implementation Agreement with the AFK within a period set by the AFK. The AFK can add further rules to the Implementation Agreement with regard to, for example, changes in the project plan, the final budget and advances, the substantive and financial accountability, the declaration of the subsidy, and the auditor's report.

#### *Article 4.2 Withdrawal of or amendments to the subsidy*

1. Before the subsidy has been finalized, the AFK can withdraw or reduce the amount of the subsidy if:
  - a. all or part of the project, programme or development plan for which subsidy has been granted has not taken place or will not take place, or not in accordance with the application, the law, the scheme or the obligations stated in the Implementation Agreement;
  - b. the recipient of the subsidy has acted in breach of the conditions connected to the decision;

- c. the project, programme or development plan has not commenced within twelve months of the subsidy being granted;
  - d. the final accounting has not been completed within the specified period of time;
  - e. changes in the activities, as referred to in 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. The withdrawal or amendment of the subsidy shall apply retroactively to the date on which the subsidy was granted, unless the decision to withdraw or amend the subsidy has been stipulated differently.

#### *Article 4.3 Advances*

1. Based on the decision to award a subsidy, the AFK may decide to supply a financial advance of up to 80% of the granted subsidy amount, if the applicant so requests via the 'Mijn AFK' digital platform.
2. The AFK must have received a signed Implementation Agreement and a definitive balanced budget before making funds for an advance available.

#### *Article 4.4 Accountability*

1. For an application to set the final determination of the subsidy, the recipient must submit a report of activities and substantive and financial statement within three months of the completion of the project, programme or development plan.
2. If the total subsidy from the AFK for a project or programme is greater than €25,000, or if the project or programme has a minimum project size of € 100,000, the financial statement will also include an auditor's report made by an authorised accountant in accordance with the obligations incorporated into the Implementation Agreement.

#### *Article 4.5 Final determination of the subsidy*

1. The governing board sets a final determination of the subsidy after the project report has been approved.
2. If the activities have been carried out according to the application and all related obligations have been fulfilled, the governing board finally determines the subsidy within 16 weeks in accordance with agreements made when granting the subsidy.
3. The governing board may extend the period cited in paragraph 2 by 6 weeks, if they have notified the applicant in writing.
4. If in the opinion of the AFK, the achievements of the recipient are less than was determined in the decision to grant a subsidy, or if the quality of the completed project or programme does not meet the requirements included in the Agreement, this will be taken into account during the final determination of the AFK's financial contribution. The subsidy will then be finally determined in a proportionally lower amount in view of the inferior achievement, compared to the level of achievement for which the subsidy was granted. Unjustified and/or overpaid subsidies and advances can be reclaimed by the AFK immediately.

**PLEASE NOTE:** *Some of the AFK's regulations, as well as some general information about the AFK, have been made available in English, and an application may be submitted in English. However, all correspondence regarding the application process will be conducted in Dutch. In the event of any ambiguities or discrepancies between the Dutch and English versions, the Dutch text shall prevail.*

## Paragraph 5: Final provisions

### *Article 5.1 Ratification*

1. This scheme came into effect on 17 July 2017, and is available on [www.amsterdamsfondsvoordekunst.nl](http://www.amsterdamsfondsvoordekunst.nl).
2. The Professional Arts Scheme 2013-2016 is hereby revoked.

### *Article 5.2 Official title*

This scheme shall be known as: AFK Project Subsidies for the Professional Arts Scheme 2017-2020

Ratified by the governing board of the Amsterdam Fonds voor de Kunst at the meeting of 7 July 2017.

Annabelle Birnie, Director and member of the board

## Colophon

The Project Subsidies for the Professional Arts Scheme 2017-2020 is published by the Amsterdam Fund for the Arts (AFK)

### Compilation

Amsterdam Fund for the Arts

### Graphic design

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