

**APPLICATION FORM Research and Development Grant 2020
(O&O – regeling Onderzoeks- en Ontwikkelingssubsidie)**

Name

Address

Postal code and place of residence

Telephone

E-mail

Website

IBAN

Chamber of Commerce number (if applicable)

Please see the explanatory notes on the next pages for the required content and formal requirements of your application.

The undersigned declares to have truthfully provided all information requested and accepts the terms and conditions and procedure as specified in the grant scheme *Onderzoeks- en Ontwikkelingssubsidie* (Research and Development Grants for Rotterdam artists).

Date

Signature

CHECKLIST (to be completed by employee of CBK Rotterdam)

1. Recent documentation and visuals on www.rotterdamsekunstenars.nl
2. Description of the application, motivation and execution. (max. 2000 words).
3. Visuals regarding the application (min. 3 – max. 5 images)
4. A timeline regarding the execution of the proposal and the date of completion (max. 1 A4).
5. Estimate of revenue and expenditure (financing plan) (max. 1 A4).
6. Any supporting documents from other organizations where a grant application for the same project was submitted (applications and grants)
7. Curriculum Vitae (education, exhibitions, publications etc.) (max. 2 A4)
8. Concise (additional) documentation on your artistic production and other relevant activities which supports the application. (min. 5 – max. 10 images)
9. A description of the communication/presentation of the R&D project (max. ½ A4).
10. A concise summary of the application (max. 1 A4).

EXPLANATORY NOTES TO THE APPLICATION FORM

1. The information on your page on rotterdamsekunstenaars.nl should have been updated in the last 6 months. A reference to your website is not enough. In addition to personal information and professional activities, your page should also show recent images (for every ten images, a minimum of 2 should not be older than 1 year). Together the information and visuals should provide a representative picture of your current work as a visual artist. Links to other websites such as Vimeo and Youtube can be used for moving images.

Lost your login credentials?

Please go to the login page of www.rotterdamsekunstenaar.nl and enter your email address at 'logingegevens vergeten?' (*Please note – this page is in Dutch*)

REQUIRED CONTENT of the O&O PROPOSAL

Put together your O&O proposal as 1 PDF (items 2-9) plus two separate documents for the budget (item 5) and the summary (item 10).

See also the formal requirements at the end of these notes.

2. Description of the application (max. 2000 words).

Provide a description of the research project in which:

- a clear research question, problem statement or hypothesis is formulated;
- you describe the manner in which the research will be carried out (method);
- you clarify how your research provides an in-depth contribution to a certain development and;
- you describe how this research or this development relates to your current work (positioning of your work).

If you apply for an artist-in-residency: please explain why you have chosen Rotterdam.

An application for a publication can only be made when the publication is part of a research project.

3. Visuals regarding the application (min. 3, max. 5 images).

For example, think of relevant sketches, sources of inspiration, reference images etc. that support this specific application.

4. Timeline (max. 1 A4)

In the timeline, you should mention the starting date of the project, the various phases of the project (roughly) and the date of completion.

5. Budget (max. 1 A4)

Please provide a balanced budget with a financing plan. The revenues should be equal to the expenditures.

Expenditures:

- fee (of the applicant). This is a mandatory and substantial part of the budget. (CBK Rotterdam uses a € 1.500 fee per month-guideline, based on fulltime work.)
- production costs (such as materials and fees for third parties)
- other costs

Please note: fixed/recurring expenses such as the rent of a studio/workshop cannot be included in the budget. The purchase of equipment etc. above € 500 that will outlast the O&O project can only be included in the budget for the write-off part.

Revenues (financing plan):

- other parties/co-financers
- other funds/grants you have applied for (amount and organization)
- rentfree loan of Fonds Kwadraat
- sponsoring/crowdfunding
- your own contribution (if applicable)
- other revenues (please specify)

Deficit / Requested amount from CBK Rotterdam:

Please note: This subsidy concerns explicitly for individual artists who are registered at CBK Rotterdam, for applications with a collective character or goal you can contact the municipality of Rotterdam.

6. If applicable, please submit an overview of other organizations where a grant application for the same project was submitted. Add supporting documents of any applications, grants and commitments from other parties, co-financers, sponsors, crowdfunding, loans, residencies etc. This overview is a specification of the revenues that were included in the financing plan.

7. Curriculum Vitae (max. 2 A4)

Education, exhibitions, publications etc. Your CV should be up-to-date and relevant.

8. Documentation (min. 5, max. 10 files)

Relevant documentation of your artistic production and other activities that provide the context for this specific application. This is an addition to the information about your professional activities on your page on rotterdamsekunstenars.nl. For example, think of references or a critical article about the applicant's work or proposal.

9. Communication (max. ½ A4)

A description of the communication/presentation of the O&O project. Please describe where, how and in what form the process and/or results of the O&O project will be presented (e.g. through an exhibition, during a lecture or debate, or through a publication/website). Please also describe your target audience and how you will reach them.

10. Summary (max. 1 A4):

In the summary please include:

- Your first and last name
- The working title of your (research) project
- a summary of your (research) project
- The date of completion
- The total cost of your (research) project
- The requested amount from CBK Rotterdam for this (research) project.

Formal requirements

1. Please send this form, duly completed, signed and with attachments (see below), via WeTransfer to: aanvragen@cbkrotterdam.nl.

The attachments are:

1. The O&O proposal (in PDF, max. 10 MB)
2. The summary
3. The budget

Name the PDF files as follows:

1. **Voorstel First name Last name**
2. **Samenvatting First name Last name**
3. **Begroting First name Last name**

2. Please make sure your name is written on each page.
3. You will find up-to-date deadlines for submitting your application on rotterdamsekunstenars.nl. On this site, you can also sign up for the O&O consultation hour, prior to every application round. Artists who have never received an O&O grant before have priority.
4. Applications that are sent by post will not be taken into consideration.