



APPLICATION FORM

Financial support under 25.000 euro provided by the Netherlands diplomatic missions abroad

If you lack space to fill in the necessary information in this form, you may attach an addendum

| 1 Applicant | |
|-------------|--|
| 1.1 | Official full name of the requesting organization |
| 1.2 | Name contact person Job title contact person |
| 1.3 | Address Postal address (if different from address) City, country |
| 1.4 | Telephone / mobile number of the contact person E-mail address of the contact person Website/social media channels of the organization |
| 1.5 | Did your organization receive financial support from the Dutch government in the past three years? Choose an item. |
| 1.6 | Please give a short description of the applying organization (mission statement, strategy, goals) |
| 1.7 | Remarks that might be relevant |

| 2 Project and the Netherlands program | |
|---------------------------------------|--|
| 2.1 | Project title Short description of the overall project |
| 2.2 | Optional: Type of project Choose an item. Other: Optional: Discipline / theme Choose an item. Other: |
| 2.3 | Description of the Netherlands component of the program, for which financial support is requested (this can be the project itself, of just a part of it, e.g. a festival, publication, exhibition, etc.) |
| 2.4 | If applicable, contact details of Dutch partners, artists, participants or groups Name(s) Address(es) Contact person(s) Telephone number(s) E-mail address(es) Social media page(s) |
| 2.5 | Remarks that might be relevant |

| 3 Calendar | |
|------------|---|
| 3.1 | Start date of the project End date of the project |
| 3.2 | Additional information, key dates such as press conference, opening night, try-out etc. |
| 3.3 | Remarks that might be relevant |

| 4 Target audience & reach | | | |
|---------------------------|--|-----------------|--------|
| 4.1 | Describe the target audience | Choose an item. | Other: |
| 4.2 | How many people do you expect to reach, with the Netherlands program? | | |
| 4.3 | If applicable: what media attention do you expect? | Choose an item. | Other: |
| 4.4 | How will you reach your audience? What will you do to promote the project? Refer to communication strategy, promotional activities, PR marketing plan, online media, press meetings and releases, etc. | | |
| 4.5 | Remarks that might be relevant | | |

5 Project related risks and mitigating actions

5.1 Please describe which risk(s) at which area your organization has identified and which measures it foresees.

| Identified risk | Impact on project | Level (high/moderate/low) | Type of risk mitigation (accepted/avoided/limited/transferred) | Mitigating measures |
|-------------------------|-------------------|---------------------------|--|---|
| Example: Covid19 | Delay of project | Choose an item. | Choose an item. | Implement advised local Covid19-measures/digital meetings |
| | | | | |
| | | | | |
| | | | | |

Explanation:

A risk concerns the likelihood that a project will fail to meet its objectives. Risks can appear in the area of context/finance/health/HR/weather/external organizations etc. Management of the risks aims to increase the likelihood and impact of positive events and decrease the likelihood and impact of negative events in the project.

One can 1) identify the threats, 2) assess the vulnerability of critical assets to specific threats, 3) determine the **risk** (i.e. the expected likelihood and consequences of specific types of attacks on specific assets), 4) identify ways to reduce those risks and 5) prioritize identified risk(s).

Four types of risk mitigation: a risk can be 1) accepted (no reduction of any effects to an identified risk), 2) avoided (no exposure to an identified risk), 3) limited (some action taken to limit exposure to an identified risk) and 4) transferred to a third party.

A risk can be leveled as 1) high, 2) moderate or 3) low.

| | | | |
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| 5.2 | Remarks that might be relevant | | |
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6 Budget

You must enclose a specified and transparent project budget to the application, including an estimate of the expenses and revenues, which items you expect to be borne by the side of this Netherlands diplomatic mission, what the contribution of your organization is and what will be funded, or expected to be funded by third parties.

| | | Amount in foreign currency (if applicable) | Amount in EUR |
|-----|--|--|---------------|
| 6.1 | Total budget of the project | | |
| 6.2 | If the Netherlands program is part of the project: specific cost | | |
| 6.3 | Own contribution | | |
| 6.4 | Expected receipts / sales | | |

| | | | |
|-----|---|--|--|
| 6.5 | Other paying parties (funds, sponsors...) | | |
| 6.6 | Requested Netherlands financial support | | |
| 6.7 | Remarks that might be relevant | | |

7 Irregularities

For your information: Any suspected or discovered irregularities (such as fraud, a violation of contract award procedures, serious misconduct (including sexual misconduct) or other serious forms of inappropriate behavior) relating to the implementation of the project, must immediately be brought forward to the Netherlands diplomatic mission including the amount of money involved and measures taken.

8 Image

If applicable: please provide our Netherlands diplomatic mission with an image in JPG-format of the Netherlands activities (image of the artist, film still etc.), free of rights, with image credits. Not a poster or flyer.

| | | |
|-----|--------------------------------|--|
| 8.1 | Remarks that might be relevant | |
|-----|--------------------------------|--|

9 Name, function, city, date, signature applicant

Applicant states place, date and signs the form. Please note that by signing this form, you confirm that all information at all sections of the application form and its addenda is correct.

| | | |
|-----|--------------------------|-------------------------------|
| 9.1 | Name/Job title applicant | |
| 9.2 | City | |
| 9.3 | Date | Click or tap to enter a date. |
| 9.4 | Signature | |