

2026-2028

regeling

projectsubsidies

**AF**  
**AK**  
amsterdams  
fonds voor de  
kunst

# Project Subsidies Scheme 2026-2028

The Municipal Executive of Amsterdam,

In view of the proposal put forward by the governing board of the Amsterdam Fund for the Arts,

Having regard to the Amsterdam General Subsidy Regulation 2023;

Resolves to adopt the following scheme:

Amsterdam Project Subsidies Scheme 2026-2028

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## SECTION 1

### General provisions for all categories

#### ARTICLE 1.1 DEFINITIONS

Within this scheme, the following terms are defined as follows:

- AFK: Amsterdam Fund for the Arts;
- ASA 2023: the Amsterdam General Subsidy Regulation 2023;
- adviser: an expert appointed by the governing board of the AFK who advises on a subsidy application;
- budget deficit: the balance between estimated expenditures and revenues (excluding the requested subsidy amount) in cases where expenditures exceed revenues;
- governing board: the governing board of the AFK;
- cultural education: extracurricular activities that help teach children and young people up to the age of eighteen to engage with art and culture: "familiarisation" and "development";
- culture maker: a person or group playing an active role in initiating or participating in art and culture during leisure time in order to develop artistically or creatively out of passion, as a hobby or as means of social engagement;
- cultural participation: activities aimed at participation and community-building;
- debate: organised, publicly accessible discussion in which participants exchange arguments on a topic;
- participant: person who participates actively in the work or content-creation process;
- research and experimentation: activities performed to acquire knowledge and skills for activities as a maker, artist, creative or cultural organisation;
- lead applicant: natural person who submits an application on behalf of a general partnership having its visiting address in Amsterdam;
- project: a stand-alone activity with artistic content or a series of related activities in the field

of the arts, including all phases of the creation process, conducted by one or more professional makers or culture makers;

- presentation: the result made available or accessible in any way to an audience in Amsterdam;
- professional maker: artist, programme maker, curator/exhibition designer, performer or creative who develops art activities in which the majority of the artistic participants actively create or exhibit art in order to earn a living;
- track record: a summary or list of previous work relevant to the application over the past five years and any training;
- self-employed person: an independent entrepreneur who employs no staff and works for his or her own account and risk.

## ARTICLE 1.2 APPLICABILITY OF THE AMSTERDAM GENERAL SUBSIDY REGULATION 2023

The Amsterdam General Subsidy Regulation 2023 is applicable.

## ARTICLE 1.3 PURPOSE OF THE SUBSIDY SCHEME

The purpose of this subsidy scheme is to encourage projects by professional artists, arts organisations and culture makers by granting subsidies. The scheme also contributes to the artistic development of professional makers, culture makers and organisations, thereby strengthening their artistic or creative practice in the long term. Finally, the scheme is a means whereby the AFK, on behalf of the Municipal Executive, encourages the development of culture makers' organisations.

## ARTICLE 1.4 ACTIVITIES ELIGIBLE FOR SUBSIDIES

1. The governing board may grant subsidies for activities in any of the categories listed in the table below:

Category 1	Category 2	Category 3	Category 4
• Project with presentation	• Project with presentation	• Project with presentation	• Project with a confirmed presentation
• Research and experimentation		• Artistic development professional maker	
• Organisational development culture makers		• Development of a visual artwork in the public space	

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2. The governing board may grant the amounts listed in the table below for each activity:

	Category 1	Category 2	Category 3	Category 4
<b>Minimum and maximum subsidy amount</b>	Subsidy amount: €1,500-2,500	Subsidy amount: €2,501-7,500	Subsidy amount: €7,501-17,500	Subsidy amount: > €17,500
<b>Maximum subsidy relative to budget</b>	Subsidy is a maximum of 75% of the total budget	Subsidy is a maximum of 75% of the total budget	Subsidy is a maximum of 75% of the total budget	Subsidy is a maximum of 60% of the total budget

3. In the case of materials and equipment, a maximum of one-third of the purchase price will be subsidised.

4. No subsidy will be granted for:

- a. a specific part or phase of a project;
- b. projects relating to art criticism, art appreciation or journalism, publications that are not artworks in themselves, podcasts without artistic form, scientific research, purchases of musical instruments, award shows, competitions and prizes (or prize commissions), reprises, school-based cultural education, presentations in a commercial setting with the exception of galleries, presentations abroad and presentations intended primarily for digital display such as streaming services and television broadcasts;
- c. a debate, unless it is part of or peripheral to the artistic project for which a subsidy is sought;
- d. projects that can reasonably be regarded as a core task or core programme of a collaboration partner that receives a multi-year subsidy from the AFK or from the municipality of Amsterdam under the Arts Plan 2025-2028, with the exception of the Two-year Scheme for Culture Makers.

#### ARTICLE 1.5 SUBSIDY CEILING

1. The Municipal Executive may set an annual subsidy ceiling for activities eligible for subsidies under this subsidy scheme.
2. The governing board may set partial subsidy ceilings.
3. If partial subsidy ceilings are not fully reached, the AFK governing board may decide to add the remaining amount to one or more other partial subsidy ceilings.

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## ARTICLE 1.6 GROUNDS FOR REFUSAL IN ALL CATEGORIES

As a supplement to Article 8(1) of ASA 2023, the governing board will refuse to grant a subsidy if:

- a. the activities start before the consideration period referred to in Articles 2.5, 3.5, 4.5 or 5.5;
- b. the activities for which a subsidy is sought do not take place in the municipality of Amsterdam;
- c. the results of the project are not available or publicly accessible in any way to an Amsterdam audience;
- d. in respect of the activities for which a subsidy is sought, a subsidy has already been granted by the AFK under this or another AFK scheme, by the municipality of Amsterdam under the Amsterdam Arts Plan 2025-2028 or as part of the municipality of Amsterdam's incubator programming scheme;
- e. a subsidy application was previously submitted for the same project under this scheme, the scheme Projectsubsidies professionele kunst 2021-2024 or the scheme Projectsubsidies cultuurmakers 2021-2024, and rejected after assessment against the relevant criteria;
- f. in respect of a previous project from the same applicant for which the AFK granted a subsidy under this scheme, no report has been submitted in the case of categories 1 and 2 and no account has been rendered in the case of categories 3 and 4 in compliance with the AFK's conditions. This ground for refusal does not apply to projects from a lead applicant who has applied on behalf of a general partnership;
- g. the activities will not be completed within twenty-four months after the decision to grant the subsidy;
- h. the applicant does not meet the usual standards of good governance and fair practice for the organisation in terms of good management, proper supervision and a safe working environment.

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## SECTION 2

### Applications for category 1

#### ARTICLE 2.1 APPLICANTS FOR CATEGORY 1

1. By way of derogation from Article 5 of ASA 2023, an application for a category 1 subsidy may only be submitted by:
  - a. A natural person or self-employed person having a residential or work address (residential or visiting address) in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen;
  - b. A foundation or association having its registered office and visiting address in the municipality of Amsterdam;
  - c. A general partnership having its visiting address in the municipality of Amsterdam in which a partner acts as the lead applicant.
2. Organisations that receive a multi-year subsidy from the municipality of Amsterdam or from the AFK under the Arts Plan 2025-2028, with the exception of the Two-year Scheme for Culture Makers, are not eligible for a subsidy.
3. Applicants who are students or participants in a full-time arts education programme, including senior secondary vocational, bachelor's, master's or postgraduate programmes, are not eligible for a subsidy.
4. A subsidy for "research and experimentation" can only be granted once every two years per applicant.
5. A subsidy for "organisational development for culture makers" can only be granted once every two years per applicant.

#### ARTICLE 2.2 INFORMATION TO BE SUBMITTED WITH THE SUBSIDY APPLICATION FOR CATEGORY 1

1. By way of derogation from Article 6(2) of ASA 2023, a fully completed registration form must be submitted with the subsidy application in category 1;
2. The applicant who has been selected pursuant to Article 2.3, paragraph 2, must submit the following information and documents within two weeks of receiving confirmation:
  - a. A fully completed application form;
  - b. A fully completed standard budget;
  - c. Proof of establishment in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen, including the postcode;
  - d. Track record;
  - e. Examples of activities that will be carried out with the subsidy.

#### ARTICLE 2.3 APPLICATION DEADLINE FOR CATEGORY 1

1. Applications for a subsidy can be submitted at any time.
2. Each month, a lottery is held among all currently registered applications to determine which applications are eligible for a processing slot, may therefore be added to, and in what order the applications are processed.
3. A predetermined number of places are available in each lottery draw, some of which are reserved for applicants based in the North, South-East or New-West districts of the city. These applications will be

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considered first.

4. If insufficient applications are received to fill the places reserved for the districts stated in paragraph 3, these places will be released and added to those available for the other applications.
5. The governing board will publish the lottery dates, the total number of places and the number of places reserved for the North, South-East and New-West districts of the city on its website and in Het Parool before 1 January and 1 July of each year.
6. Applications that are not drawn in the lottery will not be considered.

#### ARTICLE 2.4 BUDGET ALLOCATION FOR CATEGORY 1

1. Applications in category 1 will be assessed on the basis of the following criteria:
  - a. Criterion 1: The strength of the idea
  - b. Criterion 2: Reach and support in the city
  - c. Criterion 3: Feasibility
2. The application will receive a final rating of "unsatisfactory" or "satisfactory" based on an overall assessment of the criteria referred to in paragraph 1.
3. Applications with a "satisfactory" final rating will be approved until the subsidy ceiling is reached, while applications with an "unsatisfactory" final rating will be rejected.

#### ARTICLE 2.5 DECISION PERIOD FOR CATEGORY 1

1. By way of derogation from Article 7(1) of ASA 2023, the governing board will take a decision no later than 13 weeks after receipt of a complete application as referred to in Article 2.2, paragraph 2.
2. The AFK will decide on both the application and the amount of the subsidy.
3. The AFK may decide to extend the decision period by eight weeks and will notify the applicant accordingly before the end of the aforementioned 13-week period.

#### ARTICLE 2.6 GROUNDS FOR REFUSAL IN CATEGORY 1

1. As a supplement to Article 8 of ASA 2023 and Article 1.6 of this scheme, the governing board will refuse to grant a subsidy if:
  - a. the applicant, possibly under a different name or legal form, has submitted more than one application for the same lottery draw;
  - b. multiple applications have been submitted for the same project or parts thereof.
2. If paragraph 1 applies, all relevant applications will be refused.

#### ARTICLE 2.7 ADDITIONAL OBLIGATIONS IN CATEGORY 1

1. In addition to the obligations under Articles 9 and 10 of ASA 2023, the following obligations are attached to the subsidy:
  - a. The subsidy recipient must inform the AFK immediately if the activities for which the subsidy was granted cannot take place in full or in part, if the activities are conducted or have to be conducted in an entirely different manner than stated in the application or if there is a change in the start date or end date.
  - b. The subsidy recipient must submit a report no later than 13 weeks after the completion of the activities.
2. The governing board may decide to attach further obligations to the subsidy in addition to those

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stated in paragraph 1.

## Applications for category 2

### ARTICLE 3.1 APPLICANTS FOR CATEGORY 2

1. By way of derogation from Article 5 of ASA 2023, an application for a subsidy in category 2 may only be submitted by:
  - a. A natural person or self-employed person having a residential or work address in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen;
  - b. A foundation or association having its registered office and visiting address in the municipality of Amsterdam;
  - c. A general partnership having its visiting address in the municipality of Amsterdam in which a partner acts as the lead applicant.
2. Organisations that receive a multi-year subsidy from the municipality of Amsterdam or from the AFK under the Arts Plan 2025-2028, with the exception of the Two-year Scheme for Culture Makers, are not eligible for a subsidy.
3. Applicants who are students or participants in a full-time arts education programme, including senior secondary vocational, bachelor's, master's or postgraduate programmes, are not eligible for a subsidy.

### ARTICLE 3.2 INFORMATION TO BE SUBMITTED WITH THE SUBSIDY APPLICATION FOR CATEGORY 2

1. By way of derogation from Article 6(2) of ASA 2023, a fully completed application form must be submitted with the subsidy application in category 2;
2. The applicant who has been selected pursuant to Article 2.3, paragraph 2, must submit the following information and documents within two weeks of receiving confirmation:
  - a. A fully completed application form;
  - b. A project plan of no more than five pages or a video plan of no more than five minutes;
  - c. A fully completed standard budget;
  - d. Proof of establishment in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen, including the postcode;
  - e. Track record;
  - f. Examples of activities that will be carried out with the subsidy.
3. Applicants can indicate on the application form whether they wish to be considered for an oral explanation of the application.

### ARTICLE 3.3 APPLICATION DEADLINE FOR CATEGORY 2

1. Applications for a subsidy can be submitted at any time.
2. Each month, a lottery is held among all currently registered applications to determine which applications will be considered, the order in which they will be considered and which applicants will be given an opportunity to explain their application orally.
3. A predetermined number of places are available in each lottery draw, some of which are reserved for applicants from the North, South-East and New-West districts of the city. These applications will be considered first. In addition, a predetermined number of time slots are available for an oral explanation of the application.
4. If insufficient applications are received to fill the places reserved for the districts stated in paragraph 3, these places will be released and added to those available for the other applications.

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5. The governing board will publish the lottery dates, the total number of places and the number of places reserved for the North, South-East and New-West districts of the city on its website and in Het Parool before 1 January and 1 July of each year.
6. Applications that are not drawn in the lottery will not be considered.
7. Applications that are not drawn in the lottery for the oral explanation will be considered in the sequence stated in paragraph 2.

#### ARTICLE 3.4 BUDGET ALLOCATION FOR CATEGORY 2

1. Applications in category 2 will be assessed on the basis of the following criteria:
  - a. Criterion 1: Strength and translation of the idea
  - b. Criterion 2: Reach and support in the city
  - c. Criterion 3: Feasibility
2. The application will receive a final rating of "unsatisfactory" or "satisfactory" based on an overall assessment of the criteria referred to in paragraph 1.
3. Applications with a "satisfactory" final rating will be approved until the subsidy ceiling is reached, while applications with an "unsatisfactory" final rating will be rejected.

#### ARTICLE 3.5 DECISION PERIOD FOR CATEGORY 2

1. By way of derogation from Article 7(1) of ASA 2023, the governing board will take a decision no later than 13 weeks after receipt of a complete application as referred to in Article 2.2, paragraph 2.
2. The AFK will decide on both the application and the amount of the subsidy.
3. The AFK may decide to extend the decision period by eight weeks and will notify the applicant accordingly before the end of the aforementioned 13-week period.

#### ARTICLE 3.6 GROUNDS FOR REFUSAL IN CATEGORY 2

1. As a supplement to Article 8 of ASA 2023 and Article 1.6 of this scheme, the governing board will refuse to grant a subsidy if:
  - a. the applicant, possibly under a different name or legal form, has submitted more than one application for the same lottery draw;
  - b. multiple applications have been submitted for the same project or parts thereof.
2. If paragraph 1 applies, all relevant applications will be refused.

#### ARTICLE 3.7 ADDITIONAL OBLIGATIONS IN CATEGORY 2

1. In addition to the obligations under Articles 9 and 10 of ASA 2023, the following obligations are attached to the subsidy:
  - a. The subsidy recipient must inform the AFK immediately if the activities for which the subsidy was granted cannot take place in full or in part, if the activities are conducted or have to be conducted in an entirely different manner than stated in the application or if there is a change in the start date or end date.
  - b. The subsidy recipient must submit a report no later than 13 weeks after the completion of the activities.
2. The governing board may decide to attach further obligations to the subsidy in addition to those stated in paragraph 1.

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## SECTION 4

### Applications for category 3

#### ARTICLE 4.1 APPLICANTS FOR CATEGORY 3

1. By way of derogation from Article 5 of ASA 2023, an application for a subsidy in category 3 may only be submitted by:
  - a. A self-employed person having a residential or work address in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen;
  - b. A foundation or association having its registered office and visiting address in the municipality of Amsterdam;
  - c. A general partnership having its visiting address in the municipality of Amsterdam in which a partner acts as the lead applicant.
2. Notwithstanding the first paragraph, an application for 'artistic development' may only be submitted by a self-employed professional with a residential/work practice (residential or work address) in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.
3. As a supplement to paragraph 1, an application for a visual artwork in the public space may also be submitted by the party who commissioned it, being an applicant as referred to in (a) or a legal entity having its registered office and visiting address in the municipality of Amsterdam.
4. Organisations that receive a multi-year subsidy from the municipality of Amsterdam or from the AFK under the Arts Plan 2025-2028, with the exception of the Two-year Scheme for Culture Makers, are not eligible for a subsidy.
5. Applicants who are students or participants in a full-time arts education programme, including senior secondary vocational, bachelor's, master's or postgraduate programmes, are not eligible for a subsidy.
6. A subsidy for "artistic development" can only be granted once per applicant.

#### ARTICLE 4.2 INFORMATION TO BE SUBMITTED WITH THE SUBSIDY APPLICATION FOR CATEGORY 3

By way of derogation from Article 6(2) of ASA 2023, the following information and documents must be submitted with the subsidy application in category 3:

- a. A fully completed application form;
- b. A project plan of no more than 15 pages;
- c. A budget including a financing plan;
- d. One page of explanatory notes to the budget;
- e. Chamber of Commerce extract no older than 3 months;
- f. Proof of establishment in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen, including the postcode;
- g. Track record;
- h. Examples of activities that will be carried out with the subsidy.

#### ARTICLE 4.3 APPLICATION DEADLINE FOR CATEGORY 3

Applications for a subsidy can be submitted at any time.

#### ARTICLE 4.4 BUDGET ALLOCATION FOR CATEGORY 3

1. Applications will be considered in order of receipt. The time of submission is deemed to be the time at which the application is complete.

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2. Applications in category 3 will be assessed on the basis of the following criteria:
  - a. Criterion 1: The detailed content of the plan
  - b. Criterion 2: Reach and support in the city
  - c. Criterion 3: Feasibility
3. Applications may be referred to one or more advisers.
4. The application will receive a final rating of "unsatisfactory" or "satisfactory" based on an overall assessment of the criteria referred to in paragraph 1.
5. Applications with a "satisfactory" final rating will be approved until the subsidy ceiling is reached, while applications with an "unsatisfactory" final rating will be rejected.

#### ARTICLE 4.5 DECISION PERIOD FOR CATEGORY 3

1. The governing board will take a decision no later than 13 weeks after receiving a complete subsidy application.
2. The AFK will decide on both the application and the amount of the subsidy.
3. The AFK may decide to extend the decision period by eight weeks and will notify the applicant accordingly before the end of the aforementioned 13-week period.
4. The subsidy recipient will receive an advance of 90% of the granted subsidy amount.

#### ARTICLE 4.6 GROUNDS FOR REFUSAL IN CATEGORY 3

As a supplement to Article 8 of ASA 2023 and Article 1.6 of this scheme, the governing board will refuse to grant a subsidy for the "Maker's artistic development" if the applicant has received a 3PackageDeal or stipend from the AFK in the four years preceding the application, calculated from the date of the decision on the granting of the previous subsidy.

#### ARTICLE 4.7 ADDITIONAL OBLIGATIONS IN CATEGORY 3

1. In addition to the obligations under Articles 9 and 10 of ASA 2023, the subsidy is subject to the obligation that the subsidy recipient must inform the AFK immediately if the activities for which the subsidy was granted cannot take place in full or in part, if the activities are conducted or have to be conducted in an entirely different manner than stated in the application or if there is a change in the start date or end date.
2. The governing board may decide to attach further obligations to the subsidy in addition to those stated in paragraph 1.

#### ARTICLE 4.8 FINAL ACCOUNTING AND FINAL DETERMINATION OF SUBSIDY IN CATEGORY 3

1. The subsidy recipient must submit a report on the activities and expenditures no later than 13 weeks after completing the activities, using the form available for this purpose on the AFK website. This form must be accompanied by a detailed report and the budget showing actual revenues and expenditures.
2. The governing board will finally determine the subsidy after approving the recipient's final account for the project.
3. If the activities have been conducted in accordance with the application and have met all the obligations attached to the subsidy, the governing board will finally determine the subsidy within twelve weeks in accordance with the decision granting the subsidy.
4. The governing board may extend the period referred to in paragraph 3 by a maximum of four weeks, provided that it notifies the applicant in writing.

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## SECTION 5

### Applications for category 4

#### ARTICLE 5.1 APPLICANTS FOR CATEGORY 4

1. By way of derogation from Article 5 of ASA 2023, an application for a subsidy in category 4 may only be submitted by a foundation or association having its registered office and visiting address in the municipality of Amsterdam.
2. By way of derogation from paragraph 1, an application for a visual artwork in the public space may also be submitted by a legal entity having its registered office and visiting address in the municipality of Amsterdam.
3. Organisations that receive a multi-year subsidy from the municipality of Amsterdam or from the AFK under the Arts Plan 2025-2028, with the exception of the Two-year Scheme for Culture Makers, are not eligible for a subsidy.

#### ARTICLE 5.2 INFORMATION TO BE SUBMITTED WITH THE SUBSIDY APPLICATION FOR CATEGORY 4

By way of derogation from Article 6(2) of ASA 2023, the following information and documents must be submitted with the subsidy application in category 4:

- a. A fully completed application form;
- b. A project plan of no more than 15 pages;
- c. A budget including a financing plan;
- d. One page of explanatory notes to the budget;
- e. Proof of establishment in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen, including the postcode;
- f. Track record;
- g. Examples of activities that will be carried out with the subsidy;
- h. A written confirmation of the public presentation of the project, drawn up and signed by the presenting organisation;
- i. In the case of an application for a permanent visual artwork in the public space (i.e. one lasting six months or more), a positive recommendation on the design from Stadscuratorium Amsterdam (SCA). In the case of a project integrated into a building (new or otherwise), a positive recommendation from the Spatial Quality Commission will suffice.

#### ARTICLE 5.3 APPLICATION DEADLINE FOR CATEGORY 4

Applications for a subsidy can be submitted at any time.

#### ARTICLE 5.4 BUDGET ALLOCATION FOR CATEGORY 4

1. Applications will be considered in order of receipt. The time of submission is deemed to be the time at which the application is complete.
2. Applications in category 4 will be assessed on the basis of the following criteria:
  - a. Criterion 1 The detailed content of the plan
  - b. Criterion 2: Reach and support in the city
  - c. Criterion 3 Diversity and inclusion
  - d. Criterion 4: Feasibility
3. Applications will be referred to one or more advisers.
4. The application will receive a final rating of "unsatisfactory" or "satisfactory" based on an overall assessment of the criteria referred to in paragraph 1.
5. Applications with a "satisfactory" final rating will be approved until the subsidy ceiling is reached, while

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applications with an "unsatisfactory" final rating will be rejected.

#### ARTICLE 5.5 DECISION PERIOD FOR CATEGORY 4

1. By way of derogation from Article 7(1) of ASA 2023, the governing board will take a decision no later than 13 weeks after receiving a complete subsidy application.
2. The AFK may decide to extend the decision-making period by eight weeks and will notify the applicant accordingly before the end of the aforementioned 13-week period.
3. The governing board will decide on both the application and the amount of the subsidy.
4. The subsidy recipient will receive an advance of 90% of the granted subsidy amount.

#### ARTICLE 5.6 GROUNDS FOR REFUSAL IN CATEGORY 4

Reserved

#### ARTICLE 5.7 ADDITIONAL OBLIGATIONS IN CATEGORY 4

1. In addition to the obligations under Articles 9 and 10 of ASA 2023, the subsidy is subject to the obligation that the subsidy recipient must inform the AFK immediately if the activities for which the subsidy was granted cannot take place in full or in part, if the activities are conducted or have to be conducted in an entirely different manner than stated in the application or if there is a change in the start date or end date.
2. The governing board may decide to attach further obligations to the subsidy in addition to those stated in paragraph 1.

#### ARTICLE 5.8 FINAL ACCOUNTING AND FINAL DETERMINATION OF SUBSIDY IN CATEGORY 4

1. The subsidy recipient must submit a report on the activities and expenditures no later than 13 weeks after completing the activities, using the form available for this purpose on the AFK website. This form must be accompanied by a detailed report and the budget showing actual revenues and expenditures.
2. The governing board will finally determine the subsidy after approving the recipient's final account for the project.
3. If the activities have been conducted in accordance with the application and have met all the obligations attached to the subsidy, the governing board will finally determine the subsidy within twelve weeks in accordance with the decision granting the subsidy.
4. The governing board may extend the period referred to in paragraph 3 by a maximum of four weeks, provided that it notifies the applicant in writing.

### SECTION 6

## Final provisions

#### ARTICLE 6.1 TRANSITIONAL PROVISION

Applications for the granting or determination of subsidies under the Project Subsidies for Professional Arts Scheme 2021-2024 and the Project Subsidies for Cultural Participation Scheme 2021-2024 on which no decision has yet been taken when this scheme comes into force will be considered in accordance with the provisions of the aforementioned schemes applicable before this scheme came into force.

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#### ARTICLE 6.2 WITHDRAWAL

The Project Subsidies for Professional Arts Scheme 2021-2024 and the Project Subsidies for Cultural Participation Scheme 2021-2024 are being withdrawn.

#### ARTICLE 6.3 ENTRY INTO FORCE

The scheme will come into force one day after its publication in the municipal gazette and can also be consulted at [www.amsterdamsfondsvoordekunst.nl](http://www.amsterdamsfondsvoordekunst.nl)

#### ARTICLE 6.4 OFFICIAL TITLE

This scheme will be known as: The Amsterdam Project Subsidies Scheme 2026-2028

# Explanatory notes to the Project Subsidies Scheme 2026-2028

## INTRODUCTION

Under the Project Subsidies Scheme 2026-2028, the AFK distributes subsidies to makers, artists, creatives, organisations and collectives throughout the municipality of Amsterdam, across all disciplines, genres and sectors. Amsterdam's cultural field is large, broad and diverse. All applicants must feel they belong in this scheme. The scheme was created with input and assistance from a large number of applicants, makers, organisations and other stakeholders in Amsterdam. They participated in discussions on the underlying policies, conditions and criteria of the scheme.

This scheme replaces two schemes that the AFK operated from 2021 to 2025: one for professional arts and one for culture makers. We note that the cultural field in Amsterdam is drawing ever less distinction between professional and non-professional projects; in today's art practice, non-professionals are increasingly contributing to the professional work process, and professionals are increasingly playing a role in cultural participation by culture makers. With this scheme we enable all types of applications to be submitted and assessed uniformly.

**Applications can be submitted in four categories, each having its own requirements and criteria.**

• Category	1: applications from	€1,500 to	€2,500
• Category	2: applications from	€2,501 to	€7,500
• Category	3: applications from	€7,501 to	€17,500
• Category	4: applications from	€17,501	

The categories are based on the amount sought and geared to the applicant groups for those categories. In this way, we can ensure that the scheme is just as accessible to new creatives, for example, as it is to seasoned applicants. The higher the amount sought, the more we will expect from you in terms of the detail of the idea or plan, its reach and support in the city, the degree of organisation, the extent of co-financing and attention to diversity and inclusion.

Applications for amounts up to €7,500 will be allotted a place in a processing sequence by means of a lottery system, with a pre-announced number of places being guaranteed. Applications can only be submitted by applicants in the municipality of Amsterdam and a number of surrounding municipalities. Reach and support in the city are an important part of the assessment, ensuring that fantastic art can be seen, heard and experienced by all Amsterdam residents.

**(article 1.2 Applicability of ASA 2023)**

The Project Subsidies Scheme 2026-2028 is part of the Arts Plan 2025-2028 of the municipality of Amsterdam and results from the AFK's policy plan. This scheme is governed by the 2023 General Subsidy Regulation of the municipality of Amsterdam, which sets out general matters regarding subsidies from the municipality of Amsterdam. The scheme states when the AFK derogates from or supplements the regulation. These explanatory notes bring together all the relevant information.

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### We are here for you

Whether this is your first or umpteenth application, good preparation is always important, so you should read these explanatory notes carefully. If you are unsure about anything, take a look in the frequently asked questions. If you still cannot find the answer, do not hesitate to contact us. We wish you every success with your project.

*Team AFK*

## SECTION 1

### Explanatory notes for all applications

#### WHAT IS THE PURPOSE OF THE SCHEME?

(article 1.3 Purpose of subsidy scheme)

- The purpose of this subsidy scheme is to encourage art projects by professional artists, organisations and culture makers by granting subsidies. These may be artistic projects with a presentation, such as exhibitions, performances, festivals, community and participatory projects, visual art in the public space and extracurricular cultural education.
- The scheme also contributes to the artistic development of professional makers and culture makers, thereby strengthening their artistic or creative practice in the long term.
- Finally, the scheme is a means whereby the AFK encourages the development of culture makers' organisations.

Applications that do not match these objectives will be formally rejected. If in doubt, please contact us.

#### GENERAL INFORMATION WHO CAN APPLY? AND WHO CANNOT?

(articles 2.1, 3.1, 4.1, 5.1 Applicants and 1.6 Grounds for refusal)

We will explain below who can apply for each category. Some provisions apply to all categories:

#### Applications cannot be submitted by:

- Applicants who receive multi-year support from the AFK or the municipality of Amsterdam within the framework of the Arts Plan.
- Legal entities with a profit motive, with the exception of self-employed persons and general partnerships.
- Students or participants in full-time arts education, senior secondary vocational education or higher vocational education. This also includes master's degree programmes and postgraduate institutions.
- Natural persons (including self-employed persons) not established in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.
- Legal entities not established in the municipality of Amsterdam.

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**Please note:**

- If you have multiple branches, your head office must be in Amsterdam.
- **Multiple applications cannot be submitted simultaneously.**  
You cannot apply if you or your organisation already have an application being considered by the AFK, or if you have been granted a subsidy and that project has not yet ended.  
If you wish to apply in categories 1 and 2 and you have not yet completed a previous application, you must submit a report before you can start a new application. If you wish to apply in categories 3 and 4, you must submit a final account for your most recent project in accordance with the terms and conditions (see below) before you can submit a new application. This does not apply to applicants for the 3 Package Deal, the Incentive Scheme for Contemporary Dance, the Professional Arts Workspace Scheme, the Two-year Scheme for Culture Makers, Neighbourhood Impulse and Night Culture. Furthermore, this does not apply if, in addition to your application, you also submit or have submitted an application as the lead applicant for a general partnership.
- **You cannot apply to the AFK twice for the same activities (repeat application).** If your application in categories 1 and 2 was not selected in the lottery, you can try again. This does not count as a repeat application.  
However, you can submit an application for activities arising from experimentation or preliminary research you conducted with a category 1 contribution under this scheme. We consider that to be a follow-up application. If the application concerns visual art in the public space and you applied for a development project in category 1 or 3, you can apply again for the realisation of the work. In the new application, clearly state how you have incorporated your preliminary research or experimentation and make sure you do not request a contribution for the same expenditure.
- **You can apply for a recurring activity, however,** such as a festival or annual presentation. In your application you should explain what has changed compared to previous editions. Any tips from previous grants must be incorporated in the new application.
- You cannot apply for activities that are already supported under the municipality of Amsterdam's incubator programming scheme.

**GENERAL INFORMATION WHAT CAN YOU APPLY FOR?**  
(article 1.4 Activities eligible for subsidies)

The scheme is divided into four categories, which are explained separately here. The categories are classified according to the amount you can apply for:

- Category 1: applications from €1,500 to €2,500
- Category 2: applications from €2,501 to €7,500
- Category 3: applications from €7,501 to €17,500
- Category 4: applications above €17,500

**GENERAL INFORMATION WHAT CAN YOU APPLY FOR?**  
(article 1.4 Activities eligible for subsidies)

You can apply for:

- Projects – all 4 categories
- Research and experimentation – category 1, i.e. up to €2,500
- Organisational development for culture makers – category 1, i.e. up to €2,500
- Artistic development – category 3, i.e. between €7,500 and €17,500.

We explain below precisely what you can apply for in each category.

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**The following applies to all categories:**

- A project may consist of multiple activities that share related content and have a beginning and an end. Applications cannot be submitted for entire annual programmes, but they can be submitted for a series or sequence of related activities.
- You can apply for a publication if it can be seen as a work of art in itself, i.e. as an art object or novel. The following are not eligible: review works, photo books and presentations of bodies of work.
- Podcasts must concern an artistic project that has clear dramaturgy and audiography and reaches an audience in Amsterdam. You must show in a marketing plan how you will reach that audience. The following are not eligible: journalistic podcasts, interview or discussion podcasts.
- You can only apply for a debate if it is part of a larger, artistic programme, such as a festival or exhibition. We do not subsidise debate in itself, even if it concerns art and culture.
- In the case of materials and equipment, we contribute a maximum of one-third of the purchase price. The full acquisition costs must be included in the budget. In the explanatory notes for this cost item, you must indicate how much the AFK contributes. Musical instruments are excluded from this; the AFK does not contribute to these at all.
- You cannot apply for a subsidy for a reprise.
- You can apply for cultural education if it is not school-related and is not part of formal education.
- You cannot apply for a subsidy for presentations at trade fairs.
- You cannot apply for a subsidy for art criticism, art appreciation, journalistic projects, scientific research, prize awards (including the creation of prizes), competitions or contests.
- You cannot apply for a subsidy for projects that will primarily be publicly accessible through national or international broadcasters or streaming services.
- If you are an Amsterdam-based maker applying for a subsidy for a project conducted jointly with a partner (or partner organisation) based outside Amsterdam, you must explain your role in the project and your connection to Amsterdam.
- With a view to good governance, adequate supervision and a safe working environment, we expect applicants to adhere to the Culture Governance Code and endorse the values of the Fair Practice Code. Failure to do so on the part of your organisation may constitute grounds for rejection.
- If there is a related legal entity, such as a private limited company (BV), you must show that there is a genuine need for a subsidy and that there is no conflict of interest in your relationship. We must have visibility on the flow of funds in both directions.

**The following applies to applications with an international aspect:**

- We contribute to projects that result from international collaboration and can be seen here, or to the presentation of international work in Amsterdam. In the case of applications with an international aspect, it is therefore a requirement that the result is largely able to be viewed or experienced in Amsterdam. You can apply for a visit abroad to further your artistic development. You must show how the visit abroad will contribute to the further development of your art practice/artistic development in Amsterdam. This could include, for example, network-building, deepening your art practice, developing artistic content or professionalisation. How will you share your insights/experiences with the Amsterdam cultural field or audiences after your return?
- We do not contribute to the international visibility of Amsterdam-based work.

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- In applications with an international aspect, you must show clearly which other forms of financing the project will receive.

**If you work with organisations that receive multi-year subsidies under the Arts Plan, please note the following:**

As an individual maker or organisation, you can apply for activities you perform for organisations that receive a multi-year subsidy under the Amsterdam Arts Plan 2025-2028 (through the AFK or the municipality of Amsterdam).

You can also apply for collaborative projects with organisations that receive a multi-year subsidy under the Amsterdam Arts Plan 2025-2028 (through the AFK or the municipality of Amsterdam). Special conditions nevertheless apply.

**The principle is that the AFK will not provide subsidies twice for the same purposes.**

- We distinguish between projects involving collaboration on artistic content in the creation process and projects that are purchased or programmed.
- In both cases, it is important that your budget clearly shows the contributions and expenditures of all partners and the expenditures for which you are applying to the AFK.
- If the work process involves artistic collaboration, you cannot apply for activities that could reasonably be considered a core task or programme of the organisation in receipt of a multi-year subsidy. After all, a subsidy has already been granted for this. It makes no difference if a separate foundation has been formed for these activities.
- In the case of a presentation with a collaboration partner that receives a multi-year subsidy, you can only apply for a subsidy for the deployment and costs of the organisation or artist that does not receive any multi-year funding. These costs must not have been supported in any way through the Arts Plan. You cannot include any rental costs in the application.

## **GENERAL INFORMATION HOW MUCH SUBSIDY IS AVAILABLE (SUBSIDY CEILING) AND HOW IS IT DISTRIBUTED?**

(article 1.5 Subsidy ceiling)

The subsidy ceiling for the project scheme and any partial subsidy ceilings will be announced on the AFK website and in Het Parool.

Applications are processed differently for each category. We explain this below.

## **GENERAL INFORMATION HOW ARE APPLICATIONS ASSESSED?**

(articles 2.4, 3.4, 4.4, 5.4 Budget allocation)

Each application receives a final rating of "unsatisfactory" or "satisfactory". Applications with an "unsatisfactory" final rating will be rejected, while applications with a "satisfactory" final rating will be approved until the subsidy ceiling is reached.

An "unsatisfactory" rating means that in the overall assessment of all criteria the final rating is predominantly determined by the negative elements in the assessment. By contrast, a "satisfactory" rating is one where the positive points predominate, so despite any points requiring attention or improvement the overall rating is predominantly positive.

The final rating is not determined by the individual assessment of each criterion or by the total number of points of criticism but by the overall assessment of all criteria. This means a limited number of weaker elements can be offset by positive performances on other points, as long as the overall assessment of the criteria can be considered satisfactory. Conversely, a series of minor

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deficiencies can collectively lead to an “unsatisfactory” rating, even though some partial aspects are positive in themselves.

The final rating is therefore the result of a balanced, comprehensive assessment of all criteria.

The criteria on which applications are assessed differ depending on the category and are described below. The amount applied for must be properly substantiated.

### **The AFK may grant less than the amount you applied for.**

That amount will never be less than the lower limit of the category in which you apply. For example: if you apply in the category for €2,500 to €7,500, you will never receive less than €2,500 if you are granted a subsidy.

The following circumstances will impact our determination of the subsidy amount:

- We infer from your application that your subsidy needs are lower than the amount you are applying for.
- We cannot grant a subsidy for certain parts of the plan, whereas a subsidy is granted for other parts of the plan.
- We expect your collaboration partner who receives a multi-year subsidy or other partners to make a contribution (or higher contribution) in order to realise your activities.
- We find that the contribution per Amsterdam visitor is not proportionate to the nature and size of the application.
- We find that the added value of the AFK contribution is unclear because the subsidy applied for from the AFK represents a relatively small part of the total budget.
- The AFK's contribution is not proportionate to that of other funders in terms of importance to the city.
- Overhead costs exceed 10% of the total budget. Overheads are all costs not directly attributable to the projects' primary process, such as office space, administration, IT and general and business management costs.

## **GENERAL INFORMATION WHEN MUST THE APPLICATION BE SUBMITTED?**

(article 2.3, 3.3, 4.3, 4.4 Application deadline)

Applications can be submitted at any time, unless the budget for a particular category and period is exhausted. Applications will then no longer be accepted. The AFK will state this on its website. Applications can be considered and approved until the subsidy ceiling or partial subsidy ceiling has been reached. For categories 1 and 2, periodic lotteries take place. We will explain this further with regard to the respective categories.

The consideration period varies depending on the category. The following applies to all applications:

- Activities must not start before the end of the consideration period.
- Activities must be completed no later than two years after the subsidy decision.

## **GENERAL INFORMATION HOW DO YOU SUBMIT YOUR APPLICATION?**

(articles 2.2, 3.2, 4.2, 5.2 Information to be submitted with the subsidy application)

You must submit your application through the AFK's online platform. The required documents vary depending on the category.

Make sure the application is either submitted by someone who is authorised to sign on behalf of the

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organisation according to the Chamber of Commerce or that you upload evidence of this person's authorisation with the application. Otherwise we cannot consider your application!

#### A number of basic rules apply to all categories:

- Always describe what you are going to do, with whom you are going to do it, how and where, and for whom.
- Keep in mind that each category has a different emphasis. The higher the amount you apply for, the more we will ask and expect of you.
- Explain your choices properly in order to make clear why you made certain artistic or organisational choices.
- If you are starting a project based on a social issue, always describe how you will translate this social mission into an artistic project.
- Participation projects are:
  - Projects primarily aimed at participants who want to develop artistically or creatively in their leisure time (culture makers); or
  - Projects involving participants in implementing an idea from a professional maker.

#### Points to look out for in a project application

- Make sure you always apply for the project as a whole, including the presentation associated with it.
- You cannot apply for part of a project or an individual phase, such as writing music, the rehearsal period or the post-production of a film.

#### Points to look out for in artistic development of the professional maker

- Make sure you state clearly in your application what results you expect from your development. For example, the application may concern:
  - in-depth research,
  - learning new techniques and skills,
  - coaching to strengthen your artistic or creative practice in the long term.

## SECTION 2

### Explanatory notes for each category

#### APPLICATIONS FOR CATEGORY 1

(applications for €1,500 to €2,500)

Make sure you also check the general part of these explanatory notes

#### WHAT CAN YOU APPLY FOR IN CATEGORY 1?

(article 1.4 Activities eligible for subsidies)

Category 1 is intended for a

- Project with a presentation
- Research and experimentation
- Organisational development for culture makers

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- A **project** is a defined process with a beginning and an end. It must include a presentation in the municipality of Amsterdam. It involves creating and/or presenting an artistic, creative or art project.
- **Research and experimentation** can focus, for example, on a particular subject, a method you want to try out or a new target group you want to reach. It could involve research in preparation for a project or coaching, for example. In this case no presentation is required. You can receive a subsidy for research and experimentation in category 1 once every two years.
- Applications for **organisational development for culture makers** concern development in the business and organisational area. This could include research or a plan focused on new forms of funding, audience reach and composition, governance development etc. You can receive a subsidy for organisational development for culture makers at most once every two years.

You can submit a project application later as a follow-up to research or experimentation. You must then state clearly in the plan what the results of the preliminary research or experimentation were. The application must show that you have already received a project subsidy for the preliminary research or experimentation. You cannot include the same costs again in the budget for the new application.

In the case of applications for organisational development for culture makers, you can also submit an application for a regular project. In category 1, the AFK will never contribute more than 75% of the budget to the project.

## WHO CAN APPLY IN CATEGORY 1?

(article 2.1 Applicants for category 1)

- A natural person or self-employed person having a residential or work address in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.
- A foundation or association with registered office and visiting address in the municipality of Amsterdam as shown in the extract from the Chamber of Commerce.
- A general partnership (VOF) having its registered office address in the municipality of Amsterdam according to its Chamber of Commerce registration (dating from within the last three months), one of whose members (natural person or self-employed person) is the lead applicant. The lead applicant must be established in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.

## HOW IS THE SUBSIDY APPLICATION PROCESSED IN CATEGORY 1?

(article 2.3 Application deadline for category 1, article 2.6 Grounds for refusal in category 1)

A limited number of places are available for applications in category 1. These are spread over the year. We will announce this in advance at afk.nl and in Het Parool. In each period, a number of places are reserved for applicants from the North, New-West and South-East districts of the city. If insufficient applications are submitted from these districts to fill the places reserved for them, applications from other districts will become eligible. The emphasis on reach in the North, New-West and South-East districts results from the Arts Plan 2025–2028, which forms the basis for the AFK's policy plan.

In each period, the order in which applications are considered is determined by means of an objective lottery system. To participate in the draw, you must submit a fully completed registration form. A complete application with attachments is not required at this time. If your application is not drawn in the lottery, you will be notified as soon as possible that it will not be considered. In that case, you can participate in a subsequent lottery. If your application is

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selected and is being processed, you will be notified and must submit a full application within two weeks.

If you have been selected and have completed your application, This does not mean it will be approved, but it will be processed as described below. You will receive the results within 13 weeks. We may extend this period by eight weeks, in which case we will notify you.

If you submit multiple applications for the lottery, or if multiple applications are submitted for the same project, they will all be rejected.

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## HOW DO YOU SUBMIT YOUR APPLICATION FOR CATEGORY 1?

(article 2.2 Information to be submitted with the subsidy application for category 1)

You submit your registration form through the AFK's online platform. If you are selected, you submit your full application in the same way. The information required in order to process your application must be entered in the online form. The following documents are required:

- Budget (expenditures and revenues): for this you must use the standard document that you can download from the website;
- Proof of establishment in the municipality of Amsterdam or eligible municipalities (registration or proof of registered address) including postcode: this may be proof of registration or another document showing your residential or work address;
- Track record: a list or summary of what you or your organisation have worked or collaborated on over the past five years. This should include a link to previous work, such as a portfolio (size is unimportant but never more than 30 pages), concert recording etc.
- Examples of what you will be working on: samples, text extracts, scenario etc.

## WHEN IS THE APPLICATION DEADLINE FOR CATEGORY 1?

(article 2.3 Application deadline for category 1)

You can submit applications for category 1 at any time. For each period a lottery draw will take place to determine the applications to be considered. We will announce the dates on which the lottery draw will take place at afk.nl and in Het Parool.

Your project cannot start until the end of the eight-week consideration period following the lottery date.

## HOW IS THE APPLICATION ASSESSED IN CATEGORY 1?

(article 2.4 Budget allocation for category 1)

We expect the following from applications in category 1:

- In the case of an **application for a project with a presentation**, we expect a strong, substantive and feasible idea that clearly shows what the audience and/or participants will see or experience.
- In the case of an **application for research, experimentation or organisational development for culture makers**, we expect a strong and feasible idea with a vision for the future: what do you intend to do with the results of the experimentation or research?

**In category 1, the application is assessed on three criteria:**

1. Strength of the idea
2. Reach and support in the city
3. Feasibility

The assessors will take a decision on your application on the basis of the questions below. NB: the criteria are formulated differently for each category!

**Criterion 1: Strength of the idea**

- Is it a strong idea with potential?

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- Does the application clearly present the creative or artistic idea on which the applicant will be working? In other words, does the application make clear what the applicant intends to do, why and with whom?
- Is the idea appealing to audiences and potential participants, or is it of convincing value to the applicant? For example, is the project of social and/or artistic significance?
- In the case of an application for the development of a culture makers' organisation, we also assess whether the plan convincingly demonstrates how the results will strengthen the organisation's work practice in the future.

#### Criterion 2: Reach and support in the city

- Is the idea or work linked convincingly to the city or neighbourhood, for example in terms of existing or future audiences or potential participants, relevant collaborators and partners or the presentation location?

#### Criterion 3: Feasibility

- Does the application clearly show how the applicant intends to proceed, i.e. what the action plan is?
- Are the schedule and expected results realistic?
- Is the budget an appropriate and realistic translation of the plan: are all the components and revenues reflected in the budget and financing?

### WHAT ARE YOUR OBLIGATIONS IF YOU ARE GRANTED A SUBSIDY IN CATEGORY 1?

(article 2.7 Additional grounds for refusal in category 1, article 2.8 Final determination of subsidy in category 1)

#### Changes

You must inform the AFK if:

- Your start date or end date changes.
- The activities for which you have applied cannot take place in full or in part. This could result in the AFK reclaiming the funding.
- The activities stated in your application are carried out in a completely different way than you described. This could also result in the AFK reclaiming the funding, but it is something we would rather discuss with you.

Please use the form on the website to notify us of changes.

#### Final determination of the subsidy and final accounting

- The subsidy in category 1 is determined immediately when it is granted.
- After the end of the project you must submit a report through the AFK website within thirteen weeks. You cannot submit a new application until you have submitted a report.
- You must retain the records associated with the project. We carry out spot checks to see how the subsidy has been spent. You must then be able to demonstrate how the budget was met. In the event of irregularities, the AFK may reclaim the subsidy.
- Tips for writing the report can be found on the AFK website.

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## APPLICATIONS FOR CATEGORY 2

(€2,501 to €7,500)

Make sure you also check the general part of these explanatory notes

### WHAT CAN YOU APPLY FOR IN CATEGORY 2?

(article 1.4 Activities eligible for subsidies)

Category 2 is intended for the creation and/or presentation of artistic, creative or art projects. These must include a presentation in the municipality of Amsterdam.

In category 2, the AFK will never contribute more than 75% of the budget to the project.

### WHO CAN APPLY IN CATEGORY 2?

(article 3.1 Applicants for category 2)

- A natural person or self-employed person having a residential or work address in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.
- A foundation or association with registered office and visiting address in the municipality of Amsterdam as shown in the extract from the Chamber of Commerce (registered office).
- A general partnership having its registered office address according to the Chamber of Commerce registration in the municipality of Amsterdam (dating from within the last three months) and a natural person (who is a member of the general partnership) as the lead applicant. The lead applicant must be established in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.

### HOW IS THE SUBSIDY APPLICATION PROCESSED IN CATEGORY 2?

(article 3.3 Application deadline for category 2, article 3.6 Grounds for refusal in category 2)

A limited number of places are available for applications in category 2. These are spread over the year. We will announce them in advance at afk.nl and in Het Parool. In each period, a number of places are reserved for applicants from the North, New-West and South-East districts of the city. If insufficient applications are submitted from these districts to fill the places reserved for them, applications from other districts will become eligible.

The emphasis on reach in the North, New-West and South-East districts results from the Arts Plan 2025-2028, which forms the basis for the AFK's policy plan.

In each period, the order in which applications are considered will be determined by means of a objective lottery. If your application is selected and is being processed, you will be notified and must submit a full application within two weeks. If your application is not drawn in the lottery, you will be notified as soon as possible that it will not be considered. In that case, you can participate in a subsequent lottery.

Applications indicating a wish to take up the option of an application interview will be allotted a place in the processing sequence determined by the lottery until the maximum number of places is reached. Applications for which no application interview is available will be considered as part of the regular processing sequence determined by the lottery.

If your application was drawn in the lottery and is being considered, this does not mean it will be approved, but it will be processed as described below. You will receive the results within 13 weeks. We may extend this period by eight weeks, in which case we will notify you.

If you submit multiple applications for the lottery, or if multiple applications are submitted for the

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same project, they will all be rejected.

## HOW DO YOU SUBMIT YOUR APPLICATION FOR CATEGORY 2?

(article 3.2 Information to be submitted with the subsidy application for category 2)

You submit your registration form through the AFK's online platform. If you are selected, you submit your full application in the same way. Some of the information required in order to process your application can be entered in the online form. In addition, the following documents are required:

- Detailed plan of no more than five pages OR a video of no more than five minutes in which you explain your plan;
- Budget (expenditures and revenues): for this you must use the standard document that you can download from the website;
- Proof of establishment in the municipality of Amsterdam or eligible municipalities (registration or proof of registered address) including postcode: this may be proof of registration or another document showing your residential or work address;
- Track record: a list or summary of what you or your organisation have worked or collaborated on over the past five years. This should include a link to previous work, such as a portfolio (size is unimportant but never more than 30 pages), concert recording etc.
- Examples of what you will be working on: samples, text extracts, scenario etc.

## WHEN IS THE APPLICATION DEADLINE FOR CATEGORY 2?

(article 3.3 Application deadline for category 2)

You can submit an application for category 2 at any time. For each period a lottery draw will take place to determine the applications to be considered. We will announce the lottery dates at afk.nl and in Het Parool.

Your project cannot start until the end of the eight-week consideration period following the lottery date.

## HOW IS THE APPLICATION ASSESSED IN CATEGORY 2?

(article 3.4 Budget allocation for category 2)

For applications in category 2, we expect the artistic idea to be translated into a concrete and feasible plan that makes clear what the audience and/or participants will see or experience. If the project results from preliminary research or experimentation in category 1, you must state clearly in the plan what the results of the preliminary research or experimentation were. The application must show that you have already received a project subsidy for the preliminary research or experimentation. You cannot include the same costs again in the budget for the new application.

**In category 2, the application is assessed on three criteria:**

1. Strength and translation of the idea.
2. Reach and support in the city.
3. Feasibility.

The assessors will take a decision on your application on the basis of the questions below. NB: the criteria are formulated differently for each category!

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### Criterion 1: Strength and translation of the idea

- Is it a strong idea with potential?
- Does the application clearly present the creative or artistic idea on which the applicant will be working? In other words, does the application make clear what the applicant intends to do, why and with whom?
- Has the idea been translated in a concrete and convincing way into a presentation or performance? Does the plan provide good insight into what the audience and any participants will experience?
- Will the presentation or process be appealing to the audience and any participants? For example, is the project of social and/or artistic significance?

### Criterion 2: Reach and support in the city

- Is the project linked convincingly to the city or neighbourhood, for example in terms of existing or future audiences or potential participants, relevant partners or the presentation location?
- Is there a convincing action plan to reach and engage the audience and potential participants?

### Criterion 3: Feasibility

- Does the application clearly show how the applicant will proceed in practice, i.e. what the action plan is, for example in terms of the allocation of tasks, the schedule and the knowledge required to implement the plan? Is this realistic and does it match the end result?
- Is the budget an appropriate and realistic translation of the plan: are all activities and revenues reflected in the budget and financing?

## WHAT ARE YOUR OBLIGATIONS IF YOU ARE GRANTED A SUBSIDY IN CATEGORY 2?

(article 3.7 Additional grounds for refusal in category 2, article 3.8 Final determination of subsidy in category 2)

### Changes

Any changes must be reported through the AFK website. You must inform the AFK if:

- Your start date or end date changes.
- The activities for which you have applied cannot take place in full or in part. This could result in the AFK reclaiming the funding.
- The activities stated in your application are carried out in a completely different way than you described. This could also result in the AFK reclaiming the funding, but it is something we would rather discuss with you.

### Final determination of the subsidy and final accounting

- The subsidy in category 2 is determined immediately when it is granted.
- After the end of the project you must submit a report through the AFK website within thirteen weeks. You cannot submit a new application until you have submitted a report.
- You must retain the records associated with the project. We carry out spot checks to see how the subsidy has been spent. You must then be able to demonstrate how the budget was met. In the event of irregularities, the AFK may reclaim the subsidy.

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- Tips for writing the report can be found on the AFK website.

## APPLICATIONS FOR CATEGORY 3

(€7,501 to €17,500)

### WHAT CAN YOU APPLY FOR IN CATEGORY 3?

(article 1.4 Activities eligible for subsidies)

In category 3 you can apply for:

- A project with a presentation
- Artistic development for an individual maker or a visual artwork in the public space

A **project with a presentation** involves creating and presenting an artistic, creative or art project with a presentation in the municipality of Amsterdam. A letter of intent for the presentation in the city is mandatory.

Applications can also be submitted for **artistic development** for an individual maker or the development of a visual artwork in the public space. We expect the development to be translated into clear, concrete steps and to include a perspective on the past and the future. Why is this development necessary now, how does the development requirement arise from previous work and how will you use the results in your future practice? You can receive a subsidy for artistic development at most once every four years.

In category 3, the AFK will never contribute more than 75% of the budget to the project.

### WHO CAN APPLY IN CATEGORY 3?

(article 4.1 Applicants for category 3)

- Artist with a Chamber of Commerce registration and a residential/work address in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.
- A foundation or association with registered office and visiting address in the municipality of Amsterdam as shown in the extract from the Chamber of Commerce.
- General partnership having its registered office address according to the Chamber of Commerce registration (dating from within the last three months) in the municipality of Amsterdam and a natural person (who is a member of the general partnership) as the lead applicant. The lead applicant must be established in the municipality of Amsterdam, Zaanstad, Oostzaan, Landsmeer, Waterland, Haarlemmermeer, Amstelveen, Ouder-Amstel or Diemen.

An application for a visual artwork in the public space may also be submitted by a legal entity that commissioned it.

### HOW IS THE SUBSIDY APPLICATION PROCESSED IN CATEGORY 3?

(article 4.3 Application deadline for category 3, article 4.6 Grounds for refusal in category 3)

Applications will be considered in order of receipt. The time of receipt is deemed to be when your application is complete. The consideration period is 13 weeks. We may extend this period by eight weeks, in which case we will notify you. The AFK may choose to refer your application to one, two

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or three advisers.

## HOW DO YOU SUBMIT YOUR APPLICATION FOR CATEGORY 3?

(article 4.2 Information to be submitted with the subsidy application for category 3)

You must submit your application through the AFK's online platform. Some of the information required in order to process your application can be entered in the online form. In addition, the following documents are required:

- Detailed plan of no more than 15 pages
- Budget (expenditures and revenues) with one page of explanatory notes
- In the case of a self-employed person: Proof of residence or work practice in the municipality of Amsterdam or eligible municipalities (Chamber of Commerce registration dating from within the last three months)
- Track record: a list or summary of what you or your organisation have worked or collaborated on over the past five years. This should include a link to previous work, such as a portfolio (size is unimportant but never more than 30 pages), concert recording etc.
- Examples of what you will be working on, such as samples, text extracts, scenario etc.
- Letter of intent from the presentation location(s) in the municipality of Amsterdam, or proof of interest in the project.

## WHEN IS THE APPLICATION DEADLINE FOR CATEGORY 3?

(article 4.3 Application deadline for category 3)

You can submit an application for category 3 at any time. Applications will be considered and approved until the subsidy ceiling (the maximum budget for this category) has been reached. We will announce the subsidy ceiling and any partial ceilings at [afk.nl](http://afk.nl) and in Het Parool. Your project cannot start until the end of the 13-week consideration period following the date of submission.

## HOW IS THE APPLICATION ASSESSED IN CATEGORY 3?

(article 4.4 Budget allocation for category 3)

We expect the following from applications in category 3:

- In the case of **applications for a project, including visual art in the public space**, we expect the project to be detailed and feasible and we expect you to explain how this work relates to your previous work. Why are you going to implement this plan, now, in this way? We expect a clear explanation of the various expenditures and revenues.
- In the case of an **application for artistic development** (for an individual maker), we expect the development to be translated into clear, concrete steps and to include a perspective on the past and the future. Why is this development necessary now, how does the development requirement arise from previous work and how will you use the results in your future practice?

**In category 3, the application is assessed on three criteria:**

1. The content-related implementation of the plan.
2. Reach and support in the city.
3. Feasibility.

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The assessors will take a decision on your application on the basis of the questions below. NB: the criteria are formulated differently for each category!

### Criterion 1: The detailed content of the plan

- Does the plan appeal to the imagination?
- Does the application clearly present the creative or artistic plan on which the applicant will be working? In other words, does the application make clear what the applicant intends to do, why and with whom?
- Is the plan concrete and convincingly developed? Are the content choices convincingly explained, for example in terms of the process, the programme and the selection of makers and any participants? Are the detailed steps in the creation or work process clear and appropriate?
- In the case of a project, is the plan appealing or appropriate for the audience and potential participants? For example, is the project of social and/or artistic significance?
- Does it show convincingly what the plan will add to your own activities? In the case of artistic development, this means: does the plan follow on logically from previous work and does it convincingly demonstrate how the results will be applied in future practice?

### Criterion 2: Reach and support in the city

In the case of applications for a project with a presentation:

- Is the project linked convincingly to the city or neighbourhood, for example in terms of audiences or potential participants, relevant partners and the presentation location?
- Is there a convincing action plan to reach and engage potential participants or audiences, partly having regard to experience in previous projects?
- Does the project contribute realistically to increasing diversity and inclusion in terms of the audience and any participants: cultural diversity, diversity in terms of gender and sexuality or accessibility (physical, social or financial)?

In the case of applications for artistic development:

- Is the maker embedded in the city, for example as a result of a track record, the provision of guidance or relevant collaboration?

### Criterion 3: Feasibility

- Does the application clearly show how the applicant will proceed in practice, i.e. what the action plan is, for example in terms of the allocation of tasks, the schedule and the knowledge required to implement the plan? Is this realistic and does it match the end result?
- Is the budget an appropriate and realistic translation of the plan: are all activities and revenues reflected in the budget and financing? Are the various expenditures and revenues explained?
- Has it been convincingly shown how the applicant strives for fair practice?

## WHAT ARE YOUR OBLIGATIONS IF YOU ARE GRANTED A SUBSIDY IN CATEGORY 3?

(article 4.7 Additional grounds for refusal in category 3, article 4.8 Final determination of subsidy in category 3)

### Changes

Any changes must be reported through the AFK website. You must inform the AFK if:

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- Your start date or end date changes.
- The activities for which you have applied cannot take place in full or in part. This could result in the AFK reclaiming the funding.
- The activities stated in your application have to be carried out in a completely different way than you described. This could also result in the AFK reclaiming the funding, but it is something we would rather discuss with you.

#### **Final accounting and final determination of the subsidy**

After completing your activities, you must submit a final account within thirteen weeks using the online form:

- This must include a substantive report and the budget showing actual revenues and expenditures. Any deviations of 10% or more from the original budget must be explained.
- You must retain the records associated with the project (for the AFK until the final account has been approved; also keep in mind your own statutory retention obligation). We may ask additional questions and request invoices. In the event of irregularities, the AFK may reclaim the subsidy.
- The subsidy will be determined after approval of the final account.
- Tips for writing the final account can be found on the AFK website.

We may extend this period by eight weeks, in which case we will notify you. In the event of irregularities, the AFK may reclaim the subsidy.

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## APPLICATION FOR CATEGORY 4

(over €17,500)

### WHAT CAN YOU APPLY FOR IN CATEGORY 4?

(article 1.4 Activities eligible for subsidies)

Category 4 is intended for **projects with a confirmed presentation in the municipality of Amsterdam**. There must be substantial audience reach in the municipality of Amsterdam. Subsidies are provided for the creation and/or presentation of an artistic, creative or art project. In category 4, the AFK will never contribute more than 60% of the budget to the project, and the costs per Amsterdam visitor must be appropriate and realistic.

### WHO CAN APPLY IN CATEGORY 4?

(article 5.1 Applicants for category 4)

- A foundation or association with registered office and visiting address in the municipality of Amsterdam as shown in the extract from the Chamber of Commerce.
- An application for a visual artwork in the public space may also be submitted by a legal entity that commissioned it.

### HOW IS THE SUBSIDY APPLICATION PROCESSED IN CATEGORY 4?

(article 5.3 Application deadline for category 4, article 5.6 Grounds for refusal in category 4)

Applications will be considered in order of receipt. The time of receipt is deemed to be when your application is complete. The consideration period is 13 weeks. We may extend this period by eight weeks, in which case we will notify you. The AFK will refer your application to one, two or three advisers.

### HOW DO YOU SUBMIT YOUR APPLICATION FOR CATEGORY 4?

(article 5.2 Information to be submitted with the subsidy application for category 4)

You must submit your application through the AFK's online platform. Some of the information required in order to process your application can be entered in the online form. In addition, the following documents are required:

- Detailed plan of no more than 15 pages;
- Budget (expenditures and revenues) with one page of explanatory notes;
- Proof of establishment in the municipality of Amsterdam or eligible municipalities (Chamber of Commerce registration dating from within the last three months) including postcode;
- Track record: a list or summary of what you or your organisation have worked or collaborated on over the past five years. This should include a link to previous work, such as a portfolio (size is unimportant but never more than 30 pages), concert recording etc.
- Examples of what you will be working on: samples, text extracts, scenario etc.
- Confirmation of agreements with the presentation location(s) in the municipality of Amsterdam;
- In the case of a permanent visual artwork in the public space (i.e. one lasting six months or

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more), a positive recommendation from Stadscuratorium Amsterdam (SCA) is also required. In the case of a project integrated into a building (new or otherwise), a positive recommendation from the Spatial Quality Commission will suffice.

#### WHEN IS THE APPLICATION DEADLINE FOR CATEGORY 4?

(article 5.3 Application deadline for category 4)

You can submit an application for category 4 at any time. Applications will be considered and approved until the subsidy ceiling (the maximum budget for this category) has been reached. We will announce the subsidy ceiling and any partial ceilings at afk.nl and in Het Parool. Your project can only start after the end of the 13-week consideration period following the date of submission.

#### HOW IS THE APPLICATION ASSESSED IN CATEGORY 4?

(article 5.4 Budget allocation for category 4)

##### What do we expect from applications in category 4?

We expect the project to be detailed and feasible and we expect you to explain how this work relates to other offerings in the city and the audience you want to reach. The presentation must be worked out in detail and be confirmed. We expect you to contribute to diversity and inclusion. A specification and clear explanation of the various expenditures and revenues is required.

##### In category 4, the application is assessed on four criteria:

1. The content-related implementation of the plan.
2. Reach and support in the city.
3. Diversity and inclusion.
4. Feasibility.

The assessors will take a decision on your application on the basis of the questions below. NB: the criteria are formulated differently for each category!

##### Criterion 1: The detailed content of the plan

- Does the plan appeal to the imagination?
- Does the application clearly present the creative or artistic plan on which the applicant will be working? In other words, does the application make clear what the applicant intends to do, why and with whom?
- Is the plan concrete and convincingly developed? Are the content choices convincingly explained, for example in terms of the process, the programme and the selection of makers and any participants? Are the detailed steps in the creation or work process clear and appropriate?
- Is the plan appealing or appropriate for the audience and potential participants? For example, is the project of social and/or artistic significance?
- To what extent does the project or process add value for the audiences and any participants, in relation to other offerings in the city?

##### Criterion 2: Reach and support in the city

- Is the project linked convincingly to the city or neighbourhood, for example in terms of audiences or potential participants, relevant partners and the presentation location?
- Is there a convincing action plan to reach and engage audiences or potential participants, partly

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having regard to experience in previous projects, so that the intended reach is realistic?

- To what extent does the plan demonstrate knowledge of or insight into the target groups?

### Criterion 3 Diversity and inclusion

- Does the project contribute realistically to increasing cultural diversity, diversity in terms of gender and sexuality or accessibility (physical, social or financial), for example in terms of the audience, relevant partners and/or the programme?
- Does the choice logically fit the project and the applicant's previous experience and expertise?
- Does the composition of the organisation match the programme the applicant wishes to pursue, the audience the applicant wishes to reach or the potential participants the applicant wishes to involve?

### Criterion 4: Feasibility

- Does the application clearly show how the applicant will proceed in practice, i.e. what the action plan is, for example in terms of the allocation of tasks, the schedule and the knowledge required to implement the plan? Is this realistic and does it match the end result?
- Is the budget an appropriate and realistic translation of the plan: are all activities and revenues reflected in the budget and financing? Are the various expenditures and revenues explained? Is the funding mix sufficiently diverse?
- Has it been convincingly shown how the applicant strives for fair practice?
- Is the structure of the organisation and any collaboration with other organisations transparent and does it comply with the Governance Code for Culture?

## WHAT ARE YOUR OBLIGATIONS IF YOU ARE GRANTED A SUBSIDY IN CATEGORY 4?

(article 5.7 Additional grounds for refusal in category 4, article 5.8 Final determination of subsidy in category 4)

### Changes

Any changes must be reported by using the form on the website. You must inform the AFK if:

- Your start date or end date changes.
- The activities for which you have applied cannot take place in full or in part. This could result in the AFK reclaiming the funding.
- The activities stated in your application have to be carried out in a completely different way than you described. This could also result in the AFK reclaiming the funding, but it is something we would rather discuss with you.

### Final accounting and final determination of the subsidy

After completing your activities, you must submit a final account within thirteen weeks using the online form:

- This must include a substantive report and the budget showing actual revenues and expenditures. Any deviations of 10% or more from the original budget must be explained.
- You must retain the records associated with the project (for the AFK until the final account has been approved; also keep in mind your own statutory retention obligation). We may ask

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additional questions and request invoices. In the event of irregularities, the AFK may reclaim the subsidy.

- The subsidy will be determined after approval of the final account.
- Tips for writing the final account can be found on the AFK website.

We may extend this period by eight weeks, in which case we will notify you. In the event of irregularities, the AFK may reclaim the subsidy.

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## SUMMARY FOR ALL CATEGORIES

	Category 1	Category 2	Category 3	Category 4
<b>What can you apply for?</b>	<ul style="list-style-type: none"> <li>• Project with presentation</li> <li>• Research and experimentation</li> <li>• Development for culture makers' organisation</li> </ul>	<ul style="list-style-type: none"> <li>• Project with presentation</li> </ul>	<ul style="list-style-type: none"> <li>• Project with presentation</li> <li>• Artistic development for professional maker</li> <li>• Development of visual art in public space</li> </ul>	<ul style="list-style-type: none"> <li>• Project with confirmed presentation</li> </ul>
<b>How much can you apply for?</b>	Subsidy amount: €1,500-2,500  Maximum 75% of budget	Subsidy amount: €2,501-7,500  Maximum 75% of budget	Subsidy amount: €7,501-17,500  Maximum 75% of budget	Subsidy amount: more than €17,500  Maximum 60% of budget
<b>Who can apply?</b>	<ul style="list-style-type: none"> <li>• Natural person living/working in Amsterdam or a number of surrounding municipalities</li> <li>• Foundation or association in municipality of Amsterdam</li> <li>• General partnership in municipality of Amsterdam</li> </ul>	<ul style="list-style-type: none"> <li>• Natural person living/working in Amsterdam or a number of surrounding municipalities</li> <li>• Foundation or association in municipality of Amsterdam</li> <li>• General partnership in municipality of Amsterdam</li> </ul>	<ul style="list-style-type: none"> <li>• Self-employed person living/working in Amsterdam or a number of surrounding municipalities</li> <li>• Foundation or association in municipality of Amsterdam</li> <li>• General partnership in municipality of Amsterdam</li> <li>• Visual artwork in public space: legal entity as commissioning party</li> </ul>	<ul style="list-style-type: none"> <li>• Foundation or association in municipality of Amsterdam</li> <li>• Visual artwork in public space: legal entity as commissioning party</li> </ul>
<b>How are applications processed?</b>	Lottery system for processing sequence  Processing takes 13 weeks	Lottery system for processing sequence  Processing takes 13 weeks	Applications considered in order of receipt  Processing takes 13 weeks	Applications considered in order of receipt  Processing takes 13 weeks
<b>Determination and final accounting</b>	Subsidies are determined immediately. Spot checks may be carried out.	Subsidies are determined immediately. Spot checks may be carried out.	Final account within 13 weeks. Determination on approval of final account.	Final account within 13 weeks. Determination on approval of final account.

## PUBLICATION DETAILS

The Project Subsidies Scheme 2026-2028 is published by the Amsterdam Fund for the Arts.

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