

**EXPLANATORY NOTES  
ON THE PROJECT  
SUBSIDIES FOR THE  
PROFESSIONAL ARTS  
SCHEME**

## EXPLANATORY NOTES ON THE PROJECT SUBSIDIES FOR THE PROFESSIONAL ARTS SCHEME

In these explanatory notes on the scheme, we will discuss possible applications for various forms of project subsidies for the professional arts. We will also describe in more detail the evaluation process, and go into further detail about the assessment criteria.

If you still have questions after reading these explanatory notes, please refer to the Frequently-asked Questions about Project Subsidies for the Professional Arts at [www.afk.nl](http://www.afk.nl). You can also contact one of our members of our staff.

### Introduction

With the Project Subsidies in the Professional Arts Scheme (hereafter: the scheme) the AFK invests in the arts which enrich the experience of life in Amsterdam, and specifically encourages the professional arts within the city.

In this way, the scheme contributes to realising the mission and policy objectives formulated by the AFK for the 2017-2020 period. In line with the municipality's 2017-2020 Hoofdlijnen Kunst en Cultuur (Amsterdam's 2017-2020 Priorities Regarding Arts and Cultural Policy), the AFK has formulated three main points for the coming Cultural Planning period: 'capacity and allowing room for the unexpected', 'the whole city' and 'forging links.'

We carefully evaluated the 2013-2016 Professional Arts Scheme, and discovered that while the scheme itself worked well, some issues were unclear. With this new scheme, we have preserved those elements from the previous scheme that work well – the application process, for instance – and introduced improvements where necessary.

### Objectives and scope of the scheme

The objectives of the scheme are to encourage professional artists and professional organizations, and to provide financial support by granting project subsidies for carrying out artistic and cultural projects and programmes. Using this scheme, professionals can also receive support (in the form of a development plan) for their individual artistic development. The principles of artistic content must have a central place within these plans, programmes and projects. Applications can also be submitted for talent development, community art or visual art in public spaces within this scheme.

There are four phases to talent development: orientation, development, proficiency and excellence. In this scheme, 'talent development' applies to institutions or organizations which are focused on 'proficiency' and 'excellence,' as described in the Arts and Culture Memorandum of 2017-2020. Proficiency is the development of talent in preparation for higher education or a professional career. We define 'excellence,' as referring to projects from institutions or organizations that are targeted at the phase in which graduates or talented self-educated persons take their first steps within a professional practice. Projects in the field of community art can be covered either within the scope of the Project Subsidies for Professional Art Scheme or within the scope of Project Subsidies for Amateur Art. This depends on the nature of the project and the degree to which professional artists are involved. The applicants can choose the most appropriate scheme themselves, or discuss their options with an AFK staff member.

Commissions for visual art in public spaces are also covered by the Project Subsidies for Professional Arts Scheme. Amsterdam offers a rich and diverse selection of visual art in public spaces. These commissioned art works have come to reflect a broad spectrum – including temporary manifestations and immaterial projects – in addition to more traditional sculpture.

The Project Subsidies for the Professional Arts Scheme does not apply to cultural education, either in-school or extra-curricular, or amateur art. Purposefully learning about of the arts, through the use of art, heritage and media, employing targeted lessons or instruction, either in schools or extra-curricular, is not eligible for this scheme. Applicants for amateur art and (certain forms of) extra-curricular cultural education outside of the regular lesson curriculum, can, however, submit an application the Project Subsidies for Amateur Arts Scheme 2017-2020. The AFK does not support any in-school activities. In the coming policy period, the municipality will take responsibility for funding primary education activities through its Basic Infrastructure for Art and Cultural Education, and through organizations which are included in the 2017-2020 Arts and Culture Memorandum.

### What kinds of projects are eligible?

Within the scheme, you can apply for a subsidy for a project, programme or development plan.

#### Project

A project refers to a stand-alone artistic activity in the field of the arts. This project must be carried out by one or more professional artists. A private individual (or a natural person in the legal sense) can apply for a maximum subsidy that does not exceed € 25,000 for a project.

#### Programme

A programme is an artistic and thematically coherent set of activities. The programme must be carried out by an applicant within a maximum period of twelve months.

#### Development plan

With a development plan, an artist or mediator (a curator or programmer working independently) can requests a development budget to give the artist or mediator and/or their work an artistic and professional boost in quality, strengthening their position within the Amsterdam cultural field. The development plan must be carried out within a maximum period of one year. The application for a development budget cannot exceed € 15,000.

### Who can submit an application?

Admission requirements are different for each form of subsidy.

#### Project

Those eligible to apply for subsidy for a project are:

- a. not-for-profit legal entities (such as association or foundations). An application must conform to this legal entities' own objectives under its Charter or Articles.
- b. private individuals.
- c. a private individual or a legal entity as the commissioner of visual art in public spaces. Both for-profit legal entities and not-for-profit legal entities are eligible to apply, as are legal entities, either public or private. Examples include: private companies, public limited companies, governments and city districts. The amount of the subsidy requested may not exceed the total amount of the contribution made available by co-financing.

### Programme

For a programme subsidy, applications may only be submitted by not-for-profit legal entities (associations or foundations). An application must conform to this legal entity's own objectives under its Charter or Articles.

### Development plan

Application for a subsidy for a development plan are only accepted from professional artists and 'mediators' (private individuals) who are based in the municipality of Amsterdam.

Mediators put together the substantive content of expositions or artistic programmes in the fields of the visual arts, the performing arts or the literary arts, for festivals, theatres or other presentation venues in Amsterdam. An application for a subsidy for development plan can only be accepted from independent curators or programmers who are not otherwise employed by a cultural institution, but who work on a freelance basis for various organizations. The applicant's independence will be evaluated using the mediator's curriculum vitae and the contents of the application and development issue.

Cultural institutions which already receive structural funding from the AFK based on the 2017-2020 scheme for four-year subsidies may not submit an application based on this scheme. Those cultural institutions (incl. culture houses) listed in the Amsterdam Basic Infrastructure (A-bis) as noted in the 2017-2020 Arts and Culture Memorandum, are also excluded from this scheme.

### Submitting an application

Applications may be submitted throughout the year. Under Article 1.5 of the scheme, the AFK can set a subsidy ceiling: that is the maximum amount of subsidy funds available in a particular year. If a subsidy ceiling is going to be set, it will be announced before the start of the calendar year. Once the subsidy ceiling has been reached, no more applications can be granted, and all applications submitted after the subsidy ceiling has been reached will be refused. In such cases, an application can be re-submitted in the next calendar year, providing more funds become available.

A subsidy is submitted using the digital form that is available on the website [www.amsterdamsfondsvoordekunst.nl](http://www.amsterdamsfondsvoordekunst.nl).

An application for a project or programme subsidy shall include:

- a. a description of the project or programme for which this subsidy is being requested. The description must state and justify of the artistic principles, the objectives of the project or programme, and where, when, how and with whom the project or programme will be carried out. Also explain for whom the project or programme is intended; include what means of communication will be used to reach the intended audience and/or the intended participants. Please provide motivation for these choices.
- b. a realistic, balanced budget for the project or programme, containing an overview of the estimated revenues and expenditures, including a written explanation for each budgetary item. Fees for the artists presenting and producing the project must be included in the budget. A statement must also be included indicating all applications to third parties for financial contribution, sponsorship or compensation for the same project or programme. Please include the state of affairs with regard to the assessment and/or decision-making process on such applications.

Applications for a development budget shall include:

- a. a development plan that is targeted towards giving the artist or mediator an artistic boost in quality, and also provides insight into how the proposed development will contribute to improving the artist's positioning, or the professional development of the mediator, within Amsterdam. For this, the development issue, the initial situation, and the desired goal – both artistic and on a practical level – and the steps needed to achieve that goal, must be described and justified. The artistic justification must also include a convincing reflection on artworks that have already been produced, in addition to the reasons that the proposed new development is needed for the artistic practice. In addition, you must describe how the results of the development process will be made public.
- b. a realistic, balanced budget for the project or programme, containing of an overview of estimated revenues and expenditures, including a written explanation for each budgetary item. The expenses and revenues must be itemised by category (for example: materials, training, marketing, fees to third parties, travel and accommodation costs, subsidies, income from sponsors). The applicant may not request a fee for him or herself, but may include an honorarium for the investment in time. A maximum of € 1,500 per month may be allowed, and in total, the AFK will contribute a maximum sum of € 7,500 to this. Also include a statement to indicate applications that have been made to third parties for a financial contribution, sponsorship, or compensation for the same project or programme. This statement should describe the state of affairs with regard to the assessment and/or decision on such applications
- c. a relevant digital portfolio, with an emphasis on the four years prior to the application. This portfolio should also include a curriculum vitae, which clearly shows at least four years of professional artistic practice.
- d. income tax returns and tax assessment from the most recent calendar year, provided these do not date from more than two years prior to the application. An income declaration from the Tax and Customs Administration is also sufficient.

It is the applicant's responsibility to make sure the application is complete. In addition to the information requested on the application form, it is important to include all other information that might be relevant. An application must also be well timed. If the activities are scheduled to begin within thirteen weeks of receipt of the application, the application will be refused.

*Example: in the case of an application for a film, in addition to everything listed above we would also expect to receive a scenario, plus details about the production, organization and planning, a director's vision (if applicable) and a list of previous films.*

Final decisions on applications will be made within thirteen weeks of the receipt of the completed application. The AFK may decide to extend this decision period by eight weeks. In this case, the applicant will be notified before the expiry of the aforementioned period of thirteen weeks.

### **First-time applicants**

The AFK organises Drop-in Consultations sessions to get acquainted with applicants who have not previously applied for or received a subsidy from the AFK. During a Drop-in Consultation, applicants have an opportunity to discuss and explain their application with an AFK staff-member in a less-formal setting. The application is then submitted via the usual channels. Applicants who have previously received funding from the AFK, even if it was on behalf of a different organization, are NOT eligible to take part in a Drop-in Consultation. Be advised: if a subsidy application was rejected in the past, then the applicant has one (and only one) opportunity to participate in a Drop-in Consultation a second time.

Applications suitable for a Drop-in Consultation are projects requesting a maximum subsidy of € 5,000 within a total budget of € 10,000.

Each month, there are only a limited number of timeslots available for Drop-in Consultations. More information about dates and times can be found at [www.afk.nl](http://www.afk.nl). You can also apply for a Drop-in Consultation timeslot via the website.

Decisions about applications made through a Drop-in Consultation are ready within one week of the date of the Drop-in Consultation appointment. The AFK may decide to extend this decision period by one week. Applicants will then be notified.

### Evaluation of the application

The AFK may seek advice about an application from one or more advisors. The advisor or advisors will be asked to judge the extent to which an application meets the assessment criteria. The advisors will then give their opinion regarding honouring or rejecting of the application.

Applications are evaluated on the basis the following criteria:

- a. artistic quality
- b. commercial quality
- c. audience reach
- d. importance to the city of Amsterdam

Quality is of primary importance in evaluating the artistic contents of an application. The application itself is also crucial, and must create a sense of trust in the applicant's ability to carry out high-quality cultural activities. In that context, the applicant's previous track record will also be examined. The quality of previous activities executed by the applicant can help predict the success of future projects. This will be assessed by means of the AFK's own observations, or by those of its advisors (through visits to earlier projects or programmes), as well as the results of previous projects which were supported by the AFK. Signs of development, either positive or negative, will be considered as far as possible.

A positive assessment on one or more individual criteria does not automatically mean a subsidy will be granted. The overall assessment – justified and supported – is crucial in deciding whether or not to grant a subsidy.

#### a. Artistic quality

The artistic quality is reviewed using the following points:

- craftsmanship: the application for a project, programme or development plan must demonstrate that the applicant has the skills needed to deliver a work of high quality. The criteria will be determined by the type of organization or person submitting the application, and may include the craftsmanship of the performing and creative artists, directors, program makers, artistic leaders or curators, for example. Having taken part in a professional training programme is not necessarily a deciding factor: crucial is the craftsmanship with which the activities are conceived and carried out.
- originality: the project, programme or development plan must be original and innovative in relation to the work of other makers working in the same genre or discipline. The plan must communicate an individual artistic way of looking at its subject, and the applicant must be able to justify this vision convincingly. For applications for a development budget, the extent to which an artist or mediator hopes to achieve a boost in artistic quality and/or an increase in craftsmanship in their own work during the period of the development budget is also of great importance.

- expression: the contents and implementation of the project, programme or development plan must be able to address the intended audience or the desired participants sufficiently. The applicant must be able to convincingly explain the reaction he or she hopes to trigger in the intended audience, and is able to convincingly justify how he or she hopes to move, surprise, challenge or give new insights to intended audience members or participants.
- with a development plan, the quality of an artist's previous work will be considered. The AFK will assess the extent to which the artist's artistic achievements are important to contemporary art. This will be measured primarily through the quality and development of the work made in the four years prior to the application.
- In assessing applications for talent development and community art, the artistic quality will also be considered to see if the artistic goals are sufficiently worked out, and how those goals are translated into the activity concerned. With community art, both the process and the intended final results will be assessed to see if the target group will be actively involved in the preparation, creation, production and/or carrying out of the project.

When dealing with talent development and community art, the qualitative 'added value' of the process is included in the AFK's evaluation. It is important that an applicant is good at what they do. The skills needed when coaching talent are different from those required when organising an exhibition or a literary festival, or putting together a programme for a cinema, and the evaluation process takes this into consideration. Technological developments (and the way in which an applicant uses them) can also influence the expressive power of these activities.

#### b. Commercial quality

The commercial quality is reviewed using the following points:

- the budget (expenditures and revenue) for the project, programme or development plan is viable and realistic: the budget is balanced and well-justified and offers sufficient trust that the intended activities will be implemented and the intended audience will be reached.
- the applicant must have sufficient organizational capacity to properly carry out the project, programme or development plan.
- the expenses of the project, programme or development plan are appropriate and the figures presented are well-justified. Moreover, when clarifying budgets for projects or programmes, explicit detail should be considered regarding:
  - a. the cost per visitor (total costs divided by the expected number of visitors) and the determination of income from ticket sales must be stated and explained. If the financial contribution requested per visitor is higher than the income from ticket sales per visitor, the applicant's plan must provide convincing arguments for this.
  - b. expenses for publicity and communication must be in reasonable proportion to the income from ticket sales and the total costs. If these costs exceed the income from ticket sales and/or amount to more than 15% of the total budget, then the reason for these costs must be explained clearly.
- a project, programme and development plan should have a realistic mix of revenue sources. The applicant has incorporated into the budget a reasonable percentage of own income appropriate to the nature of the activities, and makes plausible that this percentage will be reached. The percentage of the applicant's own income must amount to at least 25% of the total budget.
- the AFK will assess if a project or programme complies with the Code of Cultural Governance.
- the organization running a project or programme uses fair cultural business practices and maintains social sustainability while being a good employer. In addition to fair employment conditions, this is

also demonstrated by a responsibility to train employees, and the ability to build strong bonds with people who have artistic and entrepreneurial talent. The AFK reviews the extent to which the recorded fees are reasonable within the discipline for which a subsidy has been requested. For the visual arts, for example, we consult the Guideline for Artists' Fees.

- in assessing a project, programme or development plan, we will also consider if the applicant has acted in breach of previous obligations and agreements.

#### c. Audience reach

Audience reach is reviewed using the following points:

- the project or programme will generate – within the framework of its objectives – as large and diverse a number of visitors or participants as possible. This is demonstrated through suitable and realistic audience objectives, preferably providing a reflection of the scope of previous audience or participant reach, and from detailed communication or marketing plans describing methods of reaching the intended audience.
- there is broad support for the project or programme as is evidenced by the expected audience interest and by the collaboration with and/or financial contributions from third parties. The audience reach and involvement of partners in previous, similar projects or programmes can also be considered in assessing the degree of support for the current project or programme.
- the project or programme contributes to reaching a culturally diverse audience within the city (as defined in the Cultural Diversity Code), through the use of targeted marketing or programming, for instance.
- in the case of a development plan, the artist or mediator describes how the final results of the process will be made public and to what extent that is suitable and appropriate to the development described by the applicant.

#### d. Importance to the city of Amsterdam

The importance to the city of Amsterdam is reviewed using the following points:

- geographical spread: the application for a project or programme contributes to the distribution of cultural activities and audience reach throughout the city. In this, the AFK, follows Amsterdam's 2017-2020 Priorities Regarding Arts and Cultural Policy and is primarily concerned with the degree to which activities and audience reach are realised outside the city districts of Centrum (Centre) and Zuid (South). The feasibility of these intentions also plays a role, in light of the applicant's experience and choice of possible collaboration partners.
- positioning within the city: an assessment of how the project or programme relates to other (similar) offerings and initiatives in the city Amsterdam. Firstly, the application makes clear that there are (sufficient) presentation possibilities within the city, and that the Amsterdam audiences will be sufficiently reached. Secondly, the application clarifies which position the project or programme will take in relation to other projects or programmes, and which will make the proposed project or programme distinct and of added value to the city of Amsterdam. In this, the applicant should demonstrate the importance of his or her project or programme to the city.
- In assessing projects consisting mainly of online activities and scope, the following factors concerning the importance to the city will be taken into consideration:
  - a. the extent to which the project and/or its process of creation are embedded within an Amsterdam context
  - b. the extent to which makers/artists based in Amsterdam are involved;
  - c. the question if the artistic content (thematic, for instance) is of importance to Amsterdam.
- In the case of a development plan, the applicant must explain how the proposed development will contribute to improving their position as an artist or mediator in Amsterdam.

### The amount of the subsidy

The amount of subsidy requested must be well justified. The key point in determining the amount of a subsidy is not necessarily the amount requested by the applicant from the AFK, but the amount deemed reasonable for the application by the AFK's advisors (based on the guidelines below).

When determining the amount of the subsidy, several aspects are taken into consideration:

- there must be a reasonable relationship between the plans and the estimated expenditures. The amount of subsidy requested must also be in proportion with the maximum amount the AFK has available for this particular scheme. The AFK stands for a fair distribution of resources among city districts, individual applicants and organizations. The extent to which the applicant works with other Amsterdam organizations, in areas of audience reach, communication and/or the purchasing of programmes for example, will also be considered.
- it is possible that some portions of the plan will be granted a subsidy, while other portions of the plan will not. This may be the case if the application as a whole is deemed eligible, but certain portions of the plan are given lower priority based on the evaluation.
- In deciding the subsidy amount, attention is also given to the relationship between the amount of subsidy applied for and the share of activities and audience reach scheduled to take place in Amsterdam.

In deciding the amount of subsidy, weight is also given to the fact that the AFK only contributes to projects, programmes or development plans whose overhead costs do not exceed 5%. With 'overhead' we mean all costs incurred by the applicant that are not directly related to the primary process of the project, programme or development plan, such as office space, administration, IT, and general and business management. If an application's total costs exceed 5% overhead, the reason for this must be explained, and the reason the requested amount is reasonable must be provided.

### Grounds for refusal

Listed below are the main reasons for rejecting an application, the so-called 'grounds for refusal.' The grounds for refusal cited in article 1.6 apply to all forms of subsidy applied for within this scheme. In article 1.7 some grounds for refusal are cited that apply either to a project/programme or to a development plan.

#### General grounds for refusal

An application must fit within the objectives of the scheme, and the activities and the applicant must also qualify for subsidy based on the scheme. An application must also be well timed. If the activities are scheduled to begin within thirteen weeks of receipt of the application, the application will be refused.

Subsidy applications will be refused if the application for the activity concerned was previously submitted and rejected, and if the new application has not been modified, or not sufficiently. This means that no new (or insufficient) circumstances or facts have been mentioned in the application, making a new evaluation unnecessary. The AFK also reject cases in which a subsidy for the same activity has been applied for twice and rejected both times. This only applies to the same activity, and is not applicable to a festival with an annual edition that submits an application each year. The grounds for refusal apply if, for example, the application for the 2017 edition of a festival has already been rejected twice. It is, however possible to submit an application for a new edition the following year.

Concerning previous projects, an applicant is required to provide an account that meets with the conditions set by the AFK. Before a new subsidy is granted, a previous subsidy process must be finally determined according to the specified conditions.

When, after evaluating of the application according to the assessment criteria, advisors suggest rejecting the application, the AFK first reviews this suggestion. If, after reflection the AFK decides to comply with the suggestion, the subsidy is refused. The AFK distributes financial resources from the city Amsterdam. For this reason, the activities are required to take place – at least partially – within the city. In cases where the activities only take place online for an online audience, the assessment of Amsterdam involvement takes such things into consideration as the place of residence of the artists involved, the themes, and the audience reach.

#### Specific grounds for refusal

In article 1.7 some specific grounds for refusal are cited that apply to either a project / programme or a development plan.

A project or programme must be in some way publicly available or accessible to audiences: the AFK finds it important that artists' work is seen. Works of art presented in a commercial setting can also contribute to this, meaning a setting specifically targeted to sales (a gallery, for example, or an art fair). A professional artist can request a subsidy for this within this scheme. The AFK can make a one-time contribution to the presentation of an artist's work in a commercial setting, as a way helping the artist acquire a foothold within the market. The guiding principle in such applications, as in all applications, is a demonstrated need for a subsidy. We therefore expect a reasonable estimation of the income from sales, if applicable, to be reflected in the coverage plan. There's no limit to the number of applications an artist may submit for non-commercial exhibitions.

An applicant for a development budget must be able to demonstrate that they have been working professionally for at least four years within their subject area in one or more fields of the arts. Subsidy is refused if the applicant is a student or participant in an arts (or art-related) educational programme or postgraduate arts (or art-related) educational programme that is funded according to the Dutch Law of Higher Education and Scientific Research, except when presentations outside the institution's walls or extramural activities of 'an artist-in-residency' are concerned.

The AFK also rejects applications for a development budget if the applicant had a total income in the calendar year preceding the application that exceeds € 35,000. In conclusion, the applicant may not have received a development budget from the AFK within the four years preceding the application, calculated from the date of the decision on the awarding the previous subsidy.

#### Interactions with other subsidies from the AFK

Particular attention needs to be paid to overlap or doubling with other subsidies granted by the AFK (art. 1.6 second paragraph under a).

If the AFK already subsidises the costs of an activity, no additional subsidy may be granted. These grounds for refusal apply to all forms of subsidy applications. It is the applicant's responsibility to

demonstrate that the costs for which the application has been submitted are not otherwise covered by the AFK.

Subsidies for (individual) productions, presentations, performances, exhibitions and other activities by individual artists in collaborative projects carried out with organizations which are supported by a four-year or two-year subsidy within the framework of the 2017-2020 Arts and Culture Memorandum either through the AFK or the Amsterdam Basic Infrastructure (A-bis), may only be considered under the following conditions:

- The project application only covers the input and costs of the organization or artist who does not receive funding within the framework of the Arts and Culture Memorandum;
- Moreover, these must be costs which are not already covered by the Arts and Culture Memorandum;
- It is important that the budget makes clear what the contributions and costs are for all partners, and for which costs the applicant is concretely submitting an application to the AFK;
- The applicant must clearly demonstrate that the costs for which the application has been submitted are not otherwise subsidised by the AFK.
- The AFK does not contribute to costs that can reasonably be expected to be covered by the collaborative partner through a four- or two-year subsidy as part of the Arts and Culture Memorandum, including rent, overhead, or staff employed by the collaborative partner;
- Rental costs can only be applied towards the expenditures of the organization or artist submitting the application if they are counted against public revenues (admission fees and/or buyouts).

The AFK stands for a fair division of resources among city districts, individual applicants and organizations. By not contributing to activities and expenses that are already covered within a two or four-year subsidy, we are also contributing to the desired diversity and consistency of the cultural offering.

However it is possible – under certain conditions – to apply within the Project Subsidies for the Professional Arts Scheme for a subsidy for Amsterdam reprises. When the AFK has previously contributed to a production, it must be demonstrated that the reprise involves further development on an artistic level, a commercial level, or in the area of audience reach.

#### Advances

The AFK may decide to supply an advance payment of up to up to 80% of the allocated subsidy amount. For this, an application must be submitted – including a definite budget – via the 'Mijn AFK' section of the website. The AFK must have received a signed Implementation Agreement and a definitive balanced budget before making an advance payment. In a definitive budget, revenues from third parties (subsidies for instance, and sponsorship revenues), must be definite.

#### Obligations and final accounting

The applicant must report all proposed changes essential to the subsidy to the AFK. This is the case, for example, if certain activities are scrapped, if there are changes affecting the applicant, or if there are significant changes to the financing of the activities. The subsidy decision may also impose additional conditions regarding the reporting of specific matters. If afterwards, it appears that there have been substantial changes in activities that were not reported, the AFK can adjust the amount of subsidy or withdraw it completely. This is entirely at the risk of the applicant.

The applicant must submit an activity report as well as substantive and financial accounting, within three months of the end of the project, programme or development plan. The financial report provides

insight into how the subsidy was allocated and spent by the applicant. The financial follows the format of the budget as it was submitted with the application. Significant differences between the accounting and the budget must be explained. In this final account, the recipient must show that the project, programme or development plan has been carried out in accordance with to the application, or according to changes that have been permitted by the AFK.

If the AFK's total subsidy to a project or programme exceeds €25,000 or if the project or programme has a minimum project size of € 100,000, then financial statements are be provided with an audit certificate from an authorised accountant.

If the activities have been carried out in accordance with the application, and all the subsidy obligations have been fulfilled, the AFK will make a decision about the final determination of the subsidy within 13 weeks. The AFK can decide to delay this period by a maximum of eight weeks, and will give the applicant notice.

If, in the opinion of the AFK, the achievements of the recipient do not meet the standard that led to the granting of a subsidy, or if the quality of the completed project, programme or development plan does not meet the requirements included in the subsidy decision, the AFK can decide to set the amount of the final determination of the subsidy at a lower amount, in proportion with the difference between the inferior achievements and the achievement on which the subsidy was based. If the financial report shows that a positive balance remains, the AFK can reclaim this balance.

#### Final provisions

These explanatory notes are intended to accompany the Project Subsidies for the Professional Arts Scheme from the Amsterdam Fund for the Arts.

In case of mutual contradictions between the scheme and the explanatory notes, the Project Subsidies for the Professional Arts Scheme prevails.

If you have any questions or would like more information, please contact us via our website, or speak with one of our staff members.

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

## Colophon

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

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