

# APPLICATION GUIDELINES FOR A FOREIGN PUBLIC PRESENTATION SUBSIDY WITHIN THE ARTS DECREE

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## 1 ELIGIBILITY

- If the applicant is an organisation, it must have legal personality.
- Organisations financed by the Flemish authorities with an operating grant of EUR 300,000 or more are not eligible for subsidisation. If a subsidy is requested by one or more organisations that receive structural funding which together amounts to EUR 300,000 or more, a subsidy within the framework of a foreign public presentation (e.g. an application in co-production) cannot be applied for.
- The activity must not fall within the competence of Flanders Literature or the Flanders Audiovisual Fund. This means that literary discourses are not eligible. As far as audiovisual work is concerned, 'single screen' productions are not eligible, unless they are part of a visual arts installation and are shown in a museological context.
- Applications must be submitted at least two months before the initiative starts. Should any delay be due to force majeure an exception can be made based on a well-motivated and signed letter (date) of commitment. Mind not being well-informed on the funding regulations is not a valid argument for not submitting on time. Note: an application cannot be submitted if the initiative has already started.

The artist or organisation involved can receive a subsidy no more than twice per budget year (see below for the distribution of the rounds). Artists who attend the same event as one collective or group must submit one single application, either on behalf of one of the artists or on behalf of the foreign organiser.

Applications submitted by artists/organisations based in Flanders or in Brussels must always be accompanied by a confirmation from the foreign presenting organisation. A field is provided for this purpose in KIOSK. The declarations of commitment (with date) must be combined into one document of maximum 1 MB (link <http://smallpdf.com/nl/pdf-verkleinen>). These declarations of commitment can only be submitted in Dutch or in English.

An application shall always pertain to costs that are related to one single initiative. This initiative can take place, however, at different locations.

## 2 ARTISTIC PROFILE

The administration assesses whether the applicant is professionally active in the arts sector based on the application, the curriculum vitae and online documentation.

If an artist or an organisation based in the Dutch-language area or in the bilingual area of Brussels-Capital submits the application, they must be involved in the art scene within the Flemish Community. Foreign artists shall also demonstrate a sustainable link with the Flemish Community. If the applicant is a foreign organisation, programming a Flemish artist/organisation will be sufficient to show involvement. Groups that deliver a public presentation such as dancers and musicians shall clearly explain the function that each member fulfils.

### **3 PLANNING**

An extended clarification of the public presentation is needed along with the project budget (estimate of revenue and expenditure in euro). The application shall also be accompanied by a declaration of commitment from the organiser. A request for delay of application can be motivated in this chapter.

The initiative for which a subsidy is requested must relate to an active public event of international importance, such as a concert, a performance, an exhibition or a lecture of relevance to the arts sector. These include, for example, major museums, biennials and art fairs for the visual arts and international festivals and showcases for the performing arts and the music sector. Presentations of young, promising artists are eligible as well. Prospecting trips or trips during which activities are merely attended without any active participation are not eligible for subsidisation. Private presentations are not eligible either. Neither are masterclasses and workshops.

Sometimes there is a thin line between an activity in development with a presentation at the end (e.g. a residency) and a fully-fledged performance. In this case the administration assesses which is the most important based on the application form. A presentation that is not aiming at a large public audience or that is not being promoted cannot be subsidised. The presentation of the final result of a residency is not eligible either.

If a foreign applicant requests a subsidy for the presentation of an organisation with an operating grant of EUR 300,000 or more that includes international activities, this will strictly speaking be eligible. However, all charges that refer to the foreign public presentation will not be taken into account.

In the context of sustainability, the administration encourages every effort to minimise the ecological impact of foreign presentations.

### **4 BUDGET**

The budget must be clarified in a transparent manner, indicating the estimated expenditure and revenue (in euro!) relating to the presentation. In case there is no revenue expected, this needs to be mentioned by the applicant.

All expenses will be crosschecked by the administration and if not correct, a lower amount of subsidy will be taken into consideration. Please note that the subsidy is calculated on the basis of the accepted costs.

Only the following expenses related to the public presentation, made for/by the performing artists, are eligible, a.o.:

- Travel expenses: transport charges for people, e.g. mileage allowance in case of use of own car, train ticket based on 2<sup>nd</sup> class fare (or equivalent), economy flight tickets.
- Accommodation expenses: expenses based on bed & breakfast.
- Transportation expenses: costs for transporting material. For the transport of large fragile instruments (cello, contrabass, etc.) a seat on the plane can be accepted (ticket equal to that of a person). For exceptional or remote transport (e.g. transport of material by ship) a detailed explanation is desirable.
- Rental of instruments/equipment for the presentation, i.e. only if less expensive and more ecological than the transportation of own material.
- Technical costs, insofar as these costs are not specific to the functioning of the host organisation.
- Work visa, international passport and road vignette.
- Insurance: the (travel) insurance for persons, works and material travelling abroad.
- A fixed daily allowance of EUR 50/day with a public presentation. For exhibitions, a maximum of 4 days (1 day vernissage, 1 day finissage, 2 days of public presentation) is set. For the days of departure and return an amount of EUR 25 / day will also apply. This daily allowance shall replace other estimated costs (e.g. meals), if any.
- For promotion galleries that exhibit the work of Flemish artists at foreign art fairs, the stand rent (in addition to the other costs, if any, as mentioned above) is also taken into account. The rental price of the stand surface must be substantiated.

The following costs are not eligible:

- Costs related to the creation of new work except for when the scene needs to be (re)constructed on location (e.g. when transport is not possible). In that case the costs can be taken into account.
- Costs related to rehearsals in Flanders or in situ.
- Costs of accompanying persons (driver, spouse, etc.) and anyone who does not deliver an active public presentation (manager, director, choreographer, composer, technicians, dramaturge, costume manager, stage manager, photographer, filmmaker, producer, etc.).
- Costs for promotional material, printing, translation, etc. do not directly relate to, but support the presentation and must be borne by the foreign host organisation.
- Costs incurred on intermediate or previous travel days.
- Copyrights.
- Expenses specific to the operating costs of the host organisation planning the presentation, such as room hire and regular technical equipment.
- The fire insurance or other local insurances of the location where the initiative takes place should be included in the regular costs of the host organisation and, therefore, will not be taken into account.

## 5 SUBSIDY AMOUNT

A subsidy for a foreign public presentation amounts to 75% of the accepted expenses (the daily allowance is fully taken into account and the subsidy is limited to maximum the deficit of the budget). The administration will calculate the accepted costs, plus the accepted daily allowances.

Hence the applicant is responsible for carrying a part of the expenses or is appointed to find additional funding.

The proposed amount will be subject to the following rounding rule:

- amounts below EUR 1.000: rounding to the nearest tens;
- amounts in excess of EUR 1.000: rounding to the nearest hundreds.

## 6 BUDGET

Applications are bundled monthly into a single decision round. For each application, a decision is taken at the end of the month following the month of submission.

The annual available budget is divided at the start into 12 equal rounds. Applications are classified per round based on the submission date. Advice can be given on applications up to 12 months before the presentation.

Round distribution:

Round	Year	Submission deadline	Decision date
1	2020	December 2020	31 January 2021 at the latest
2	2020	January 2021	28 February 2021 at the latest
3	2020	February 2021	31 March 2021 at the latest
4	2020	March 2021	30 April 2021 at the latest
5	2020	April 2021	31 May 2021 at the latest
6	2020	May 2021	30 June 2021 at the latest
7	2020	June 2021	31 July 2021 at the latest
8	2020	July 2021	31 August 2021 at the latest
9	2020	August 2021	30 September 2021 at the latest
10	2020	September 2021	31 October 2021 at the latest
11	2020	October 2021	30 November 2021 at the latest
12	2020	November 2021	31 December 2021 at the latest

Each assessment criterion has a score which results in a final score that allows for a ranking to be made for each decision round. In combination with the fixed budget per monthly round, the best ranked applications are given a subsidy.

If the coupling of the ranking to the monthly budget creates a boundary within a group of applications with the same score:

- a subsidy is awarded to the entire group with the same score and the corresponding budget is taken equally from the remaining rounds;
- no subsidy is awarded to the entire group with the same score and the remaining budget is to be redistributed equally over the remaining rounds;
- the option which has the least impact on the total subsidy will prevail.

## 7 EVALUATION

The Arts Decree provides for only two evaluation criteria. The first criterion (the quality of the foreign presentation) is broken down into the artistic quality of the presentation on the one hand, and the importance for the oeuvre or the development of the artist involved on the other. This breakdown ensures that less established artists are given opportunities as well.

After all, this subsidy is important for beginning artists who, as a result, are able to take further steps in the professionalisation, development and expansion of their trajectory.

### Scoring per criterion

1° Quality of the foreign presentation	
- Artistic quality of the presentation	/5
- Importance for the oeuvre or the development of the artist involved	/5
2° Reasonableness of the costs of the estimated revenue and expenditure	/5
Total:	/15

### Clarification of the scores

#### 1° Positive or Negative

If a score of 7/15 or less is awarded, a negative decision is given for the application. An amount of 0 euros will be advised since the application scores less than half of the points.

If a score between 8/15 and 11/15 is advised, the decision can be either positive or negative:

- If the estimate lacks precision or credibility, the decision will be negative.
- If the application scores badly on one of the artistic criteria, the decision will be negative.

From scores of 12/15 and higher, a **positive** decision is given for the application and the application is eligible for subsidisation. In case of an exceptionally high score (5/5) on two criteria and one criterion with only a score of 2/5 or less the positive scores prevail. Consequently, a positive decision will be given for the application.

## 2° Determination of the score

### *Artistic level:*

- 5/5: Location and artist are a perfect match. The initiative comes in the right place at the right time in the artist's career.
- 4/5: A strong application with a good description and clear explanation. The locations are in order and justified within the applicant's trajectory.
- 3/5: Both the location and the applicant are in order, but the application offers little explanation or an explanation is given but there are still uncertainties on a number of points.
- 2/5: There are serious doubts about the quality of the location or the applicant or it is clear that there is no added value for the development of the artist's oeuvre.
- 1/5: The application is inadequate and therefore clearly advised not eligible.
- 0/5: Not considered to be a public presentation or a professional artist.

### *Business related:*

- 5/5: The budget includes both revenue and expenditure, is drawn up in a transparent manner and clearly explained. There are no questions about the origin of the estimated amounts.
- 4/5: Realistic budget of revenue and expenditure, but there are small comments.
- 3/5: It is possible to formulate a recommended amount, but there are several comments remarks on the budget.
- 2/5: The budget is insufficiently explained or contains gaps.
- 1/5: The budget is incomplete and therefore not eligible for subsidy (negative: 0 euro).
- 0/5: Not considered to be a public presentation or a professional artist.

## **NOTE**

### APPLICATION IN DUTCH OR ENGLISH

In KIOSK, applications for a subsidy for a foreign public presentation can be submitted either in Dutch or in English. Applications from artists/organisations based in Flanders/Brussels must be submitted in Dutch in keeping with the language legislation.

Foreign organisations can submit applications in Dutch or in English.

### PROMOTION GALLERIES

This subsidy instrument can also be used to support promotional art galleries for their participation in international art fairs. Promotion art galleries are art galleries that primarily focus on the development of the artists' artistic trajectories. This is in contrast to sales galleries which have a predominantly economic objective.

There is a thin line between exhibiting art works and selling art works. An assessment will be made based on the importance as well as the profile of the art gallery, i.e. the prevailing artistic or commercial aspect.

For purposes of information:

Flanders Investment & Trade (FIT) subsidises organisations for participation in fairs, if the applicant's objective is economic growth or internationalisation of their market. In this context, they can also subsidise art galleries. FIT does this rather exceptionally, because they have established on the basis of previous applications that the expected short-term turnover growth of art galleries can usually not be established.

The Department also provides for coordination with FIT on this matter.

## **DESIGN**

The design sector also has an economic and an artistic side. Here too, an assessment will be made in order to see whether a foreign public presentation has an economic or an artistic purpose. If economic, no support will be provided within the Arts Decree.