APPLICATION MANUAL

for an allowance for an international presentation within the Arts Decree

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General 3
1 The application form 4
1.1 Self-presentation 4
1.2 Disciplines and sub-disciplines 5
1.3 Artistic plans 6
1.4 Budget 7
1.5 Subsidy conditions 8
2 Time Frame 9
3 Conditions and statements 10
4 Assessment citeria 11
4.1 Artistic assessment criteria 11
4.1.1 The quality of the international presentation. 11
4.1.2 The quality of the work of the artist or artists involved. 11
4.2 Business assessment criterion 12
5 Assessment 13
6 Budget and ranking 14
7 Accountability 15
8 Any questions? 15

GENERAL

This manual contains essential information needed for submitting an admissible and complete application. For further information, please consult Kunstendecreet (Arts Decree), Uitvoeringsbesluit (implementation decision) and Memorie van Toelichting (explanatory memorandum).

Allowances for an international presentation can be awarded to initiatives that take place abroad. This is deemed to mean: the French and German-speaking communities of Belgium and all countries outside Belgium. These initiatives include at least a publicly accessible presentation by an artist performing within the scope of the Arts Decree. The artist, arts worker or organization responsible for the presentation must reside in the Dutch-speaking region or in the bilingual Brussels Capital Region.

Allowances for an international presentation can be awarded to organizations with legal personality and to individual persons (artists and arts workers). Organizations receiving an operational subsidy pursuant to the Arts Decree of more than 400.000 euro cannot receive an allowance for an international presentation.
You can **receive an allowance at the most twice within a financial year**. 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 must be submitted at least two months before the initiative starts, unless you can justify thoroughly why you could not submit the application on time. Applications can be submitted throughout the entire year. Applications are bundled monthly into a single decision round.
The allowance for an international presentation can be combined with a project subsidy, a grant, a residence grant, or an operating subsidy no higher than 400.000 euro, to the extent that it covers different initiatives.
You can submit your application via KIOSK. All information on 'KIOSK' can be found in the Kiosk user guide for end users.

A **complete application** consists of:

- the application form (in KIOSK)
- a budget with an explanation of each budget post
- a brief artistic CV or history (Word or pdf, no more than 1 A4 page with a maximum of 5MB)
- a confirmation of the booking of the presentation

Your application is only **admissible** if:

- it satisfies the form requirements
- it has been submitted on time
- your organization has legal personality (if you submit as an organization). Please note that de facto associations and one-man businesses do not have legal personality. If you are applying as an arts worker or organization, your application must be made in the context of cooperation with at least one artist involved with activities in the context of art within the Flemish Community.

1 THE APPLICATION FORM

You should submit an application for an allowance for an international presentation via the web application KIOSK. All information on the use of KIOSK can be found in the Kiosk user guide for end users.

Once you have opened the **application form** in KIOSK you will be requested to upload the following attachments: a budget, an artistic CV or a history, and a confirmation of the booking of the presentation. These attachments are mandatory.

Finally, the application form provides a link to additional online resources (not mandatory).

1.1 SELF-PRESENTATION

Indicate whether you are submitting your application as an artist, as an arts worker or as an organization.

As an artist, you are eligible for funding if you are a natural person, if you are involved in creative or performing art as well as professionally active in the arts sector within the Flemish Community.
As an arts worker, you are eligible for funding if you are a natural person, if you are professionally active in the arts sector, but you are not an artist yourself. Your activities mainly involve creative or substantive work in the arts within the Flemish Community. An arts worker can only be supported for expenses linked to the presentation of the work of an artist or an arts organization professionally active in the Flanders arts sector.
If you apply as an organization, you must have a legal personality.

Please note!

You cannot submit as a 'one-man business without legal personality' (eenmanszaak in Dutch). In that case, you can apply as a natural person.

Indicate your location: Flanders, Brussels Capital Region or a different location. Applications that indicate 'a different location' can only be chosen by organizations.

If you are located in Flanders or the Brussels Capital Region, your application must be drawn up in Dutch. If you are located in 'a different location', you can choose between Dutch or English.

Fill in the requested subsidy amount. The maximum amount is 7000 euro.

Enter the start date and the end date of the initiative.

Indicate whether you are submitting your file less than two months before the start of the presentation.
If your answer is 'yes', an exception can only be made due to force majeure and based on a well-motivated and signed letter (date) of commitment.

Please note!
You can no longer submit an application if the initiative has already started.

An application submitted late in 'month X' for an initiative taking place during the following 'month Y' will never be decided before the start date of the initiative. The decision for the monthly subsidy round is always taken and communicated only at the end of the month (Y).

Please note!
You must **always** draw up your application in **Dutch**, **except** if applying as an organization and you are **located abroad** (including the French and German language regions of Belgium), in which case you **may** submit the application in **English**.

1.2 DISCIPLINES AND SUB-DISCIPLINES

Indicate which discipline(s) and sub-discipline(s) are included in the presentation. There are several disciplines and sub-disciplines, but you must choose at least one discipline and at least one sub-discipline.

The **disciplines** within the Arts Decree are:

1. Architecture and Design
2. Visual arts, Audio-visual arts and Photography
3. Performing arts
4. Music
5. Transdisciplinary and Cross-sectoral arts

The **sub-disciplines** are:

1. Architecture
2. Design
3. Visual Arts
4. Audio-visual arts
5. Experimental media art
6. Audio Art
7. Photography
8. Dance (performance arts)
9. Theatre
10. Music theatre
11. Pop
12. Rock / Alternative
13. Hiphop / R&B
14. Dance (music)
15. Classical Music
16. Jazz
17. Traditional music
18. Performance
19. Transdisciplinary arts
20. Cross-sectoral arts

Performance is a presentation form that can be filed under various disciplines. Choose which discipline your performance best fits within.

Multidisciplinary Arts are arts whereby the artistic activities fit equally into two or more (sector) specific disciplines (Music, Performing arts, Architecture and Design, Visual arts and Audio-visual arts, Transdisciplinary and Cross-sectoral arts). In this, each activity can, in itself, be allocated to one (sector) specific discipline.

Transdisciplinary arts interweave various (sector) specific art disciplines in such a way that they can no longer be distinguished or described in the end result. The boundaries between the disciplines are thus no longer relevant and new forms of creating and performing emerge.

Cross-sectoral arts start from one distinguishable art discipline, but work intensively with social areas outside the arts sector (such as science, care or education). This interaction gives rise to new forms of creation and performance.

1.3 ARTISTIC PLANS

If you are applying as an artist, you indicate, as a presenting artist(s), that you are involved in the Flemish arts sector. If you are applying as an organization, you indicate that your organization(s) is/are located in Flanders or in the Brussels Capital Region.
If you are applying as an arts worker or a foreign organization, you indicate that the presenting organization(s) is/are located in Flanders or in the Brussels Capital Region, and/or that the presenting artist(s) is/are involved in the Flemish arts sector.

Give a brief summary of your plans.

Upload the following two mandatory attachments:

- A current CV or documentation on the artistic work of the artist or organization who is involved in the presentation.
- A document that confirms the booking of the presentation place(s). This/these booking statement(s) must be drawn up in Dutch or in English.

Each of these attachments may be no more than 5MB. If you have several documents per attachment, combine them into one pdf.

Please note!
You can upload only one document per attachment. If you upload a new attachment, the previous one will be deleted.

You can also add a link to online documentation which can clarify your subsidy application. This is not mandatory, but if you make use of this possibility, ensure that the information remains available at least until after receipt of the decision about your application.

Tip!
Attachments may not be larger than 5MB. Numerous tools to compress visual material and attachments can be found online.

1.4 BUDGET

On this screen, you upload your budget. The budget can be uploaded in any form (Excel, Word or pdf, no larger than 5MB), but must be **explained clearly, sufficiently and in detail**.

The budget must be drawn up **in euros**. State all estimated revenue and expenditure relating to the presentation. If there is no revenue, you must explicitly explain why there is none. Check in chapter 4.2 the criteria on which the budget is assessed.

An application always relates to the costs linked to only one initiative. By one initiative we mean: a **well-defined and coherent thematic whole within the start and end date of the application file**.
This initiative can take place at various locations. Only costs linked to the presentation, made for/by the performing artists, are eligible.

Please note!
You can't receive two 'allowances for an International Presentation' for one initiative.

Always opt in your expenses for the **most economical, ecological sound or sustainable solution** and explain your choice **in detail**. Make sure you can justify all expenses with accounting items. A list of acceptable costs, based on cases from previous years, is given below:

- travel expenses: transport charges for people, e.g. train tickets based on 2nd class fare and economy class flights
- accommodation costs based on overnight stay with breakfast. For exhibitions, we apply a maximum of 4 nights (1 day vernissage, 1 day finissage, 2 days of public presentation).
- transport costs for transport of material.
  For the transport of large fragile instruments (e.g. music instruments), a ticket equal to that of a person could possibly be accepted. Exceptional or long distance transport, such as transport of material by ship, can also be supported.
- rental of instruments/equipment needed for the presentation.
- technical costs to the extent that these are not inherent to the operation of the inviting organization
- work visa, international passport and road vignette
- travel insurance for persons, works or materials travelling abroad
- a standard day allowance of 50 euro/day for a public presentation.
  For exhibitions, a maximum of 4 days and 4 nights (1 day vernissage, 1 day finissage, 2 days of public presentation). For the days of departure and return, 25 euro per day is accepted. These day allowances replace any other possible budgeted costs (such as meals).

- stand rental for promotion galleries that exhibit work of Flemish artists at foreign art fairs (in addition to other possible costs, as stated above).).

The following costs are **not** eligible:

- wage costs and honoraria
- costs connected to the creation of new work.
  Exception: if the work cannot be transported and (re)mounted on location, the costs can be eligible.
- costs linked to the rehearsal (in Flanders or on location)
- costs of support crew (driver, partner, etc.) and anyone who delivers no active public presentation (manager, director, choreographer, composer, technician, dramatist, wardrobe manager, stage manager, photographer, film maker, producer, curator).
- costs for promotional material, printed matter, translation, etc. linked to the presentation (must be borne by the inviting foreign organization)
- costs made during intervening or prior travel days
- copyright remunerations
- costs inherent to the operation of the organization that plans the presentation, such as hall rental and normal technical equipment
- the fire insurance or other local insurances for the location where the initiative takes place (must be borne by the inviting foreign organization)

1.5 SUBSIDY CONDITIONS

By ticking the boxes on this screen, you solemnly declare that you meet and will meet the subsidy conditions at the moment of accountability.
You can find more information about the subsidy conditions in chapter 3.

2 TIME FRAME

Applications can be submitted no more than 12 months before the start of the presentation.
Applications are bundled **monthly** into a single decision round on the basis of the date of submission.
The **decision** shall be taken at the end of the month following the month of submission and subsequently communicated:

Application submitted in	**Decision date**
January	at the latest on 28 February
February	at the latest on 31 March
March	at the latest 30 April
April	at the latest on 31 May
May	at the latest on 30 June
June	at the latest on 31 July
July	at the latest on 31 August
August	at the latest on 30 September
September	at the latest on 31 October
October	at the latest on 30 November
November	at the latest on 31 December
December	at the latest on 31 January of the following year

3 CONDITIONS AND STATEMENTS

To be eligible for subsidies, the application and the applicant must satisfy a number of **conditions**. In the application form, you must **declare** that you meet them.

I declare hereby that:
- the subsidy shall not be used for activities that fall within the competence of Flanders Literature;
- the subsidy shall not be used for activities that fall within the competence of Flanders Audiovisual Fund;
- the subsidy shall not be used for executing (experimental) construction projects.

These conditions, apart from the mandatory declaration, shall also be verified during the **assessment of your application**.

I declare hereby that:
- my organization cannot be excluded from subsidy on the basis of the General Block Exemption Regulation;
- with regard to my organization, no recovery order is outstanding pursuant to a previous decision of the European Commission declaring the aid unlawful and incompatible with the internal market;
- my organization is not a business in difficulties;
- receipt of the requested subsidy does not lead to an infringement of Union law.

The General Block Exemption Regulation concerns the European legislation on state aid and the internal market. Support to culture is consistent with this on condition that the recipient falls under one of the following categories:

- art centres and cultural centres or artistic or cultural locations, theatres, opera houses, concert halls, other live performance organizations, cinematographic heritage institutes, and other comparable artistic and cultural infrastructural provisions, organizations and institutions,
- art or cultural events and performances, festivals, exhibitions and other comparable cultural activities,
- organizations that are involved in cultural and artistic education, initiatives concerning raising the awareness of the importance of protecting and promoting the diversity of cultural expressions.

(See article 53 of REGULATION (EU) no: 651/2014 OF THE COMMISSION of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of articles 107 and 108 of the Treaty.)

Please note!
If you receive a subsidy for a presentation, then you must declare to mention the support of the Flemish Community in all printed and digital communication, with each notification, statement, publication and presentation in the context of the subsidised activity. For this purpose you make use of the standard logos and the associated text and base lines as determined by the Government of Flanders.

4 ASSESSMENT CITERIA

4.1 ARTISTIC ASSESSMENT CRITERIA

4.1.1 The quality of the international presentation.

Clarify the choice of the location in relationship to the artist, the oeuvre and the presentation. Explain and describe in which way the international presentation shall contribute to the professional development of the artist and the oeuvre.
The initiative for which support is requested must be an active publicly accessible presentation with international importance, such as a concert, a performance, an exhibition or a lecture relevant to the arts sector.
Prospect trips or trips during which activities are only attended without any active participation are not eligible for an allowance. Presentations in private circles, master classes and workshops are also ineligible.
The line between a development activity with a presentation at the end (such as a residence) and a fully-fledged foreign presentation is not always clear. In this case the administration shall assess on the basis of the application file which weighs heavier. A presentation that is not aiming at a broad public audience or about which no promotion is made cannot be supported. Displaying the final result of a residence is also ineligible. An organization with an operating subsidy of more than 400.000 euro is not eligible for a supplementary international subsidy.
In the context of sustainability, the administration encourages every effort to reduce the ecological impact of the foreign presentation to a minimum.

4.1.2 The quality of the work of the artist or artists involved.

The administration assesses this criterion on the basis of the information submitted: the file, the CV and any online material. In your application, pay sufficient attention to the development of the oeuvre and the professional path of the artist(s). Also clarify the artistic quality of the artistic work or programme that is to be presented. Explain in which way your project can signify an added value for the artistic profile of the artist(s). Clarify the professionalism of the artist(s) involved.

4.2 BUSINESS ASSESSMENT CRITERION

The budget must:

- contain all revenue and expenditure
- must be drawn up clearly and realistically
- must explain and clarify the revenue and expenditure and their origins.

The administration assesses whether the costs in the budget have been estimated realistically and reasonably and if not, a lower amount shall be taken into account.

Please note!
The subsidy is calculated on the basis of the accepted costs. Only costs connected to the presentation, made for/by the performing artists are eligible, as stated in chapter 1.4 Budget.

The accepted costs are subsidised for 75%. The accepted day allowance will exceptionally entirely be subsidised. The subsidy, however, is limited to the deficit of the budget and to a maximum of 7.000 euro

The proposed amount will be subject to the following rounding off rule:
- amounts below 1.000 euro: rounded off to the nearest lower tens
- amounts in excess 1.000 euro: rounded off to the nearest lower hundreds

5 ASSESSMENT

For the assessment, a value is allocated to each of the three assessment criteria (score of 0 to 5). These values lead to a final score on 15 that allows a ranking to be drawn up at each assessment round:

The quality of the international presentation	
– 1° the artistic quality of the presentation	/5
– 2° the importance for the oeuvre or the development of the artist involved	/5
3° the reasonableness of the costs submitted	/5
Total:	/15

for the first artistic criterion, the quality of the presentation, the score is determined as follows:

- 5/5: The location in relation to the presentation is **clearly described**. A strong file with a good description and explanation. The locations are in order and the application is justified within the applicant's growth trajectory
- 4/5: Both location and applicant are OK, but there are **minor comments** on the application file
- 3/5: The application file provides limited explanation, which results in some **unclear** points
- 2/5: The application file **does not provide sufficient information** about the presentation location. It is not possible to estimate the importance of the location
- 1/5: The application file is **insufficiently motivated**
- 0/5: The application is **not about a presentation** or a professional artist

For the second artistic criterion, the importance for the oeuvre or the development of the artist involved, the score is determined as follows:

- 5/5: The importance of the presentation and the work in function of the artistic development of the artist and the oeuvre are **clearly described** and explained
- 4/5: The presentation is justified within the artist's growth trajectory, but there are **minor comments**
- 3/5: The application file provides **limited explanation**, which results in some **unclear** points
- 2/5: The application file **does not provide sufficient information** about the artistic development of the artist and the oeuvre. It is not possible to estimate the importance of the presentation
- 1/5: The application file is **insufficiently motivated**
- 0/5: The application is **not about a presentation** or a professional artist

For the business criterion (reasonableness of the costs submitted), the score is determined as follows:

- 5/5: The budget is an estimation of both income and expenses, is **clearly drawn up** and clearly described. There are no questions about the origin of the budgeted amounts
- 4/5: Realistic budget of income and expenses, but there are **minor comments**
- 3/5: The **lack of income** is not explained. There are **several comments** on the budget, however an advisory amount can be formulated
- 2/5: The budget is **unclear or unrealistic**. There are several comments on the budget
- 1/5: The budget is **incomplete** and it is not possible to estimate an advisory amount. This automatically leads to a negative advice
- 0/5: The application is **not about a presentation** or a professional artist

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If a score of 7/15 or less is awarded, a **negative** advice is given. After all, the file scores less than half the total of points.

If a score of 8/15 to 11/15 is awarded, the advice is **positive**, unless one of the following problems occurs:

- the budget lacks precision or clarity, the determination of an amount is impossible
- the file scores so badly on at least one of the artistic criteria that it is not appropriate to consider any support

If a score of 12/15 or higher is awarded, the advice is **positive**.

Only files with a positive advice are eligible for a subsidy. A positive advice, however, does not mean that a subsidy will actually be granted. The way in which the subsidies are granted can be found in chapter 6.

6 BUDGET AND RANKING

The annual available budget is initially divided into 12 equal rounds. Based on the available budget, the best ranked positive applications are supported.

If the link between the ranking and the monthly budget creates a boundary within a group of applications with an equal score, the following shall be done:

- a subsidy shall be granted to the entire group with the same score and the corresponding budget shall be deducted equally from the remaining rounds of the calendar year
- no subsidy shall be granted to the entire group with the same score and the remaining budget shall be redistributed equally over the remaining rounds of the calendar year
- the option with the least impact on the total subsidy will prevail
- In the last round of the year, the available budget is deployed as optimally as possible.

For Your Information
The awarded amount will be paid in full after the decision at the end of the subsidy round. The payment will take a few days in accordance with internal procedures to be carried out by the administration.

7 ACCOUNTABILITY

Submit an **accountability** within two months after completion of the presentation via KIOSK. The accountability of an allowance for an international presentation consists of:

- a **substantive report** of the performed international presentation whereby you account for the differences between the planning and the execution. You must also explain how the allowance contributed either to your professional artistic development or to the professional development of the artist(s) involved.
- a **declaration** that you have used the subsidy **for the purpose for which it was granted**.

Please note!
Retain all receipts for two years after the completion of the presentation. These can be requested as part of the supervision on the allocation of the subsidy. Exhibits relating to the statement of the support of the Flemish Community on printed and digital communication can also be requested.

8 ANY QUESTIONS?

Do you have any questions? Please contact:

- the Department of Culture, Youth and Media, Arts and Cultural Heritage Team, for questions on KIOSK, the regulations, the models and documents to be used.
- Kunstenpunt (Flanders Arts Institute) for artistic/substantive questions from organizations, individuals and authorities that are professionally active in the visual arts, performing arts or classical music, about information, monitoring, short and long-term research, consultancy and bringing together the broad field of arts.