



# APPLICATION MANUAL

for an allowance for an international  
presentation within the Arts Decree

version of 11.01.2024





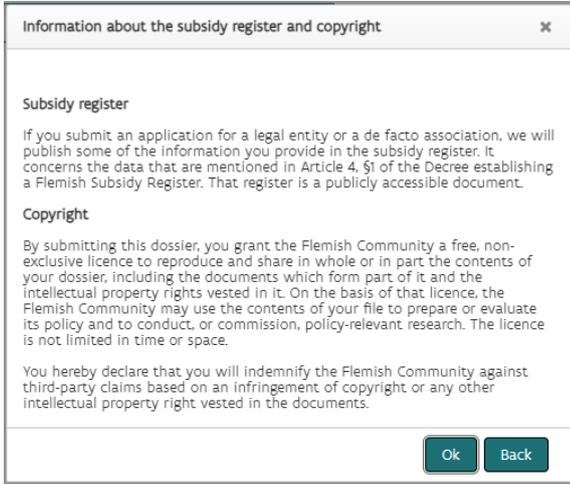






### 1.1.5 Agree to the pop-up

You can only start your application if you agree to the pop-up below.



With this agreement you grant permission to reproduce or share data from the file. These are important for data collection with a view to preparing and evaluating policy and conducting policy-relevant research.

Please note: this concerns only data from the file itself and not your artistic work.

In addition, all subsidies awarded since January 1, 2022 are included in the subsidy register of the Flemish government. If you receive compensation, you will be included in it.

## 1.2 THE APPLICATION FORM

You can find the application form by clicking 'Current document'.

Next to the link to the [current document](#), you will also find tabs where you can consult the [file flow](#), [adjust your contact details](#) and [manage your payment details](#), such as your account number.

File: 57712 - Kunstendecreet van 23 april 2021: Allowance for an international presentation - 21-12-2023

Phase: application file subsidy

[Current document](#) [File flow](#) [Contact details](#) [Payment details](#)

Save Validate your application Submit



Below you will find explanations for completing the various tabs of the application form in KIOSK.









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
- **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)

### 1.2.5 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](#).

**Please note!**

Once your application is submitted, the profile cannot be modified. You can, however, withdraw your application and submit a new one before the ultimate deadline.









## 4.2 BUSINESS ASSESSMENT CRITERION

The budget must:

- contain all revenue and expenditure
- be drawn up clearly and realistically
- 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 [1.5 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







## 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 out in full after signing the decision at the end of the decision round. The payment takes a couple of days.







