



APPLICATION MANUAL

for a subsidy for an International Presentation
Project
within the Arts Decree



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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.

Please note!

Does your international presentation project start between 1 February and 30 April? In that case, you must submit your application no later than 31 October of the preceding year.

Does your international presentation project start between 1 May and 31 July? Then you must submit your application no later than 31 January of the same year.

Does your international presentation project start between 1 August and 31 October? Then you must submit your application no later than 30 April of the same year.

Does your international presentation project start between 1 November and 31 January of the following year? Then you must submit your application no later than 31 July of the same year.



1 THE APPLICATION FORM

You must submit a subsidy application for an international presentation project via the web application KIOSK. You can find all information about [KIOSK](#) in the [Kiosk User guide for end users](#).

Open the **application form** in KIOSK. You must answer the questions asked and agree to the subsidy conditions, subsidy requirements and commitments on this form. You must also upload two mandatory attachments:

- the artistic CV of the artist or arts organization concerned
- A completed [annex on figures](#)
- Documentation on the presentation venue including a confirmation of their commitment

These appendices may not be bigger than **5MB** each.

You can also add a link to additional online documentation material. This is not mandatory.

Below you will find information on how to complete the various tabs of the application form in KIOSK.

1.1 SELF-PRESENTATION

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

As an **artist**, you are eligible for funding if you are a natural person, you are involved in creative or performing art, professionally active 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, 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. That artist or arts organization is 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.

Enter the **project title** . Keep it as short as possible (maximum 50 characters including spaces).

Fill in the **requested subsidy** amount. This is a **maximum of EUR 50,000**. Enter the amount in this form: 12345,67. Do not use a full stop or comma between digits and only use a comma in decimal numbers. Do not make any further additions, such as 'euros' or '€'.

Enter the **start and end dates** of the initiative. The dates you fill in here define the project period. Only costs that fall within this period may be considered for subsidy.

Indicate for which **round** and which **year** you wish to submit.



Please note!

The end date may be a **maximum of one year** after the starting date.

Costs can only be considered for subsidy if both the **performance** and the **invoice date** fall within the project period. Costs before or after that will not be accepted. If you wish to include preparatory costs in your file, they must fall within the project period. Also allow for a certain margin for costs that are settled after the main activity or for minor delays.

1.2 DISCIPLINES, SUB-DISCIPLINES, ASSESSMENT COMMITTEE

Indicate in your subsidy application the main discipline(s) and sub-discipline(s) included in your project. You must choose at least one discipline and at least one sub-discipline. The committee will examine, on the basis of the activities and plans, the extent to which **all the** indicated disciplines and sub-disciplines have been qualitatively represented.

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 | 11. Pop |
| 2. Design | 12. Rock / Alternative |
| 3. Visual arts | 13. Hip-hop / R&B |
| 4. Audio-visual arts | 14. Dance (music) |
| 5. Experimental media art | 15. Classical music |
| 6. Audio art | 16. Jazz |
| 7. Photography | 17. Traditional music |
| 8. Dance (performance arts) | 18. Performance |
| 9. Theatre | 19. Transdisciplinary arts |
| 10. Music theatre | 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 (from Music, Performing arts, Architecture and Design, Visual arts and Audio-visual arts, Transdisciplinary and Cross-sector 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.

Your subsidy application will be assessed by the **International Assessment Committee**. This committee includes representatives of the administration and experts with relevant international expertise.

1.3 ARTISTIC PLANS

The **presentation venue** is the venue abroad where the art production will be presented.

The **art production** can be produced by one or more **presenting artists** or **a presenting organization** (such as a company or an ensemble).

The application may be submitted by an arts worker, the presenting artist or organization, the presentation venue or a third organization (such as a management or booking office).

On this screen, fill in substantive explanations in the fields provided:

- explain the presented art production and motivate your choice of presenting artist(s) or presenting organization
- demonstrate the involvement of the presenting artist(s) or presenting organization in the Flemish arts sector
- demonstrate that the presenting artist(s) or presenting organization is/are based in the Dutch-speaking region or in the bilingual region of Brussels-Capital
- explain the presentation context and your choice of presentation venue

Please note!

The presentation venue **must** be based abroad.

The applicant **can** be based abroad.

The presenting artist(s) or presenting organizations **must** be based in the Dutch-speaking region or in the bilingual region of Brussels-Capital.

Please upload the following two obligatory attachments in PDF format here:

- an **updated CV** and **documentation on the artistic works of the presenting artist(s) or presenting organization**
- documentation on the **presentation venue(s)** and a confirmation of their **commitment**. Commitment statement(s) must be written in Dutch or in English.

Please note!

You can upload only one document per attachment. When uploading a new attachment, the previous one is deleted.

Tip!

If you have several documents per attachment, combine them into one PDF.

Attachments may not be larger than **5MB** each. Compress visual material and attachments. Numerous tools for this can be found online.

You can also add a **link** here to **online documentation material** 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 the



receipt of the decision about your application.

Please note!

The link to additional material is intended only as an explanation, example, visualisation or clarification of your subsidy application. All essential information needed by the assessment committee to assess your application must be included in the mandatory sections of your file.

1.4 ANNEX ON FIGURES

Upload the compulsory [annex on figures](#) as an Excel file. You may not reuse old versions of the annex on figures, e.g. from previous years or applications. Maximum file size is **5MB**. After making your selection, click on the ‘Upload’ button.

Please note!

You may only **upload one annex**. When uploading a new attachment, the previous one is deleted.



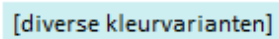
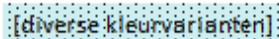


1.5 SUBSIDY CONDITIONS

By ticking the boxes on this screen, you declare that you currently meet and will still meet the subsidy conditions at the time of accountability.

You can find more information about the subsidy conditions in [chapter 4](#).



Colour codes used


	Empty mandatory field
	Non-mandatory field or field filled in by the user
	Auto-completed field
	Field that cannot be filled in by the user
	Error in the cell (see explanation alongside) Text that generates an error message must be corrected in order to submit
	Warning [see an explanation alongside] Text of a warning/info refers to an error in a different cell

The annex on figures is optimised for Microsoft Excel 365 and is compatible with older versions of Excel as well as alternative software. If you do encounter problems, you can use the free alternative [Excel Online](#) .

2.2 ACTIVITIES TAB

This tab provides space for a list of **planned activities** and related information. Fill in one line per activity. Leave **no empty lines** between the various activities and **start with the first row** of the list (row 5). Depending on which choice you make in a particular column, some of the columns that follow may or may not need to be filled in. Fill in each row from left to right.

Please note!

You should not fill in a cell that has dots. 

If the text in a cell is crossed out in red (e.g. ~~test~~), this means that you have filled in a cell that should not be filled in. This is not necessarily a problem, but it is better to leave it empty.

Overview of the columns to be filled in:

ACTIVITIES

- **ID:** in column B, each activity is automatically assigned a sequence number as soon as one of the following columns is completed. Do not change that number.
- **Name of activity(ies)(series):** Enter the name of the planned activity or activity series here. In the case of a co-production, please try to coordinate the naming with the co-producers as much as possible.
- **Start date:** Enter the estimated date on which your planned activity(ies) will start.



2.4 'EMPLOYEES NOT ON PAYROLL' TAB

In this tab, fill in all the data about the **employees** who are **not in paid employment**. These are all the employees for whom you do not file a declaration with the National Social Security Office. The costs indicated on this tab are always based on the accounting cost filled in under heading 61.

Per row, collect the data of all the employees within the same function, who are remunerated according to the same remuneration method, e.g. all technical artistic personnel who are paid as self-employed persons are on one row.

Leave **no empty lines** between the various activities and **start with the first row** of the list (row 5).

Fill in each row from left to right. Bear in mind that the drop-down list in a subsequent column will differ depending on which choice you make in a prior column.

Overview of the columns to be filled in:

- **ID:** This column is filled in automatically. Do not change it. Start at column C: Relationship type
- **Relationship type:** In the drop-down list, choose the correct relationship type.
- **Number of people:** Fill in the number of persons, valid for this row in the table.
- **Already employed:** Please indicate whether the cooperation with the respective employees is ongoing or not.
- **Method of remuneration:** choose the manner in which the employees will be paid in the provided drop-down list. Please note that, depending on the relationship type selected, not all remuneration methods are possible. If you select a remuneration method that is not possible for the respective relationship type, this will result in an error message (both boxes turn dark) and you must select a different remuneration method.
- **Position/job group:** Here you indicate the position of the group of employees for which you are entering the data.
- **FTE:** Fill in here the total annual number of full-time equivalents applicable to this row in the table (1 day = 7.6 working hours, 1 year = 226 working days). Examples: If someone works full-time for the project for six months, the FTE on an annual basis is 0.5. If a person works for the project for 40 working days, this is 40/226 FTEs, or 0.18 FTEs on an annual basis.
- **Cost:** Enter the total accounting labour cost for these employees.

2.5 BUDGET TAB

The budget in the figure annex contains the income and expenditure of the entire project, even if it crosses multiple calendar years (e.g. October to March). Each project therefore has a single budget regardless of its duration.

An international presentation project involves at least the costs associated with the presentation of the artist or arts organization abroad.

In this tab you give the **most accurate estimate possible** of the costs and income related to the implementation of your plans. Make sure your business planning and figures are in line with your artistic plans.

In the budget, fill in the yellow fields to the extent that they apply to your project. The sums are calculated automatically. Please do not change any formulas. Do not delete the rows that do not apply to your project but leave them empty.



Please note that for each amount that you include in the budget, the 'Explanation' tab will ask how this amount is calculated and composed.

The **budget must be balanced**, which means that total expenditure must equal total income. Therefore, in the annex on figures to a subsidy application, fill in the amount of subsidy requested.

A budget, as well as the income statement in the accounts, only includes amounts that are linked to an actual payment or an actual income with invoice/documentation. In a budget as well as in an income statement, **there is therefore no income in kind**. If you nonetheless want to make income in kind (e.g. services or goods obtained free of charge within the framework of a cooperation or co-production agreement) visible or even quantifiable, you can mention said income in the project description.

Unforeseen costs are accepted up to a **maximum of 2%** of the total cost.

Please note!

Costs can only be considered for subsidy if both the **performance** and the **invoice date** fall within the project period.

Purchases of durable goods can only be charged for the time needed to complete the project. When determining the cost, take into account the residual value and the service life and explain which depreciation rule you apply to your goods and why. Exceptions are durable goods that are no longer usable after the completion of your project. Explain this thoroughly in the application.

Provide a clear explanation of each expense incurred, in order to show how the amount is composed, how it is calculated, etc.

The model checks for erroneous sums and changes to formulas and indicates where these errors are located on the right-hand side of the budget. Erroneous entries must be corrected before submission.

2.6 'NOTES TO THE BUDGET' TAB

On this tab, in column N, for each completed section you will see, **in a clear and detailed manner** how a given amount is composed. This means that for every expense and income, you must briefly **explain the content and calculation method** and **justify the cost or income**.

Tip!

Please ensure readability: within a cell, you can create a **new line** by typing **Alt + ENTER** (PC). On Apple/Mac, you can create a new line within a cell by typing **Command + ENTER** or **Control + Option + ENTER** .

If you have entered more than six lines of text, **double-click** the cell to see your **full text** .

2.7 'OPTIONAL NOTES' TAB

This tab gives you the option of including additional explanatory or clarifying tables if you consider it necessary. Filling in



this tab is not obligatory .

2.8 RESULTS PLANNING TAB

Nothing can be filled in on this tab .
 This tab automatically summarises the budget.

2.9 SUMMARY TAB

This tab shows which of the other tabs are still incorrect. Please note that this is neither a substantive check nor a check on the accuracy of the figures.
 For example, in the 'Budget Explanation' tab, each cost entered is only reviewed to see whether something has been entered in that box, not whether it is sufficiently clear and detailed.

3 TIME FRAME

If your international presentation project starts between... then submit by...

1 February and 30 April	31 October of the previous year
1 May and 31 July	31 January of the same year
1 August and 31 October	30 April of the same year
1 November and 31 January	31 July of the same year

Not later than 15 days after the deadline for submission the administration will report whether your subsidy application is admissible or not. If the administration finds a material error, it may ask you to provide the correct documents within 2 days. If you do not provide these documents, your file will be declared inadmissible.

No later than three months after the deadline for submission you will receive the decision of the Flemish Minister responsible for Culture on the assignation and the amount of the project subsidy.

If you are based in Flanders or Brussels and the subsidy does not exceed EUR 15,000, you will receive the full amount in one payment.

If you are located in Flanders or Brussels and the subsidy exceeds EUR 15,000, you will receive an advance of 90%. You will receive the balance of 10% after approval of the accountability report.

If you are not located in Flanders or Brussels, you will receive an advance of 70%. You will receive the balance of 30% after approval of the accountability report.



4 CONDITIONS, DECLARATIONS AND COMMITMENTS

To be eligible for subsidies, the application and the applicant must satisfy a number of **subsidy conditions**. In the application form you must **declare** that you meet or **commit** to meeting these conditions.

You declare your commitment as an applicant at the time of application. If you receive a subsidy, **it will be checked whether you have** fulfilled these commitments. Therefore, take this into account from the start of your international presentation project in order to avoid a possible recovery order.

I hereby declare that:

- the subsidy shall not be used for activities that fall within the competence of Literature Flanders;
- the subsidy shall not be used for activities that fall within the competence of the Flanders Audiovisual Fund;
- the subsidy shall not be used for the design or execution of (experimental) buildings.

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

I hereby declare that:

- The application complies with the subsidy conditions and requirements of the General Block Exemption Regulation:
- 1° with regard to the applicant or subsidy recipient, no recovery order is outstanding pursuant to a previous decision of the European Commission declaring the grant unlawful and incompatible with the internal market;
 - 2° the applicant or subsidy recipient is not a company in difficulty as referred to in Article 2, 18 of the aforementioned Regulation
 - 3° the award of the subsidy does not lead to a violation of Union law as referred to in Article 1(5) of the aforementioned Regulation

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,
- organization that is involved in cultural and artistic education, initiatives around raising awareness of the importance of protecting and promoting 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 pursuant to articles 107 and 108 of the Treaty.)

Please note!

In addition to the general subsidy conditions, an application for a subsidy for an international presentation project must comply with the following **additional subsidy conditions**:

- 1° the application relates to at minimum the presentation of an art production to an audience abroad



- 2° the application relates to the work of an artist, or the work of an arts organization domiciled in the Dutch-speaking region or in the bilingual region of Brussels Capital
- 3° the envisaged presentation venue has international appeal
- 4° the envisaged presentation venue offers one or more artists or arts organizations a publicly accessible presentation opportunity.

Please note!

If you receive a subsidy, you must mention **the support of the Flemish Community** in **all printed and digital communication**, with each notification, statement, publication and presentation within the context of the subsidised activity. You must make use of the [standard logos and the associated text and baselines](#) as determined by the Government of Flanders.



5 ASSESSMENT CRITERIA

For a subsidy for an international presentation project, the following assessment criteria apply:

5.1 THE QUALITY OF THE WORK TO BE PRESENTED

The committee will assess the programme, i.e. that which is presented. It will examine whether the artistic result/programme is a good reflection of the artistic profile.

Indicate how you will go about achieving a high-quality artistic result and/or high-quality programming. Demonstrate that your programme is well thought-out and realistic.

Explain how you give shape to the presentation component and adequately explain the content choices, the context and the artistic result/programme. Please indicate, if applicable, how your project responds to innovative trends, the canon or specific niches, and how these are addressed in the programme. The committee shall also consider continuity in the programming. Justify your choice of partners and people/artists you invite or involve.

5.2 THE QUALITY AND APPEARANCE OF THE PRESENTATION VENUE

The assessment committee will check how you deal with the presentation and whether the presentation context is appropriate for the programme. It is important that you justify your choice of presentation context. This can be done, for example, by referring to an appropriate presentation venue, the manner of presentation, dramaturgy etc.

Indicate the importance and profile of the presentation venue if necessary, refer to the history of the programme, its social embedding, the network, peripheral activities, etc.

5.3 THE REALITY AND REASONABILITY OF THE BUDGET

The committee will assess the necessity and artistic appropriateness of all the expenditures in your budget. The experts on the assessment committee will check whether your budget is realistic and reasonable, and whether the planned income and expenses are in line with the plans in terms of content. They will consider the relationship between activities, expenditure and income. The committee will also examine the feasibility of the commitments and collaborations.

Demonstrate that your international presentation project addresses the proper remuneration of artists, integrity and the principles of fair practices.

5.4 THE RELEVANCE OF THE INITIATIVE FOR THE ARTS SCENE

The evaluation committee will assess the relevance of your initiative for the discipline(s) you are applying for or the broader arts landscape. In doing so, it will consider what is important for the arts landscape at the time of the assessment within a broader social context.



The assessment committee will evaluate the effectiveness of your project's strategy to reach the intended target audience. To this end, it will examine the quality of the communication plan and the estimation of the audience. Therefore, clearly describe your vision on audience development and target group policy and the actions you will take to reach the intended audience. Demonstrate that these are targeted and achievable and that the service is tailored to the intended audience and the programme offered. In doing so, the committee will assess whether your planned initiatives and activities are of an introductory, broadening or deepening nature.

5.5 THE DEGREE TO WHICH THE PROJECT SUPPORTS INTERNATIONAL CULTURAL POLICY IN PRIORITY REGIONS AND COUNTRIES

The assessment will take into account the priority countries or regions that Flanders wants to focus on during the current term of government. The [notification to the Government of Flanders](#) of 3 December 2021 on the Flemish international cultural policy defines the following priority regions and countries for the period 2021-2025:

- the French and German-speaking communities of Belgium
- neighbouring countries (the Netherlands, Germany, France and the United Kingdom) and Ireland
- strong regions such as Catalonia, the Basque country, Scotland and Wales
- The Nordic countries (Denmark, Finland, Norway, Sweden) and the Baltic States (Latvia, Estonia and Lithuania)
-
- the North American metropolises, which are certainly an important export destination for the arts, but due to the size and nature of the market (strong Anglo-Saxon focus) are mainly accessible to more established actors
- South Africa, as a long-term partner country where culture is an important element of cooperation
- Morocco, whereby the cooperation centred on the Flemish-Moroccan cultural house Darna may provide a starting point for other initiatives.

All [areas of responsibility of the Diplomatic Representatives of Flanders](#) are also part of the geographical focus.

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.
- [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.
- [VI.BE](#) for artistic/substantive questions from musicians, DJs, producers and music professionals from all genres except classical music.
- [Flanders Architecture Institute](#) for artistic/substantive questions about architecture and design.

You can also consult the Frequently Asked Questions document (in Dutch). This document is regularly updated.

