



APPLICATION FORM

Contribution from the International Cultural Policy Budget Embassy of the Kingdom of the Netherlands in Japan

If you lack space to fill in the necessary information in this form, you may attach an addendum

1 Applicant	
1.1	Official full name of the requesting organization
1.2	Name contact person
	Job title contact person
1.3	Address
	Postal address (<i>if different from address</i>)
	City, country
1.4	Telephone / mobile number of the contact person
	E-mail address of the contact person
	Website/social media channels of the organization
1.5	Did your organization receive financial support from the Dutch government (including from the Netherlands embassy in Tokyo) in the past?
	Choose an item.
	If you answered yes at question 1.5, please mention the names of the projects you received funding for.
1.6	Please give a short description of the applying organization (mission statement, strategy, goals):

1.7	Remarks that might be relevant:
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2 Project and the Netherlands program

2.1	Project title	
	Short description of the overall project (max 200 words):	
2.2	Description of the Netherlands component of the program, for which financial support is requested (this can be the project itself, of just a part of it, e.g. a festival, publication, exhibition, etc.) (max 200 words):	
2.3	Describe why you have chosen this component (max 200 words):	

2.4	If applicable, contact details of Dutch partners, artists, participants or groups:	
	Name(s)	
	Address(es)	
	Contact person(s)	
	Telephone number(s)	
	E-mail address(es)	
	Social media page(s)	

3 Calendar		
3.1	Start date of the project	
	End date of the project	
3.2	Additional information, key dates such as press conference, opening night, try-out etc.	
3.3	Extra remarks	

4 Target audience & reach		
4.1	Describe the target audience:	
4.2	How many people do you expect to reach?:	
4.3	Describe your communication strategy. How will you reach your audience? What will you do to promote the project? (Refer to communication strategy, promotional activities, PR marketing plan, online media, press meetings and releases or give examples of previous projects):	
4.4	Extra remarks:	

5 Budget

Please fill out the budget template (.csv) and give a clear overview of the expected costs and income – indicate clearly the amount that you are applying for from this embassy.

		Amount in JPY (if applicable)	Amount in EUR
Costs:			
5.1	Total costs of activity		
5.2	Costs of the Netherlands component		
Income:			
5.3	Expected sales (e.g. tickets)		
5.4	Other income (funds, sponsors, subsidies)		
5.5	Requested amount from Netherlands Embassy		
Extra remarks:			
*	If this activity is part of a large-scale festival of group exhibition, please also inform us of the total costs of the overarching activity:		

6 Irregularities

For your information: Any suspected or discovered irregularities (such as fraud, a violation of contract award procedures, serious misconduct (including sexual misconduct) or other serious forms of inappropriate behavior) relating to the implementation of the project, must immediately be brought forward to the Netherlands diplomatic mission including the amount of money involved and measures taken.

7 Extra comments Please mention any other circumstances or indicate any risks, doubts, etc....

8 Name, function, city, date, signature applicant

Applicant states place, date and signs the form. Please note that by signing this form, you confirm that all information at all sections of the application form and its addenda is correct.

8.1	Name/Job title applicant	
8.2	City	
8.3	Date	
8.4	Signature	