**APPLICATION FORM**

Financial support under 25.000 euro
provided by the Netherlands Embassy in Poland

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

**NOTE:**

We recommend to get acquainted with the policy goals and the guidelines for cultural projects to be found on our webpage: <https://www.netherlandsandyou.nl/web/poland/themes/culture-people>

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| **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 (*if different from address*) |  |
| 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 in the past three years?  | Choose an item. |
| 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 |  |
| 2.2 | Type of project  | Choose an item. | Other: |
| Discipline / theme  | Choose an item. | Other: |
| Option: Discipline (Secondary)  | Choose an item. | Other: |
| 2.3 | 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.) |

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| 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) |  |
| 2.5 | Remarks that might be relevant |  |
| **NOTE:** The Netherlands International Cultural Policy envisions a substantial role for culture in the digital, and green transitions, harnessing the power of the cultural and creative sector for innovative solutions to global social issues and using culture to break through patterns and to offer new paths for action. |
| **Contribution to digital and green transitions.**  |
| 2.6 | If applicable, in what way does your projects contributes to the above mentioned policy? |  |

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| **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 | Location of the event |  |
| 3.4 | Event title (in case of title of event is different than project title) |  |
| 3.5 | Social media of the event. |  |
| 3.6 | Remarks that might be relevant |  |

| **4 Target audience**  |
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| 4.1 | Describe the target audience  | Choose an item. | Other: |
| 4.2 | How many people do you expect to reach, with the Netherlands program? |  |
| 4.5 | Remarks that might be relevant |  |

**NOTE:**Within the Netherlands International Cultural Policy diversity, equity and inclusiveness are linked values.
We expect from our partners a similar approach.

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| **Diversity, equity and inclusiveness** |
| 4.6 | If applicable, how does your project and/or your organization contribute to inclusiveness, diversity and equity? |  |

| **5 Media attention** |
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| 4.3 | If applicable: what media attention do you expect? | Choose an item. | Other: |
| 4.4 | How will the project be promoted? Refer to communication strategy, promotional activities, PR marketing plan, online media, press meetings and releases, etc. |

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| 4.5 | Remarks that might be relevant |  |

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| **6 Project related risks and mitigating actions**  |
| 6.1 Please describe which risk(s) at which area your organization has identified and which measures it foresees.

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| Identified risk | Impact on project | Level(high/moderate/low) | Type of risk mitigation (accepted/avoided/limited/transferred | Mitigating measures |
| **Example:** Covid19 | Delay of project | Low | Accepted | Implement advised local Covid19- measures/digital meetings |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. |  |

**Explanation:**A risk concerns the likelihood that a project will fail to meet its objectives. Risks can appear in the area of context/finance/ health/HR/weather/external organizations etc. Management of the risks aims to increase the likelihood and impact of positive events and decrease the likelihood and impact of negative events in the project. One can 1) identify the threats, 2) assess the vulnerability of critical assets to specific threats, 3) determine the [risk](https://en.wikipedia.org/wiki/Risk) (i.e. the expected likelihood and consequences of specific types of attacks on specific assets), 4) identify ways to reduce those risks and 5) prioritize identified risk(s).Four types of risk mitigation: a risk can be 1) accepted (no reduction of any effects to an identified risk), 2) avoided (no exposure to an identified risk), 3) limited (some action taken to limit exposure to an identified risk) and 4) transferred to a third party.A risk can be leveled as 1) high, 2) moderate or 3) low. |
| 6.2  | Remarks that might be relevant |  |

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| **7 Budget** **You must enclose a transparent and realistic project budget to the application**, including an estimate of the expenses and revenues, which items you expect to be borne by the side of this Netherlands diplomatic mission, what the contribution of your organization is and what will be funded, or expected to be funded by third parties. |
|  |  | Amount in foreign currency (if applicable)  | Amount in EUR |
| 7.1 | Total budget of the project  |  |  |
| 7.2 | For the Netherlands part of the program and/or project: **specific cost** |  |  |
| 7.3 | Own contribution  |  |  |
| 7.4 | Expected receipts / sales  |  |  |
| 7.5 | Other paying parties (funds, sponsors…) |  |  |
| 7.6 | Requested financial support from the embassy |  |  |
| 7.7 | Remarks that might be relevant |  |  |

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| **9 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. |

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| **10 Image**If applicable: please provide our Netherlands diplomatic mission with an image in JPG-format of the Netherlands activities (image of the artist, film still etc.), free of rights, with image credits. Not a poster or flyer.  |
| 8.1 | Remarks that might be relevant |  |

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| **9 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. |
| 9.1 | Name/Job title applicant |  |
| 9.2 | City |  |
| 9.3 | Date | Click or tap to enter a date. |
| 9.4 | Signature |  |