

# APPLICATION GUIDELINES FOR A PUBLIC PRESENTATION SUBSIDY UNDER THE ARTS FLEMISH PARLIAMENT ACT

VERSION JANUARY 2019

## 1 ELIGIBILITY CRITERIA FOR APPLICATION

- The applicant organization must have legal personality.
- Organizations financed by the Flemish authorities with an operating grant of 300.000 euro or more are not eligible to participate.
- Lectures that can be financed by the Flemish Literature Fund are not eligible for support nor is any activity that can be financed by the Flanders Audiovisual Fund such as single screen productions except for when these productions are part of a visual arts installation or when shown in a museological context.
- The application should be submitted at the latest 2 months prior to the start of the presentation. Should any delay be due to force majeure an exception can be made based on a well-motivated request. Mind not being well-informed on the funding regulations is not a valid argument for not submitting in time.

## 2 ARTISTIC PROFILE

The administration assesses whether the applicant is professionally active in the arts sector based on the application, online information and on the curriculum. The applicant should also be involved in the Flemish arts scene. When applying as a foreign organization, detailing your program connection such as a Flemish artist or a Flemish organization is sufficient to qualify.

## 3 PLANNING

An extended clarification of the public presentation is needed along with the budget (estimate of revenue and expenditure). A request for delay of application can be motivated in this chapter.

The presentation should relate to an active public event such as a concert, a performance, an exhibition or a lecture relevant to the arts sector. Prospecting trips or passive trips will not be allowed.

Sometimes there is a thin line between an activity in an early stage, a performance for a small (non-public) audience (e.g. artist in residence which is not eligible) or a full-fledged performance. It is up to the administration to make a decision based on the application form. A performance that is not aiming at a public audience or lack of publicity is not eligible to funding.

Foreign organizations financed by an operating grant of 300.000 euro or more are allowed to participate. However, all charges that refer to the public presentation will not be taken into account.

## 4 ESTIMATED BUDGET

All expenses will be crosschecked by the administration and if not correct, a lower amount of subsidy will be taken into consideration. The sum of allowable expenses will not always equal the requested subsidy amount.

Only the following expenses related to a public presentation are taken into account a.o. :

- travel expenses: transport charges for people e.g. mileage, a train ticket 2nd class or similar, economy flight tickets
- accommodation expenses: based on bed & breakfast
- transport expenses: charges for transporting material, big and fragile instruments (cello, contrabass, ...) could be taken into consideration as a flight seat (same ticket as for a person)
- daily allowance based on the amount of days of performance
- expenses with regards to the setting up of the performance, technical costs, etc... that have a direct link to the public presentation are allowed
- rental of material/equipment for the presentation, i.e. only if less expensive than transport of the needed materials
- (Travel)insurance of the artist except for insurances that are part of the daily regular costs of the inviting organization
- The rent of a stand location that promotion galleries have to pay in order to promote the art work of Flemish artists at foreign art fairs

Are not taken into account:

- expenditure related to the creation of new productions except for when the scene needs to be (re)built on location (e.g. when transport is not possible). In that case, expenses can eventually be taken into consideration
- costs related to rehearsals (in Flanders or elsewhere)
- all expenses for accompanying persons other than artists such as technicians, manager, driver, partner,...
- Wages for the artists.
- Ad and publicity costs for the presentation.

The daily allowance is limited to 50 euros a day for artists per performing day and to 25 euros a day for a single traveling forth and back between Belgium and the other country.

## 5 EXTENT OF THE SUBSIDY

A subsidy for an international public presentation amounts to 75% of the accepted expenses (as long as these do not exceed the budget's deficit). Hence the applicant is responsible for carrying a part of the expenses or is appointed to find additional support.

The following rounding off rule applies:

- amount below 1 000 euro: rounding off to the nearest € 10
- amount above 1 000 euro: rounding off to the nearest € 100

## 6 BUDGET

Files are bundled monthly into one decision round. A decision is made for each application form at the end of the month following the month of submission.

A budget of 740.000 euros has been provided for the applications that will be decided in 2019. The total amount is initially divided into 12 equal rounds. Application forms are submitted per round and based on the submission date. Forms submitted for a performance in the following year will also be decided based on their submission date.

Round	Year	Application date	Decision date
1	2019	December 2018	at the latest on 31 January 2019
2	2019	January 2019	at the latest on 28 February 2019
3	2019	February 2019	at the latest on 31 March 2019
4	2019	March 2019	at the latest on 30 April 2019
5	2019	April 2019	at the latest on 31 May 2019
6	2019	May 2019	at the latest on 30 June 2019
7	2019	June 2019	at the latest on 31 July 2019
8	2019	July 2019	at the latest on 31 August 2019
9	2019	August 2019	at the latest on 30 September 2019
10	2019	September 2019	at the latest on 31 October 2019
11	2019	October 2019	at the latest on 30 November 2019
12	2019	November 2019	at the latest on 31 December 2019

Every assessment criteria has a score up to five which results to a final score that makes it possible to draw up a rankings list per decision round. In combination with the fixed budget per monthly round, the best ranked applications are given a subsidy.

In case of equal scores:

- a subsidy is awarded to the entire group with the same score and the budget is taken away from the remaining rounds;
- the entire group with the same score is not awarded a subsidy and the remaining budget is redistributed equally over the remaining rounds;
- the option with the least impact on the total subsidy amount will prevail.

## 7 ASSESSMENT

The Arts Decree provides only for two assessment criteria. The first criterion (the quality of the foreign performance) is divided into the artistic quality of the presentation and the importance for the oeuvre / artistic development of the artist(s) involved. This way of assessment ensures that also the less established artist gets the opportunity to take further steps in the professionalization process.

Quotation per criterion

1 ° the quality of the foreign performance	
- artistic quality of the presentation	/5
- the importance for the oeuvre / artistic development of the artist(s) involved	/5
2 ° the reasonableness of the estimated costs/revenue	/5
Total:	/15

### Clarification of the scores

1 ° Positive or Negative

If a score of 7/15 or less is given, the request for subsidy is considered negative and advised an amount of 0 euros since the filed request gets less than half of the points needed.

If a score between 8/15 and 11/15 is advised, the request can be either negative or positive:

- If the estimate lacks precision or credibility, it will be advised as not eligible.
- If the application scores bad on one of the artistic criteria, it will be advised as not eligible.

With a score of 12/15 and higher, the filed request is positive. In case of an exceptionally high score (5/5) on two criteria and one criterion with only score 2/5 the positive scores prevail.

## 2 ° Determination of the score

### *Artistic level:*

- 5/5: Location and artist are a perfect match, the request comes in the right place at the right time.
- 4/5: A strong application built on a good description and a clear explanation. The location is justified within the development process of the applicant's career.
- 3/5: Both location and applicant are fine but lack here and there.
- 2/5: There are serious doubts on the quality of the location/the artist(s) or it is clear that there is no added value for the development of the artist's career.
- 1/5: The application is far below expectation and therefore clearly advised not eligible.
- 0/5: Not considered to be a public presentation or a professional artist.

### *Business related:*

- 5/5: The estimate consists of income and expenditure budget, is clearly drawn up and clearly explained. There are no questions about the origin of the budgeted amounts.
- 4/5: Realistic budget of income and expenditure, but there are some minor comments and questions.
- 3/5: A total fee can be estimated for the advice, but there are several remarks on the budget.
- 2/5: The estimate is not adequately precise and there are some gaps.
- 1/5: The estimate is incomplete. It is therefore not eligible for subsidy.
- 0/5: Not considered to be a public presentation or a professional artist.

## NOTE

### **What language to use: English or Dutch?**

Applications for a subsidy for an international public presentation in KIOSK can be submitted either in Dutch or in English. Requests from artists or organizations established in Flanders/Brussels should be drafted in Dutch according to the language law. Only foreign organizations can submit applications in English.

### **Promotion galleries**

This kind of subsidy can also be deployed for supporting promotional art galleries participating in international arts fairs. Promotional art galleries are art galleries developing in the first place an artistic project of an artist they represent. As opposed to commercial galleries which have mainly an economic objective.

There is a thin line between exhibiting art works and selling art works. An assessment will be made based on the importance as well as the profile of the art gallery, i.e. the prevailing artistic or commercial aspect.

For your information:

Flanders Investment & Trade (FIT) provides subsidies for trade fair participation when economic growth, market internationalization are aimed for. Art galleries can hence also be supported. This is however rather exceptional because former evaluations have proved expected short term growth in art galleries turnover is hard to determine. There is ongoing liaison with FIT on this matter.

### **Design**

The design sector also has an economic and artistic side to it. An assessment will be made as well in this case in order to see whether the international public presentation has an economic or artistic objective. When economic, there will not be any support provided under the Arts Flemish Parliament Act.