

## Requirements report O&O-grant 2021

### Interim report

If you receive a grant of more than € 5.000, you are required to submit an interim report (in addition to your final report). This report should be submitted at approximately two-thirds of the duration of your project. After approval of the interim report, you are eligible for a second advance payment.

### Requirements

The digital report (Word document) should consist of:

1. Name, contact information, O&O reference number and the year of issuance.
2. A concise description of the project so far (**max. 2 A4**). Tell us something about the progress of the project, any collaborations, new insights and/or changes from the original plan.
3. Add min. three max five separate images (JPEG).

### Final report

After the completion of your O&O-project, CBK Rotterdam needs to be able to determine whether you were rightfully granted the amount that was indicated in the grant letter. The definite amount of the grant will be determined on the basis of a final report that suits the form of the project. This report should be submitted to CBK Rotterdam within 6 weeks of the completion date mentioned in the grant letter.

### Requirements

The digital report (Word-file) should consist of:

1. Name, contact information, O&O reference number and the year of issuance.
2. A concise description of the (research) project.
3. A textual report (max. 1500 words):
  - Provide a concise description of the execution phase.
  - Describe any changes from the original plan.
  - What difficulties did you encounter?
  - How would you evaluate the collaboration with others involved in the project?
  - How would you evaluate the results? Please elaborate on the significance of this project to your development as a professional artist.
  - How/in what form was the project presented to the public?
  - Describe how the results were received by others.
4. A financial report: a statement of revenues and expenses (handing in receipts is not necessary). If this statement differs significantly from the original budget (as provided in the application), please explain the differences.
5. A visual report: please provide visuals of the work process and results; if applicable, also provide moving images/sound and/or publications and invitations/press releases etc. In addition to images in the report itself, we would also like to receive several separate images of the process and/or results, for publication on digital media. Please add a minimum of 5 images as separate JPEG files.

### Submitting your report

Together with the images, send your O&O (interim) report as a Word document (max 10 GB) with your name and the O&O reference number via WeTransfer to: [artoffice@cbkrotterdam.nl](mailto:artoffice@cbkrotterdam.nl)  
CBK Rotterdam aims to assess all reports within a period of four weeks.

After approval of the report, artists can send an invoice to: [factuur@cbkrotterdam.nl](mailto:factuur@cbkrotterdam.nl)

## Deferral

If you are not able to submit the final report within 6 weeks of completion of the O&O-project, please contact Art Office as soon as possible. You are only allowed to postpone submitting your final report once.

## Communication O&O project

In all communication about the (research) project (e.g. invitations, press releases, publications, exhibitions and websites) the contribution of CBK Rotterdam should be acknowledged as follows, in combination with our logo:

## **CBK R'DAM**

*Made possible by a financial contribution from CBK Rotterdam.*

The logo itself can be downloaded in multiple file formats from [www.cbkrotterdam.nl/logos](http://www.cbkrotterdam.nl/logos).

On the website of CBK Rotterdam, you will find an overview of the awarded O&O grants per year. Artists give CBK Rotterdam permission to use images and text for communication purposes. The images and descriptions provided can be used for this and for other communication purposes of CBK Rotterdam.

Furthermore, we ask you to mention the O&O grant on your personal page on [www.artoffice.info](http://www.artoffice.info)

If we receive information about the presentation of your project in time (text and visuals) we are happy to post the information on the CBK Rotterdam website and/or our social media.

## **CBK Rotterdam**

Art Office

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