

### Example online R&D application form 2021

Read below which information you need when completing the online R&D form.  
Also read the general R&D conditions.

In addition, make sure that your artist page on Artoffice.info is complete prior to your application.  
The committee uses this as information about your professional practice.

#### **Attention!**

- Make sure you have all the texts for your application ready in your own Word document and copy them to the application form. This way you always have your own data. As long as the request has not been sent, CBK Rotterdam does not have a backup.
- click only once on 'verstuur' or 'send' to send your request! After that, when you log out and log back in, the notification that a application has been submitted appears in the overview of your account. You will also receive a confirmation of application via your e-mail.
- In case of technical problems, approach the helpdesk: helpdesk@cbkrotterdam.nl

### APPLICATION FORM

**MY ARTIST'S PAGE IS UP TO DATE.** My artist page is up to date. I am aware that only then can my application be processed. The committee consults the artist page to gain insight into your professional practice.

#### **Are the contact details below still correct? First adjust this to your account**

FIRST NAME \*

INSERTION LAST NAME \*

NAME AS ON ARTIST PAGE \*

STREET + HOUSE NUMBER

CITY POSTAL CODE

E-MAIL ADDRESS\*

PHONE\*

WEBSITE

#### **PROJECT NAME**

working title of R&D research / project

#### **SUMMARY** MAX 400 words

State your project name and a brief summary of your R&D project/research. This text will be communicated on the Granting page of Artoffice.info when the R&D application is granted.

#### **START DATE**

planned start date of R&D

#### **END DATE**

Planned date of R&D completion

#### **TIME PATH** MAX 500 words

The timeline should roughly state the various phases of the R&D process.

#### **DESCRIPTION** MAX 2000 words

Description of the application, motivation and implementation. Provide a description of the research/project in which:

- a clear question, problem definition, starting point is formulated;

- the way in which the research will be carried out (action plan);
- describe which in-depth development is being implemented and;
- how this research or intended development relates to current work (positioning professional practice).

If the application concerns an artist-in-residency: motivate why you chose this place. A request for a publication can only be requested if it is part of an investigation.

**DESCRIPTION OF COMMUNICATION OF THE PROJECT** MAX 500 words

How will the process and the final result be made public? Indicate where, how and in what form the process and/or result of the R&D project/research will be made public. For example in an exhibition, during a lecture, in a debate, or by means of a publication / website. Also indicate which audience this is aimed at and how this is reached.

**MAIN IMAGE** max 2 mb per file

Main image, this file will be shown on the award page of this website and on the social media of CBK Rotterdam. Allowed image: maximum 2MB in png, jpg, svg, pdf, gif or jpeg format.

**DOCUMENTATION** max 2 mb per file

Images of the application (min. 3 - max. 5 images). Consider, for example, sketches, sources of inspiration, reference images relevant to support the specific application. This is in addition to the (general) documentation on your artist page at Artoffice.info. Allowed image: maximum 2MB in png, jpg, svg, pdf, gif or jpeg format.

**BUDGETPLAN** Estimated costs:

- ARTISTFEE Fee of the applicant him/herself.

This is a mandatory and substantial part of the budget. As a guideline, CBK Rotterdam uses a fee of € 1,500 per month for fulltime work. Indicate how your fee is composed, eg 3 months full-time.

- PRODUCTION COSTS

Production costs, such as material costs and fees to third parties. Costs such as material, camera rental, etc. Enter € 0 if you have no production costs. Note: ongoing costs such as studio rental cannot be included in the budget. Purchases of equipment etc. above € 500 that last longer than the duration of the R&D project can only be included in the budget for the depreciation part.

- OTHER COSTS BUDGET Coverage plan an overview of other institutions and parties where a contribution has been requested for the same project: Enter € 0 if it is not applicable.

**BUDGETPLAN** Income:

- CO-FINANCING / ANY OTHER PARTIES
- OTHER FUNDS / GRANTS CROWDFUNDING / SPONSORING
- OWN CONTRIBUTION
- OTHER INCOME For example, an interest-free loan from Fonds Kwadraat. Enter € 0 if you have no other income.

**BUDGET COVERAGE** (automatic addition)

**REQUESTED AMOUNT CBK (R&D)**

You cannot request more than 10,000 euros

**EVIDENCE OTHER SETTINGS** max 2 mb per file

If applicable: Documentary evidence from other institutions to which an application has been submitted for the same project. Allowed image: maximum 2MB in png, jpg, svg, pdf, gif or jpeg format.

**I AGREE TO THE TERMS AND REGULATIONS FOR THIS APPLICATION.**

**SAVE and continue LATER**

**SEND FINAL**

Please read carefully the R&D conditions for further information.

\* A new application can only be submitted if previous awards have been delivered and when an R&D application has been rejected earlier, at least one round has passed.