

# Application form

The Netherlands Shared Heritage Fund is applicable to the shared cultural heritage sector Suriname with the objective to work together on the conservation, use, management and visibility of the shared Dutch-Surinamese cultural heritage. The programme supports initial and temporary projects with a duration of a maximum of four years (finishing latest in 2012). Projects will be judged on their capacity to strengthen the cultural identity in Suriname, and on their impact on the symbolical meaning of the heritage concerned, on other policy sectors such as employment, tourism, culture, science and education, as well as on the extent to which it guarantees the destination and conservation of the heritage items in the future.

## Requests for subsidy need to comply with the following conditions:

- The embassy will fund up to a maximum of 60% of the project costs, while the projects costs should be between € 20.000,- and € 100.000,- a year;
- A significant contribution from the executing organisation itself is required, either financially or in kind;
- The project should strengthen cultural identity, contribute to the conservation, use, management and visibility of Dutch-Indonesian shared heritage, include a strong component of training, education, capacity building, or exchange of knowledge (both in the technical and in the policy field) and should be of importance for various policy sectors;
- Applications should in principle be made by Surinamese organizations;
- For your application to be considered for financing under the Netherlands Shared Heritage Fund the questions in the application form and budget model should be answered as clear and complete as possible. Apart from the application form, a full description of the project should be submitted as well.
- Applications should be submitted at least three months before the start of the project. Incomplete forms and/or budgets will not be considered.

At your request this form can also be sent by mail or e-mail (MS Word document) to the applicant. This can be requested through e-mail: [prm-pcz@minbuza.nl](mailto:prm-pcz@minbuza.nl)

An original, signed application with requested annexes can be sent to the Cultural department of the Netherlands Embassy in Paramaribo .

No rights can be derived from filling out this application form and budget model by the applicant.

## Applications for funding through the Netherlands Shared Heritage Fund can be sent to:

Royal Netherlands embassy Paramaribo  
Cultural Affairs department

Attention: S. Ammersingh-Zweers  
Address: Van Roseveltkade 5  
City/Country: Paramaribo / Suriname

Telephone: (+597) 477 211 # 344  
Fax: (+ 597) 421 412  
E-mail: [prm-pcz@minbuza.nl](mailto:prm-pcz@minbuza.nl)  
[sandra.ammersingh@minbuza.nl](mailto:sandra.ammersingh@minbuza.nl)

<b>General data applicant</b>	
Name organisation	
Legal form	
Objectives organisation	
Duration of the legal form: date of creation and date of termination (indefinite or not)	
Official registration	
Correspondence address and city	
Visiting address and city	
Telephone number	
Fax number	
E-mail address	
Website	
Bank account number	
Account ascription	
Contact person	
Position contact person	
What have been the most important results your organisation has achieved over the past three years?	

With which activities have these results been achieved and how have they been financed?	
Is there an up-to-date description of the administrative organisation and internal controlling procedures within your organisation? Please attach a short description. Please explain if this is not the case.	
<b>Annexes:</b> Please attach the following information from your organisation: <ol style="list-style-type: none"> <li>1. An organisational scheme</li> <li>2. The statutes</li> <li>3. The registration documents</li> </ol>	
<b>If another organisation than the organisation applying for the funds will be executing the project, please also answer the following questions:</b>	
The organisation requesting the funds from the Shared Heritage Fund will remain responsible for the execution of the project and the activity and financial reports in case the contribution is granted.	
Name executing organisation	
Legal form	
Statutory objective of the organisation	
Duration of the legal form: date of creation and date of termination (indefinite or not)	
Official registration	

Correspondence address and city	
Visiting address and city	
Telephone number	
Fax number	
E-mail address	
Website	

Contact person	
Position contact person	
What is the role of the applicant organisation in relation to the executing organisation?	
<b>Annexes:</b> Please attach the following information of the executive organisation: 1. The statutes 2. The official registration	
Are there other organisations involved in the execution of the project? If so, please mention those organisations.	

**Information on the contents of the project proposal**

Name project proposal	
Short description of the project (max. 5 sentences)	
Planned start and end date of the project (Completed application form should be submitted to the Embassy at least three months before the start date)	
Country/countries of execution	
Objective(s) of the project proposal	
Expected result(s) of the project (formulated as concretely as possible)	
Specific target group of the project proposal	
What is the expected interest people will have in this project?	
If you have already executed this project elsewhere, what has been your experience with it? What interest did it generate?	
What is the significance of your project proposal/the area/specific site for the Dutch-Surinamese shared cultural heritage and for the cultural identity of	

Suriname?	
Who are the (if necessary) collaborators you have in mind for this project? Please mention their names if known. If the project involves a meeting (congress, conference etc.) please mention the names and background of the speakers.	

<b>Financial data project proposal</b>
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<b>► Amounts should be mentioned in the currencies in which expenses are actually made</b>
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Total estimated project costs	
Has your organisation proven to be able to realise activities of such magnitude within the budget originally submitted? Please explain your answer.	
Are the estimated costs covered completely? If not, why not?	
Financial or other contributions (e.g. deployment of personnel, equipment, premises etc.) by the applicant organisation.	
Has the applicant also submitted requests for contributions elsewhere for this project proposal and for what amount? Which contributions have already been pledged and when do you expect decisions to be made on other requests?	
Requested amount from the Shared Heritage Fund	
Which part of the project proposal will be financed by the Shared Heritage Fund contribution? (%)	
Has the applicant organisation already received a contribution from the Netherlands Embassy in Suriname or from the Netherlands Ministry of Foreign Affairs in the past? If so, when and what for, reference numbers?	

<b>Budget model Netherlands Shared Heritage Fund</b>
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<b>Guidelines for formulating the budget</b>
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<p>▶ The balanced budget should give a faithful and as complete as possible image of all expected <b>expenditures, receipts and contributions / subsidies</b>. <b>Amounts should be mentioned in the currencies in which expenses are actually made.</b></p> <p>Budget items that are not applicable to your project can be cancelled. Budget items that are not mentioned in the budget model, but are applicable, can be inserted. Any material contributions (in kind) should be incorporated in the financing scheme, not as a PM item, but mentioning the countervalue in money.</p>
<p>▶ All budget items should be accompanied by an explanation that makes the volume of the amounts plausible. Amounts exceeding € 2.500,- should be broken down; please mention as much as possible price and amount (for example daily charge and number of days).</p>
<p>▶ Please include any (copies of) contracts, quotations and other written agreements.</p>
<p>▶ The item <b>unforeseen</b> can be <b>at most 5%</b> of the project costs.</p>
<p>▶ The <b>administrative</b> or <b>overhead costs</b> related to the project can in principle not exceed <b>7,5%</b> of the activity costs. The necessity of any higher percentage should be demonstrated in an explanation.</p>
<p>▶ Please notice the requested clarification for the items <b>1.2 fees, 2.2 staff costs and 3.3 other requests for contributions</b>.</p>
<p>▶ In case the project for which the contribution is requested has a duration of more than one year, the budget should mention the yearly expected liquidity planning.</p>
<p>▶ The subsequent account of expenses actually made should be arranged in the same manner as the budget submitted. It is important to take this into account when organising the project administration. In case the applicant already works with a specific arrangement of the administration, it is recommended to follow this arrangement as much as possible when drawing up the budget for this project proposal.</p>

<b>COSTS</b>	
▶ <b>Amounts should be mentioned in the currencies in which expenses are actually made.</b>	
<b>1</b>	<b>Activity costs</b>
<b>1.1</b>	<b>Material costs:</b>
Please specify items as much as possible (number, tariff, duration etc., if applicable):	
1.1.1	Travel and accommodation costs <ul style="list-style-type: none"> <li>• Travel costs</li> <li>• Transport costs</li> <li>• Daily allowances</li> <li>• Accommodation costs</li> <li>•</li> </ul>

<p>1.1.2 Organisational costs for the project (NB: fixed organisational costs from the executing organisation cannot be covered by the Shared Heritage Fund)</p> <ul style="list-style-type: none"> <li>• Organisational costs</li> <li>• Programme costs</li> <li>• Equipment rental</li> <li>• Insurance costs</li> <li>• Costs for opening / closure</li> <li>• Publicity costs / promotional costs</li> <li>• Printing costs</li> <li>• Rental of venue / exhibition space</li> </ul>	
<p>1.1.3 Other costs</p> <ul style="list-style-type: none"> <li>• Workshops</li> <li>• Educational programme</li> <li>• symposia</li> <li>• other costs (to be specified)</li> </ul>	
<p><b>1.2 Fees</b> Personnel hired especially for the project can be mentioned here. Please mention hourly fee, the duration of the employment and motivate the amount of the fee in the light of prevailing market circumstances.</p>	
<p><b>total activity costs:</b></p>	
<p><b>2. Administrative costs</b></p>	
<p><b>2.1 Material costs</b></p> <ul style="list-style-type: none"> <li>• rental costs of premises for the project</li> <li>• administrative costs (only for direct project costs)</li> <li>• stationaries</li> <li>• communication costs</li> </ul>	
<p><b>2.2 Personnel costs (if applicable)</b> A nominal specification of the salary costs of employers with an employment contract. For each category it should be specified how many positions are involved in the budgeted costs. Only costs that apply specifically to the project can be financed.</p>	
<p><b>total administrative costs:</b></p>	
<p>The <b>administrative costs</b> or <b>overhead costs</b> related to a project should in principle not exceed <b>7,5%</b> of the activity costs. The necessity of any higher percentage should be demonstrated in an explanation, but will usually not be considered.</p>	
<p><b>3. Unforeseen</b> Maximum 5% of the total costs</p>	
<p><b>total unforeseen:</b></p>	

<b>Total costs:</b>	
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<b>RECEIPTS</b>	
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<b>3. Income</b>	
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<b>3.1 Direct income</b> a.o.: box-office receipts, profits, entry fees, sale of catalogue / programmes and participation fees.	
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<b>3.2 Indirect income</b> a.o.: proceeds from advertisements	
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<b>total income:</b>	
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<b>3.3 Other contributions/subsidies*</b>	
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<b>Total contributions:</b>	
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- Under 3.3. please indicate which contributions have actually been pledged and when decisions on the other requests are expected.

<b>3.4 Requested contribution Shared Heritage Fund (maximum 60% of total budget)</b>	
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<b>Total income:</b>	
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<b>3.5 Requested contribution Shared Heritage Fund as a percentage (%) of the total amount. Please specify which items are to be covered by the Shared Heritage Fund and which items are financed by other sources.</b>	
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<b>Signature</b>	
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Place	
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Date	
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Name	
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Position	
Organisation	
Signature	