



GRANT APPLICATION FORM EVENT SUBSIDY

A. INFORMATION RELATING TO THE APPLICATION

Please note that:

- incomplete applications will not be processed;
- the absence of our logos and mention of the City's support on paper and in digital communication will result in the following year's application being deemed ineligible;
- a report detailing the activities and financial results of the previous year will be required for any grant over €15,000.

A- 1. Legal Entity

Name or denomination:

Name and form of company or association:

Company registration number:

Bank Details

Bank account number or IBAN:

BIC:

Account holder:

Full address of the account holder:

Address/Head Office

Street:

No.:

Postcode:

Town:

Telephone:

E-mail:

Contact person for follow-up

Surname:

First name:

Position:

E-mail:

Telephone:

Mobile:

A- 2. Individuals

Surname:

First name:

E-mail:

Telephone:

Mobile:



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A-3. : Sector(s) with which your organisation is involved

- Fine arts
- Cinema
- Urban art
- Literature
- Performing arts
- Multimedia
- Music
- Animation

Other sectors:

A-4. Mission(s) of the organisation/collective/project leader

A-5 Brief description of activities

B. INFORMATION RELATING TO THE APPLICATION

B.1. Event Description

Title:

Date(s):

Location(s):

Description:

B.2. Who is the event aimed at? Who are the target audiences?

B. 3. Who are your confirmed or prospective partners (private or institutional)?



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B.4. Does your event have a tourism aspect?

yes

no

If so, could you explain why your event is attractive to tourists?

B.5. What is the pricing policy? And how do you adapt it for certain target audiences?

B.6. Name the place(s) and district(s) in the City of Brussels where the event is being organised

B.7. Are you involved in cultural mediation? If so, how do you work with your audiences?

Cultural mediation is the process of bringing together the culture and the social spheres, with the aim of getting each person, visitor or spectator, truly involved in culture.

B.8: How are sustainability issues integrated into your event?

B.9' How are gender equality issues integrated into your event? (programming, internal organisation, artistic and technical recruitment, communication/mediation/broadcast, etc.)



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B10: How will you include people with disabilities in the activity or activities you're planning (reception, accessibility, recruitment, internal organisation, communication, activities, etc.)?

B11: If you received a subsidy last year, have your activities changed since then? If so, which ones?

B.12. Event Financing

Provisional budget for the event

Please enclose a detailed budget estimate for the year in question.

If you don't already have one, you will find an example in the appendix showing the various items we need to know about.

B. 13. Total grant requested (in words):

B.14. Have you applied for support from one or more of the other Aldermanship(s) of the City of Brussels? If yes, please specify which and the amount.

No Yes

B.15. Budget item(s) covered

Which budget item(s) would you like to see covered by the grant from the Aldermanship of Culture?



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A large, empty rectangular box with a thin black border, intended for the applicant to provide details for the grant application. The box is divided into two horizontal sections by a single line near the bottom.



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Declaration to be signed by the tenderer

On behalf of the organisation,

I declare on my honour that all the information provided is correct, accurate and true.

Should a grant be awarded, I declare on my honour that the supporting documents submitted will not be used as supporting documents in any other grant applications and authorise the relevant authorities to perform on site checks to this end. Furthermore, I undertake to prominently display the logo of the City of Brussels and the words "avec le soutien de l'Echevinat de la Culture de la Ville de Bruxelles" ("with the support of the Aldermanship for Culture of the City of Brussels") in all external communication (website, promotional documents, etc.).

Date, place, signature(s), name(s) and position(s) of the person(s) legally authorised to sign on behalf of the organisation.

At _____ on _____

Name _____ Position _____

Precede the signature with the handwritten words "Lu et approuvé" ("Read and approved")

Signature



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Your application will be processed by the administration on receipt of this duly completed document.

Mandatory documents to be enclosed:

- Articles of association as published in the Moniteur belge (original articles of association and any amendments made to them)
- Provisional budget (example attached)
- Bank details

Mandatory documents for events in public spaces:

- Proof that a lease application has been submitted to and accepted by the City of Brussels' Event Unit

Recommended documents:

- a complete dossier containing visuals, a detailed description of the organisation, its projects, mission, vision, targets, partners, artistic approach, etc.
- activity report
- communication plan and tools
- CVs of project leaders

Are you interested in receiving emails with information about joining workshops, information meetings or calls for projects from the City of Brussels' culture department?

- yes no



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APPENDIX

Sample budget for an event

EXPENDITURE	
1. Administrative costs	€
2. Promotion and communication costs	€
3. Publishing costs	€
4. Staff remuneration	€
5. Fees and remuneration paid to third parties	€
5.1. Payments to third parties for technical services	€
5.2 Payments to third parties for artistic services	€
5.3 Other payments	€
6. Purchase of equipment	€
7. Transport of equipment	€
8. Other production and operating costs	€
9. Space rental (workshop, rehearsal space, etc.)	€
10. Equipment hire	€
11. Insurance	€
12. Compensation	€
13. Research/documentation	€
14. Travel	€
15. Miscellaneous	€
Total expenditure	€
REVENUE	
1. Operating revenue (admissions and sales)	€
2. Equity capital	€
3. Other sources of financing*	€
Total revenue	€

* Provide details of subsidising authorities (including subsidies obtained and those for which an application has been submitted) and other partners



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GDPR CLAUSE FOR GRANT APPLICANTS

In accordance with the GDPR, your personal data is processed exclusively for the purposes of processing your application for a subsidy from the City of Brussels under the terms of the law of 14 November 1983 on the control of the granting and use of certain subsidies. This is a public interest task, the performance of which requires the collection of your data by the City of Brussels, which is the data controller. Your details will not be passed on to third parties.

To this end, you should be aware that decisions on the granting or refusal of subsidies are made public and your personal data can be publicly consulted because these decisions are taken by the Board of Mayor and Aldermen and the City Council.

You should also be aware that, in accordance with the Archives Act of 24 June 1955 and the accounting standards, your data is kept for a period of 10 years.

If you wish to, you can exercise your rights to suppression or modification of your data by contacting the DPO of the City of Brussels: Ms Violette De Neef (e-mail: privacy@brucity.be or Dpo@brucity.be / tel: +32 (0)2 279 21 22), file a complaint or request mediation from the DPA in the event of a problem (Data Protection Authority: contact@apd-gba.be / Tel: +32 (0)2 274 48 00 or +32 (0)2 274 48 35,

Website: <https://www.dataprotectionauthority.be/citizen>).

You can consult the City of Brussels' privacy policy and find out about your rights as a data subject at the following link: [Legal information | City of Brussels](#).

Please note, however, that the exercise of some of your data-related rights may be limited due to the publication of the subsidy and the standards to which the City is subject.