

# ArtEZ hogeschool voor de kunsten

## Rules and regulations of the ArtEZ Joint Business Foundation

### 1. Objectives and resources

The ArtEZ Joint Business Foundation (JBF) is committed to promoting entrepreneurship – in the broadest sense of the word – among ArtEZ students. JBF does this by covering the financial risks of projects initiated by ArtEZ students outside of the curriculum. It can also provide advice.

In this way, JBF encourages students to think about developing projects, in which it can then also support them.

The guarantee is provided on the basis of the total budgeted amount of the application. Of this, the first 10% of the total amount is for the student's own risk (or is covered by another party).

In return, if the project makes a profit, 10% of that profit must be paid back to the fund.

Example calculation: the estimated cost of the project is €500. If the income is only €370, the applicant him/herself pays €50 (10% of €500) and the other €80 is paid out of the fund. If the income is €450, the applicant still pays €50, while the fund pays nothing. If the income is €650, the applicant pays €15 (€650 - €500 = €150, and then 10% of €150) to the fund.

### 2. Evaluation criteria

(1) The project is focused on art and culture, is original and is sufficiently ambitious. The project is aimed at a particular target group and is expected to have an impact on that target group. The further development of the project will preferably (but not necessarily) involve other students.

(2) The project has an entrepreneurial character and aims to cover its costs. In this case, *costs* are understood to mean only *out-of-pocket* expenses which are directly connected with the project. In other words, overhead costs are not reimbursed.

The accompanying budget will be evaluated for feasibility.

(3) Applications will only be accepted from students enrolled on one of the courses at the ArtEZ University of the Arts School of Theatre and Dance in Arnhem. The reference date is the date on which the application is submitted.

(4) The project is explicitly *not* part of the course curriculum, but is a personal initiative.

(5) In assessing the applications, a distinction is made between two levels:

5a. Applications up to €300:

- Assessment within two weeks
- Assessment by the secretary of the fund
- The application consists of a concise plan and budget (on one sheet of A4).
- In return, the names of the fund and ArtEZ are mentioned in publicity and a short report posted on the fund's FB page.

5b. Applications up to €1250:

- Assessment by committee at its scheduled meetings. To be submitted no later than 10 days in advance.
- The application should consist of a more detailed description of the project with the accompanying budget.
- In return, the names of the fund and ArtEZ are mentioned in publicity and a short report posted on the fund's FB page, along with some other form of 'payment in kind' proposed by the student him/herself (in the future). This may take the form of delivering a guest lecture or workshop, speaking at a symposium, providing an internship, etc.

(6) The project plan must contain at least the following elements:

- the applicant's name and contact details
- the course which the applicant is following
- a budget with amounts including VAT
- the start and end dates of the project
- a brief description of the project

Grant awards are always provisional. If the project is executed seriously, the grant will be finalised. If not, the grant provisionally awarded will be claimed back. Prior to the execution of the project, an advance may be requested up to the specified guaranteed amount.

### **3. Assessment committee**

The ABC appoints an assessment committee which evaluates grant applications. This committee consists of the following members:

- a member of staff of ArtEZ, who will be the chair of the assessment committee,
- an external expert member,
- a student or former student of ArtEZ.

In addition, a secretary will be appointed by the fund (a member of staff of ArtEZ), who will perform the administrative tasks and evaluate small applications as referred to in 5a of the evaluation criteria.

The committee meets 5 times per year:

- in mid-February
- in mid-April
- at the end of June
- in mid-October
- in mid-December

The precise dates are published on the JBF website in the December prior to each calendar year.

### **4. Appeals**

Appeals against the rejection of a grant application may be submitted to the director of the ABC, who will evaluate the application according to the same evaluation criteria.

The appeal must contain a clear statement of reasons why, in the applicant's view, the application does meet the evaluation criteria. The evaluations made are subsequently presented to the assessment committee.

### **5. Procedure for applications**

Applications for funding must be submitted to the secretary of the fund. Only applications accompanied by a plan and a budget will be considered. Applications should preferably be submitted digitally. The applicant will receive a confirmation of receipt within three working days.

Applications evaluated by the committee (as described in the evaluation criteria under point 5b) must be submitted no later than 10 academic days before the committee meets. The applicant will be informed in writing within five academic days of the meeting whether the application has been granted. In the event of a rejection, the reason(s) for the rejection will also be stated.