

Project plan form – Literary programmes

Your project plan must be no longer than ten pages. This document is intended as a guideline. Your project plan must cover all the questions and requests for information below, providing reasons for your answers. The assessment criteria are based on the questions in this form. Please ensure your answers are clearly written, relevant and substantiated.

1. Project summary

- Give a brief summary of the project: what are you going to do, why and what do you hope to achieve?

2. Vision, details and unique value of the programme

- What is the premise of your programme and what are your ambitions?
- Explain which authors, books, genres and disciplines your programme will or intends to focus on. What is the look and feel of the programme? Who are the hosts or presenters?
- If your answers relate to a development programme: how is the support process structured? Who supervises the process? What is your quality assurance procedure? What are your selection criteria?

3. Added value, public reach and accessibility

- Explain how the programme is unique: does it involve an innovative concept, does it focus on an underrepresented target group or geographical area, does it address a niche or does it have proven value within the field?
- Describe the target group: why this group and how will you reach them? Will you target other groups or is this an ambition for the future?
- Provide an estimate of public reach (physical/online).
- Mention admission prices.
- Describe whether and how your programme addresses physical and digital accessibility.

4. Organisation, implementation and planning

- Provide a summary of the steps and planning. *Please note that projects must not last longer than one year and must be completed within 1.5 years of the grant being awarded.*
- Describe the size and structure of your organisation (governance, board, teams, promotion, etc.) Provide brief CVs of the organisers and editorial team (black out any personal data).
- How will you monitor the progress and success of the project?
- Explain which partners you are working with specifically for this project and describe the nature of that collaboration.

5. Codes

- Explain your organisation's stance on the [Fair Practice Code](#). How do you ensure Fair Pay? Which Collective Labour Agreement (CAO) is used to determine employee and freelancer pay? *Performing writers and creators must be paid at least the base rate set by De Schrijverscentrale.*
- Explain your organisation's stance on the [Cultural Governance Code](#).
- Explain your organisation's stance on the [Diversity & Inclusion Code](#) and the code's role in your project.

Supporting documents

- Project plan (PDF)
- Budget
- Explanatory notes to the budget
- Approved annual accounts (or accountant's statement)
- Recent extract from the Chamber of Commerce register (KVK)