

SUBSIDY REQUEST FORM

Please consult the guidelines before you fill in the form.
You can find those instructions on our website:
www.pbccaribbean.com/richtlijnen

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Name:

File number:

Sector:

Name of the project:

Send the completed form to the address at the bottom of this page. Should you need more space in the corresponding boxes you can use page 5 for additional information. The original copy of an application form must be duly signed and returned to our offices, even though submitted by e-mail or fax.

This page will be completed by PBCCG and not by the applicant.

The Prince Bernhard Culture Fund Caribbean Region (PBCCG) aims to promote activities pertaining to science & literature, visual arts, artistic and cultural education, performing arts, nature conservation and preservation of heritage in the Dutch Caribbean region, as well as the promotion of our culture beyond the region. Preference is given to activities that take an active approach.

With this form you can request a subsidy for a project. The PBCCG will only consider projects that meet the following criteria:

- The project must fit in one of the sectors in which the PBCCG operates;
 - No costs or commitments have been made for the project;
 - All documents pertaining to the submission must have been received on time as to allow the board ample time to come to a decision.
1. Fill in the form as completely as possible, so that we may consider your request promptly.
 2. Sign the form (in the case of legal entities, two authorized persons must sign the request).
 3. Make a copy of the form for your own files.
 4. Send the original form to us: *Prins Bernhard Cultuurfonds Caribisch Gebied, Postbus 4673, Curaçao* or bring it to our offices at Scherpenheuvel 1. On the other islands you may submit it as well to one of our members.
 5. Please include the following documents:
 - the statutes of your foundation / association.
 - a **recent** extract of your organization's details from the Chamber of Commerce.
 - the annual report of your organization.
 - budget for the current year.
 - most recent accountant's (or fiscal) report.
 - a specified budget for the project you are proposing, accompanied by quotations.
 - a plan to show how you intend to finance the entire budget for your project, accompanied by proof of funds already secured.
 - In case you are proposing a publication, a cd or a dvd, you must also submit a 'calculation form' completely filled out.



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SPECIFICS OF THE FOUNDATION, ASSOCIATION OR PERSON

<p>1 Submitter/organization</p> <p>Name: _____</p> <p>Date founded: _____</p> <p>Correspondence address: _____</p> <p>Post box: _____</p> <p>Tel.: _____ Mobile: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p> <p>Bank and Bank account number: _____</p>	<p>Select your legal entity:</p> <p><input type="radio"/> Foundation</p> <p><input type="radio"/> Work group</p> <p><input type="radio"/> Association</p> <p><input type="radio"/> Committee</p> <p><input type="radio"/> Other, namely _____</p>
<p>2</p> <p>Contact person for this request:</p> <p>Tel.: _____ Mobile: _____</p> <p>Fax: _____</p> <p>E-mail: _____</p>	<p>3</p> <p>Is there a board ?</p> <p><input type="radio"/> No</p> <p><input type="radio"/> Yes, provide the names of the (daily) board:</p>
<p>4</p> <p>Briefly describe the goals of your foundation/association/work group:</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>President: _____</p> <p>Secretary: _____</p> <p>Treasurer: _____</p>
<p>Mention concrete activities you engage in to reach your goals:</p> <p>_____</p> <p>_____</p>	<p>Other members: _____</p>
<p>How many participants are there in your foundation/association/work group?</p>	
<p>Does your foundation/association/group receive subsidy? <input type="radio"/> No <input type="radio"/> yes</p>	<p>Is there someone who is entirely authorized to handle an eventual subsidy on behalf of your board?</p>
<p>If so, please indicate what the subsidy is for and who gives it to you:</p> <p>_____</p> <p>_____</p>	<p><input type="radio"/> no, only boardmembers are authorized to sign</p> <p><input type="radio"/> yes, namely: _____</p>



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PROJECT for which a SUBSIDY is requested

5 <i>If the space provided is not sufficient you may add 1 additional page of text.</i>	
What are you requesting a subsidy for?	Goal of the project:
What steps have you already taken?	Organization of the project:
If this is collaboration, indicate with which foundation/association/group:	Target group:
	Start date of the project:
	Duration of the project:
	Expected number of participants:
6	7
Total costs of the project: (add specifications and quotations) NAf.	How are you planning on covering your costs? (plan to show how you intend to finance the entire budget for your project, accompanied by proof of funds already secured)
Has a portion of these costs already been covered? <input type="radio"/> No <input type="radio"/> yes	
If yes, please indicate which amount NAf.	
Amount of financial subsidy requested: NAf.	
Have you requested subsidies from others as well? <input type="radio"/> No <input type="radio"/> yes	
If yes, please indicate amount(s) requested: NAf.	
If yes, indicate from which organizations and contact persons:	
What were the reactions up till now?	
8	
Can you give us the name of a person who is not directly involved with your project who may be able to tell us more about your foundation/association/work group?	Name:
	Function:
	Tel.:
	E-mail:

PROJECT for which a SUBSIDY is requested

<p>9</p> <p>Have you ever requested a subsidy from us? <input type="radio"/> No <input type="radio"/> yes</p> <p>If yes, were you approved for a subsidy? <input type="radio"/> No <input type="radio"/> yes</p>	<p>10</p> <p>How did you hear about the PBCCG?</p> <p><input type="radio"/> Social circle</p> <p><input type="radio"/> Website</p> <p><input type="radio"/> Brochure</p> <p><input type="radio"/> Other, namely</p>
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Two persons authorized by your organization must sign this request
(for example the president, secretary or treasurer)

Place: _____	Date: _____	Place: _____	Date: _____
Name: _____		Name: _____	
Function: _____		Function: _____	
Signature: _____		Signature: _____	

Do not forget to attach the following documents and send them together!

- Statutes of your foundation/association.
- A recent extract of your organization's details from the Chamber of Commerce.
- The annual report of your organization.
- Budget for the current year.
- Most recent accountant's or fiscal report.
- A specified budget for the project you are proposing, accompanied by quotations.
- A plan to show how you intend to finance the entire budget for your project, accompanied by proof of funds already secured.
- For publications:** a 'calculation form' completely filled out and if possible a complete manuscript.
- For CDs and DVDs:** a 'calculation form' completely filled out.

