PRO Grants
Formal requirements for the submission of the grant application

Applications for a PRO grant need to include the following information:
• A completed application form;
• A summary of the project;
• A project proposal or work plan (in the case of Premium and Invest grant applications);
• A balanced and itemised budget and coverage plan;
• Up-to-date, relevant documentation;
• The applicant's Curriculum vitae/curricula vitae;
• Possible additional appendices.

Specifications for the submitted application
• PRO Grant applications are submitted in 7 copies. The grant application form is also submitted in 7 copies;
• Only 1 copy of the accompanying documentation is submitted;
• The proposal comprises a maximum of 6 A4-size pages (not including visual documentation and the applicant's Curriculum vitae/curricula vitae);
• The proposal consists exclusively of text and does not include any visual material. Text is made up in 11-point type. All pages are numbered;
• Curricula vitae comprise a maximum of 2 A4-size pages per CV;
• Accompanying documentation, CVs and possible other appendices are clearly separated from the basic project proposal.

Specifications for the submitted documentation
For each application, the PRO Grants Advisory Committee has reserved a maximum of 15 minutes for reviewing the accompanying documentation. Please take this into account when you compile your documentation.
Digital documentation is displayed with the help of a video projector. For this reason, please ensure that the submitted material is of a sufficiently high resolution.
If the application is submitted by an artist based in The Hague, the Advisory Committee will also refer to the relevant documentation folder in Stroom's database. Please ensure that the contents of this folder are up-to-date. A basic condition for the review of applications by individuals who are registered as a professional artist in the Stroom database is that they update their CV and images on the website www.haagsekunstenaars.nl before submitting their application.

Visual documentation needs to satisfy a number of requirements:
• The documentation is submitted on a DVD, CD-ROM or memory stick, or takes the shape of photos or computer prints;
• The applicant's name is clearly marked on the storage medium;
• The documentation is accompanied by a mandatory list of documentation materials. This lists the following characteristics for each work: Title, year of production, dimensions, technique, possible additional information;
• The following documentation is not accepted for review: online documentation, PowerPoint presentations, and VHS tapes;
• Photos and computer prints are submitted in A4 size.

Digital photos
• Digital images are submitted as .jpg, .jpeg or .gif files (the following file formats are not accepted: .tiff, .pdf, .psd, bitmap file formats);
• Image sizes are no more than 5 Mb per image;
• Data submitted on digital storage media (CD-ROMs, DVDs, etc.) can be accessed via a Windows system;
• The provided documentation does not contain any AutoRun components;
• Mac users need to add an extension to the provided images (i.e. put .jpg or .gif at the end of the file name);
• During the meeting, the images are shown as a virtual 'slide show'. For this reason, their sequence and numbering need to match those recorded on the list of documentation materials;
• Numbering should be in the format 01, 02, 03, etc.