

# Organisation as recipient for grants and project subsidies of individual artists and small non-profits

## Manual and checklist

Artists and non-profits can choose to bring their grants and projects (administratively) under an organisation, for example an alternative management agency or a workplace. The organisation then manages the resources for the project or research, and also receives any subsidies or co-production amounts. In such a case, the organisation is called a grant recipient.

The complexity in these cases is the fact that the organisation is the contractor vis-à-vis the artist or non-profit, and the artist commissions it to manage the project or research. At the same time, it fulfils an important role and in some cases it in turn becomes the client or employer of the artist.

## Commitment

- ✓ Clearly define the period of the collaboration. The grant recipient prefers to commit from the moment of the subsidy application, and supervises the financial and business aspects of the application. The period of collaboration runs at least from the awarding to the settlement of the subsidy. It is advisable to also define a specific period for any revivals of a production.

## Duties

- ✓ The grant recipient commits to handling the administrative and financial follow-up of the partners included in the subsidy application (coproducers, venues, residencies, employees).
- ✓ Define whether the grant recipient is also committed to production management, communication, tour management and distribution.
- ✓ Make clear agreements in advance about the deadlines and expected tasks.
- ✓ Set the dates of production meetings and budget follow-up meetings.

## Financial arrangements

- ✓ Draw up an easy-to-read budget that all can understand. Also discuss how the budget will be monitored.
- ✓ Make clear arrangements about remuneration of the grant recipient within that budget.
- ✓ Make clear arrangements in advance about what to do in case of losses or profits, and what to do in the case of professional 'errors' or mistakes that affect the budget. Also make clear agreements about changes to the artistic plan that have an impact on the budget.
- ✓ Discuss in advance how the grant recipient will handle VAT.

## Contracts

- ✓ When submitting the subsidy application, draw up a clear contract/letter of intent containing the arrangements regarding the deadlines for settlement and the working report, the tasks to be performed or the tasks not included (such as distribution, communication, production management, tour management), the right announcements, etc.
- ✓ When subsidies or other resources are awarded, it is recommended to draw up an agreement in which a creation project is assigned between the performing artist and the grant recipient (= executive producer) with clear arrangements about the amount of the budget, the type of remuneration, how to deal with losses/profits, insurance, VAT, etc. In other words: contractually establish agreements on the points described above. A clear and 'legible' budget is attached to the contract.
- ✓ The grant recipient applies the applicable CLA.
- ✓ Stipulate the artist's rights with respect to the project. This includes the right to a revival, to cancel and to change.