



## Application form

### Subsidy for activities in your city district

You can use this form to apply for a subsidy for an activity you are organising in your district. Are you organising more than 1 activity? You can submit this form for a maximum of 3 activities at a time. Would you like to apply for a subsidy for more than 3 activities? If so, it is better to use the online form. All your activities must fit in with the [neighbourhood programmes for 2016-2019](#). You can contact your city district for questions about the neighbourhood programmes.

#### Send application

Once you have completed the form, you can submit the application by post or by email:

- If you want to send the form by email, it can be sent to [subsidies@denhaag.nl](mailto:subsidies@denhaag.nl). Add the form as an attachment.
- Do you prefer to use the post? Send your application in a stamped envelope to:

Burgemeester en wethouders  
Centraal subsidiebureau  
Postbus 16106  
2500 BC The Hague

**Important! Use only 1 of the options above: email, post or online. If you send your application in more than 1 way, it can lead to delays.**

## 1 Your application

### A Are you applying for a subsidy for a one-time activity in your city district and does this activity fit in with the neighbourhood programmes?

Yes

No > *You cannot make use of this subsidy. You can only apply for a subsidy for an activity in your city district.*

### B Are you applying for a subsidy for the costs of a one-off activity?

Yes

No > *You cannot make use of this subsidy. You can only apply for a subsidy for one-time costs.*

### C Are you applying for the subsidy on behalf of or through a legal entity (e.g. residents organisation, foundation or neighbourhood association)?

Yes, I am working on behalf of one of the parties above.

> *Go to question 1D.*

Yes, one of the parties above is functioning as an intermediary **with permission**.

> *Go to question 1E.*

No > *You cannot make use of this subsidy. The municipality grants subsidies only to legal entities*

### D Provide information on the organisation for which you are working.

Organisation name

Your name

Street

House number

Post code

City/town

Email

Telephone

IBAN number

> *Go to question 2A*

---

## 1 Continuation

### E Enter your information and the intermediary's information below

Your name

Email

Telephone

Organisation name

Contact person

Street

House number

Post code

City/town

Email

Telephone

IBAN number

---

## 2 Activity 1

### A What is the activity in your subsidy application? Describe the type of activity, purpose, target group, expected number of visitors or participants, when and where the activity will take place (location and district):

Activity type

Activity purpose

Target group

(Expected) number of visitors/participants

Date

District

Location

### B How will you inform your target group about the activity?

### C How does this relate to the programme of activities for your district?

### D Are you organising the activity together with other parties such as volunteers, partners, etc.?

Yes > Go to question 2E.

No > Go to question 2F.

### E Enter the parties you are working with and their roles below.





---

### 3 Continuation

J Indicate the other parties where you have applied for money and the amount requested.

€  
€  
€

K Would you like to apply for a subsidy for another activity?

Yes > Go to question 3A.

No > You have completed the application form. You can submit the form by email or by post.

---

### 4 Activity 3

A What is the activity in your subsidy application? Describe the type of activity, purpose, target group, expected number of visitors or participants, when and where the activity will take place (location and district):

Activity type

Activity purpose

Target group

(Expected) number of visitors/participants

Date

District

Location

B How will you inform your target group about the activity?

C How does this relate to the programme of activities for your district?

D Are you organising the activity together with other parties such as volunteers, partners, etc.?

Yes > Go to question 4E.

No > Go to question 4F.

E Enter the parties you are working with and their roles below.

F What is the total cost of your activity?

€

---

## 4 Continuation

G How much subsidy are you applying for?  
€

H Enter your expenses and the amounts you have budgeted for this in the table below. Examples could include renting a stage, printing flyers, etc.

| Description | Amount |
|-------------|--------|
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
|             | €      |
| Total       | €      |

I Have you also applied for money from parties other than the municipality?

Yes > Go to question 4J.

No > You have completed the application form. You can send the form by email or by post.

J Indicate the other parties where you have applied for money and the amount requested.

€  
€  
€

These were all the questions. You can send your application by post or by email to the Central Subsidy Bureau at the Municipality of The Hague.