

Application Rules

When preparing a decision on allocation of funds we consider whether activities:

- contribute to promoting social inclusion in Dutch society
- enjoy substantive and financial support from one or more Protestant Christian churches
- intend and promote the use of volunteers
- are innovative in their approach and/or target group
- do not require permanent external support
- give priority to practically implemented work.

We apply the following rules in the application procedure:

The application - including a cover letter - should be sent in PDF format to postbus@stichtingrotterdam.nl. In the cover letter we ask you to summarize the following:

- the organization and its total income / expenditure (according to budget),
- short explanation/description of the application/project,
- short and clear description of the intended result,
- the total amount required for the activity/project, as well as the amount requested from Stichting Rotterdam (if applicable),
- the contact details of the contact person and a statement that you agree to the storage, by Stichting Rotterdam, of the data you provide (as prescribed by the General Data Protection Regulation -AVG – <https://autoriteitpersoonsgegevens.nl/en/>)

Applications received by regular mail ('on paper') will not be taken into consideration.

- Applications should contain a plan of action and an investment and/or operating budget.
- The application should of course also set out the contribution made by one's own group and indicate support requested from other quarters ('coverage plan').
- If an annual report or a policy plan is intended to support the application, then it may under some circumstances suffice to provide a direct link to the information on the applicant's own website.
- We request you to submit applications separately and not to combine them with reports and/or payment requests/withdrawals
- A contribution will only be supplied if the activity commences after a decision by the committee of Stichting Rotterdam to award funds.

The applicant must send the following (copy / PDF) with the application:

- a copy of their Chamber of Commerce registration (not older than 1 year)
- a copy of their statutes
- a copy of the most recent annual report and/or annual accounts*
- also a copy of the ANBI ranking as provided by the Tax Authorities

** It's advisable include a statement from an auditor (compilation report, review report or audit report) or a statement from an independent audit committee.*

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Application processing

When we receive an application from you:

- The processing will take at least four months due to our low frequency of meetings.
- The processing period may be extended if we require further information from you.
- You will receive written notice of the decision taken by the committee of Stichting Rotterdam.

Forms of awarded support

- A donation.

For an unconditional donation, Stichting Rotterdam transfers an amount based on a request for payment in accordance with the terms and conditions granted during the award.

For a maximum donation - the most common type - an amount is determined that Stichting Rotterdam will contribute maximally on the basis of the budget in the application. The final report determines the final contribution, which is calculated on the basis of the difference between the planned expenditure in the application budget and the actual expenditure.

- A guarantee

In addition to general conditions, specific conditions can be set for a financial contribution, loan or guarantee.

Reports and payment requests

- After an award, you must send payment requests / withdrawals in writing on your organization's stationery, legally signed and scanned (PDF) by e-mail. In payment requests, you must always state the project number assigned by Stichting Rotterdam, as well as the requested amount, and your bank account details.
- Reports must be sent to us in PDF format by e-mail.
- Correspondence regarding applications, reports and payment requests should be sent to: postbus@stichtingrotterdam.nl and should include the project number assigned by Stichting Rotterdam.