

## **Guidelines for the project plan for the Dutch Slavery Past Commemoration Year**

Before you start with your project plan, we recommend that you carefully read the assessment criteria described in Article 2.3 of the [regulations](#). The committee will base the application on these criteria.

This document includes additional guidance on how to create a project plan. This way you won't forget any important parts, and you'll know which subjects to address in the plan. Should you have any further questions, please do not hesitate to contact an advisor via [herdenkingsjaar@cultuurparticipatie.nl](mailto:herdenkingsjaar@cultuurparticipatie.nl).

### **Summary**

Write a summary at the beginning of your project plan. In this summary, you should describe in broad terms:

- What the subject of your plan is and how you intend to implement it.
- What makes the project unique, new or different compared to other projects.
- Why the project aligns with the goals of the grant: celebration, remembrance and education?

You can subsequently use the same information when writing the summary in the application form.

### **Content of the project**

Describe what you plan on doing and how you plan on doing it. Describe why the activities contribute to the goals of the scheme.

- How do your activities contribute to the required effect or multiple effects?
- Can the ambitions and expectations be realised with the scope of this plan?
- Do the activities align with one or more principles of the scheme:
  - o Celebration
  - o Remembrance
  - o Awareness
- Will the activities continue to make a meaningful contribution to society once the project comes to a close?
- How do you intend to establish lasting connections and networks that contribute to these three goals?

### **Organisation of the project**

- Does the project plan align with the goal and activities?
- Describe how the project will be organised and how you will collaborate with partners.
- Is the project plan clear, concrete and feasible? Does it answer the who, why, how, what, where and when questions?
- Is the schedule feasible? Are you able to commence the project on time? Are you able to perform all activities within the schedule? Make sure you have a clear schedule and agenda.
- Have you made agreements on the roles and responsibilities of all the parties involved?
- Is the budget realistic?
- Are you representing one or more communities?
- Are activities organised by or with representatives from affected communities?
- What role does the community play in the development and/or implementation of the project?