

Format project plan for the scheme: Cultural Education for the Caribbean part of the Kingdom 2025-2028 - Aruba, Curaçao and Sint Maarten



General tips

- Read the scheme carefully. The project will be assessed on two criteria:
 - Quality of content;
 - Organizational quality.
- The plan may consist of a maximum of 5000 words.

The project plan consists of:

1. Summary

In the summary, briefly describe the following points:

- Who are you, with whom and for whom will you carry out the project?
- What will you do and what will the others do?
- When and where will it take place?
- Why does the project fit the objectives of the scheme?
- What makes this project special, new or different compared to other projects?

2. Reason for the project

- Briefly tell who you are and why you want to collaborate on this project. Mention what the school already does in cultural education and whether the cultural institution and/or professional already has experience with this.
- What is the reason for this project?
- Describe your joint objective to which the project will contribute.

3. Content of the project (criterion quality of content)

- Provide a substantive description of the project. Don't just say WHAT you want to do, but also HOW. The process is at least as important as the end result.
- WHICH activities are you going to do and HOW do they contribute to the objectives of the project? These must correspond with the application form.
- Describe why this project is important.
- By carrying out activities, you achieve certain effects. You have described these effects in your application form, briefly explain them here.

4. Plan of action (organizational quality criterion)

- What is your approach and how are you going to achieve the goal of the project and the activities with it?
- Describe your partnership and name the division of roles and tasks.
- How do you work on monitoring and evaluation within your project. Indicate how you can possibly adjust during the project to achieve the goal and effects.
- Make a feasible schedule. Use the example below for this.

Example planning

Fase	Activity	Monitoring
Month 1: Preparation	Kick-off meeting	First progress report
	Planning and division of tasks	
Month 2: Execution of the workshops	Workshop 1: Painting	Evaluation after workshop 1
	Workshop 2: Sculpting	Evaluation after workshop 2
Month 3: Execution of the workshops	Workshop 3: Theater	Evaluation after workshop 3
Month 4: Evaluation and exhibition	Evaluation and exhibition	Progress report for exhibition

Budget considerations

- In the budget format, draw up a realistic and balanced budget that is in line with the project. In your project plan, provide a brief explanation of the budget with the considerations that have been made and explain any items;
- The budget and the explanation thereof do not contain any unforeseen items;
- Demonstrate that fair pay is applied. For the guidelines for fair pay, see the [Fair Practice Code website](#);
- A budget can be drawn up in local currency. The applicant then converts the currency used into euros, based on the daily exchange rate that applies at the time the application is submitted. That amount is stated in the application form;
- The Fund accepts applications in Dutch or English. Applicants who write their project plan in Papiamentu can include the costs for translation into Dutch or English in the project budget.