# Application file

Start-up grant for Dutch studies / Dutch as a foreign language in higher education

[Name of applicant institution]

[Place the logo of the applying institution here]

Guide

**How do you apply for a start-up grant from the Taalunie (Union for Dutch Language)?**

* Step 1: Carefully read the [regulations page](https://mijnnederlands.org/subsidies/startsubsidie-voor-afdelingen-en) for start-up grants on mijnNederlands.
* Step 2: Before you prepare and submit an application file via the subsidy module, an exploratory meeting will take place with a policy advisor from the General Secretariat of the Taalunie to discuss your initiative. Send an email to mijnnederlands@taalunie.org to request and schedule a meeting.
* Step 3: After discussing your initiative, you can prepare your application file using this start-up grant template.

**How do you prepare an application file?**The start-up grant template must be used to compose your application file for a start-up grant.

**How do you use this template?**You use this template to compile your application file. It is not allowed to change the title numbering and the names of the chapters.

Tip: first read through the template in full to get an overview of the information required before you start writing the chapters.

* It is not allowed to delete chapters or sections from the template. Incomplete files will not be accepted and cannot be processed.
* If you wish to add additional information to this file that cannot be included in one of the five chapters provided in this template, you can do so in chapter 6, 'Additional information'.
* Throughout this template, you will find instructions and key concerns **in grey**, such as this guide. In the final version of your application file, you must delete the grey texts.
* Replace elements in square brackets with the correct information: once you have filled these in, delete the square brackets.
* Example (title page):
* '[name of applicant institution]' becomes 'University of Edinburgh', for example.

**How do you submit your application file?**To submit an application in the subsidy module of [www.mijnnederlands.org,](http://www.mijnnederlands.org) you need a user profile in mijnNederlands. Read [here](https://mijnnederlands.org/help) how you can create a profile.

When you are logged in to mijnNederlands with your user profile:

1. Go to the homepage [www.mijnnederlands.org](http://www.mijnnederlands.org).
2. Click on the button 'manage subsidy applications' (‘subsidieaanvragen beheren’).
3. Click on the 'new application' (‘nieuwe aanvraag’) button. The application form will open.
4. Select your target group, namely 'departments of Dutch outside the language area' (‘afdelingen Nederlands buiten het taalgebied’).
5. Then select the subsidy scheme 'Start-up grant for Dutch studies / Dutch as a foreign language in higher education' (‘Startsubsidie neerlandistiek / Nederlands als vreemde taal in het hoger onderwijs’).
6. Complete the application form in full and attach the appendix (the current completed template) before submitting your file.

**When will you receive a response?**Your application will be processed within four weeks of submission in the subsidy module. If additional information is required, the Taalunie will contact you and ask you to supplement the information in your application file.

Approximately 12 weeks after receipt of the final and complete application, you will be notified of the outcome of your application (approval or rejection). Depending on the application, a subsidy agreement will be drawn up between your institution and the Taalunie and/or a digital letter of approval will be sent.

# General information

## Title of initiative

[For which initiative is the start-up grant being requested? Please state in one sentence.]

## Applicant details

|  |  |
| --- | --- |
| Contact: | [first name and surname] |
| Contact person’s email address: | [email address] |
| Will the contact person be ultimately responsible for the realisation of the initiative? | [yes or no] |
| If no: who will be ultimately responsible for the implementation of the initiative? | [first name and surname] |
| Are there any other people from your department/division involved in the implementation of the initiative, apart from the contact person and the person ultimately responsible? | [yes or no] |
| If yes: please list the names of the other persons involved in the realisation of the initiative. | [first name and surname] |

**Please attach the curriculum vitae of each person from the department who is involved in the implementation of the initiative as Appendix 1.**

# Content

Describe the general content of the initiative for which you are applying for a start-up grant. In this section, describe what the new/expanded/more in-depth training programme will look like when it is fully implemented. Describe the scientific, educational and social added value of the initiative.

Your description should answer at least the following questions:

1. What do you want to do? Describe the content of your initiative. This description should be general and could be used later, on your institution's website, for example. If the initiative consists of different components, provide a general description of the content of each component.
2. What goal(s) do you want to achieve? Use the 'SMART principle' to formulate the goals. SMART stands for:
3. Specific – Measurable – Acceptable – Realistic – Time-bound
4. Who is the target group? Describe the profile of the students who will be able to follow the new/expanded/in-depth programme. State the minimum requirements that students must meet in order to follow the programme, such as the level of education and language skills (CEFR level).
5. What is the type of new/expanded/in-depth programme? Is it an elective/module/programme/etc.? Explain and justify your choice.
6. What teaching methods will be used? Does it involve (physical/online) lectures/seminar classes/internships/etc.? Explain and justify your choice.
7. Which topics (general course content) will be covered? Explain and justify your choice.
8. How will the initiative contribute to Dutch studies in the short and long term? (academic added value)
9. What is the social added value of the initiative? What role do the Netherlands, Flanders and their language and culture currently play in your country/region?
10. What is the educational added value of the initiative? Why is there a demand for Dutch language education in your region/country?

**In this chapter, you do not provide**

* a positioning plan: this is described in chapter 3,
* an implementation plan: this is described in chapter 4,
* a budget: this is added in chapter 5.

# Positioning plan

Describe how your initiative will be embedded in the existing curriculum.

Your description should answer at least the following questions:

1. Provide general information about your institution.
2. Which departments/faculties at your institution already offer language courses? List and briefly describe the existing programmes and/or courses offered. If possible, add URL links to specific web pages from your institution’s website where more detailed information can be found.
3. In which department(s)/faculty will the initiative be embedded? Explain and justify your choice. If the initiative will be rolled out in phases, briefly describe the different phases.
4. *For example:*
* *Phase 1: the initiative is an elective course in all bachelor's programmes of the Faculty of Foreign Languages*
* *Phase 2: the initiative is a compulsory course in the bachelor's programmes that offer Germanic languages.*
* *Phase 3: the initiative is a compulsory module (various courses spread over three bachelor's years) in the bachelor's programmes that offer Germanic languages.*
* *Phase 4: the initiative is embedded in the bachelor’s programme in Language and Literature; students can choose two (foreign) languages, including Dutch as a foreign language.*
1. Which existing programmes and/or courses does the initiative tie in with? In other words:
	1. List the existing programmes in which students can follow the initiative. If your initiative concerns a completely new programme, you do not need to answer this question.
	2. If applicable: list the existing programmes/courses that a student must complete before they can follow the initiative.
	3. If applicable: state the follow-up programmes/courses that a student can take after completing the initiative.

**In this chapter, you do not provide**

* a description of the content of the initiative: this is described in chapter 2,
* an implementation plan: this is described in chapter 4,
* budget: this is added in chapter 5.

# Implementation plan

Describe how the initiative will be implemented. For each calendar year, state which actions will be taken and who is responsible for these actions.

It is important that the institution is strongly committed to continuing the established programme. The starting point is that the institution will continue the subsidised programme for at least as long as the start-up grant period after the start-up grant period has expired. For example, if you apply for a two-year start-up grant, the Taalunie expects your institution to continue the initiative for at least two years after the end of the subsidy period.

**Please attach a signed commitment from your institution as Appendix 2, stating that it will continue the initiative after the start-up grant period.**

* This template provides four sections for a total of four calendar years. If your initiative lasts for a shorter or longer period, you can delete or add sections. Please note: start-up funding from the Taalunie is always temporary and can be utilised for a maximum of 4 years. If you apply for a start-up grant for 4 years, your implementation plan must cover a period of 8 years.
* Six actions are provided per section/calendar year. If fewer/more actions need to be taken for your initiative each year, you can delete/add actions.

In chapter 5, 'Budget', you will indicate the costs that will be incurred to realise the actions in the implementation plan.

In your description, answer at least the following questions:

1. What actions need to be taken to realise the initiative? In the odd rows, you list the action.
2. When will the action be taken? What does it involve? Who is responsible for the action? In the even rows, state:
	1. the period during which the action will be carried out (the end of the period is the deadline by which the action must be completed)
	2. a description of the action – if desired, this can be divided into sub-actions
* note, where applicable, the minimum number of students and lecturers required to continue the initiative
	1. who will carry out the actions (parties responsible)
* What responsibilities will your institution (e.g. the university administration) take on?
* What is expected of the Taalunie? Don't forget to mention any non-financial contributions from the Taalunie.
1. What actions will be taken to ensure that the initiative is embedded in your institution's curriculum in a sustainable manner?
2. What actions will be taken to evaluate and adjust the initiative (in the interim)?
3. How will you promote the new/expanded/more in-depth programme to attract students?

An example has been added as action 1.1 for illustrative purposes. Please remove this example from your final application file.

## Calendar year 1 – [year]

|  |
| --- |
| **Action 1.1: *(Example) Developing a curriculum for the elective course 'Dutch for beginners'*** |
| [period]*January - June* | [description of action]*Selection of lesson content**Selection and purchase of teaching materials**Drawing up a lesson plan (schedule)* | [parties responsible]*Jenny Smith* |
| **Action 1.2: [name of action 1.2]** |
| [period] | [description of action] | [parties responsible] |
| **Action 1.3: [name of action 1.3]** |
| [period] | [description of action] | [parties responsible] |
| **Action 1.4: [name of action 1.4]** |
| [period] | [description of action] | [parties responsible] |
| **Action 1.5: [name of action 1.5]** |
| [period] | [description of action] | [parties responsible] |
| **Action 1.6: [name of action 1.6]** |
| [period] | [description of action] | [parties responsible] |

## Calendar year 2 – [year]

|  |
| --- |
| **Action 2.1: [name of action 2.1]** |
| [period] | [description of action] | [parties responsible] |
| **Action 2.2: [name of action 2.2]** |
| [period] | [description of action] | [parties responsible] |
| **Action 2.3: [name of action 2.3]** |
| [period] | [description of action] | [parties responsible] |
| **Action 2.4: [name of action 2.4]** |
| [period] | [description of action] | [parties responsible] |
| **Action 2.5: [name of action 2.5]** |
| [period] | [description of action] | [parties responsible] |
| **Action 2.6: [name of action 2.6]** |
| [period] | [description of action] | [parties responsible] |

## Calendar year 3 – [year]

|  |
| --- |
| **Action 3.1: [name of action 3.1]** |
| [period] | [description of action] | [parties responsible] |
| **Action 3.2: [name of action 3.2]** |
| [period] | [description of action] | [parties responsible] |
| **Action 3.3: [name of action 3.3]** |
| [period] | [description of action] | [parties responsible] |
| **Action 3.4: [name of action 3.4]** |
| [period] | [description of action] | [parties responsible] |
| **Action 3.5: [name of action 3.5]** |
| [period] | [description of action] | [parties responsible] |
| **Action 3.6: [name of action 3.6]** |
| [period] | [description of action] | [parties responsible] |

## Calendar year 4 – [year]

|  |
| --- |
| **Action 4.1: [name of action 4.1]** |
| [period] | [description of action] | [parties responsible] |
| **Action 4.2: [name of action 4.2]** |
| [period] | [description of action] | [parties responsible] |
| **Action 4.3: [name of action 4.3]** |
| [period] | [description of action] | [parties responsible] |
| **Action 4.4: [name of action 4.4]** |
| [period] | [description of action] | [parties responsible] |
| **Action 4.5: [name of action 4.5]** |
| [period] | [description of action] | [parties responsible] |
| **Action 4.6: [name of action 4.6]** |
| [period] | [description of action] | [parties responsible] |

#

# Budget

Draw up a (multi-year) budget that indicates per calendar year the costs that will be incurred to implement the actions in the implementation plan. Copy the numbering and names of the actions from the implementation plan (chapter 4) and adjust the tables: where necessary, you can add and/or remove actions and calendar years. Only amounts in euros are accepted in the budget.

If desired, you can draw up the budget in an Excel file. **In that case, refer to the appendix in this chapter and add the Excel file as Appendix 3 to this application file.** Make sure that all necessary elements are included in the Excel file.

Your budget must answer at least the following questions:

For each action in the implementation plan (chapter 4):

1. What costs will be incurred to implement the action? (description of cost item and amount)
2. How are these costs broken down? (calculation)
3. Who will cover the costs? (financier) If the contribution has not yet been granted, please note 'stc' (subject to change).

Per calendar year:

1. What is the total cost of the initiative in the calendar year in question?
2. What is your institution's contribution in the calendar year in question?
3. What is the contribution requested from the Taalunie for the calendar year in question?

In the last section of this chapter:

1. What is the total cost of the initiative over the various calendar years?
2. What is the total contribution of your own institution over the various calendar years?
3. What is the total amount requested from the Taalunie over the various calendar years?

An example has been added to illustrate action 1.1. Please remove this example from your final application file.

## Calendar year 1 – [year]

|  |  |  |  |
| --- | --- | --- | --- |
| Description of cost | Calculation | Amount | Financier |
| **Action 1.1: *(Example) Developing a lesson plan for the elective course 'Dutch for beginners'*** |
| *Personnel* | *100 hours at €50/hour* | *€ 5,000* | *Taalunie (stc)* |
| *Purchase of teaching materials* | *Title book 1: € 100**Title book 2: € 50**Title book 3: € 150* | *€ 300* | *Dutch embassy* |
|  |  | € |  |
|  |  | € |  |
| **Action 1.2: [name of action 1.2]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 1.3: [name of action 1.3]** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Action 1.4 [name of action 1.4]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 1.5 [name of action 1.5]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 1.6 [name of action 1.6]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |

|  |  |
| --- | --- |
| **Total costs for calendar year [year]** | **€ [amount]** |
| **Total contribution from own institution in calendar year [year]** | **€ [amount]** |
| **Total contribution requested from the Taalunie for calendar year [year]** | **€ [amount]** |

## Calendar year 2 – [year]

|  |  |  |  |
| --- | --- | --- | --- |
| Description of cost | Calculation | Amount | Financier |
| **Action 2.1: [name of action 2.1]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 2.2: [name of action 2.2]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 2.3: [name of action 2.3]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 2.4 [name of action 2.4]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 2.5 [name of action 2.5]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 2.6 [name of action 2.6]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |

|  |  |
| --- | --- |
| **Total costs for calendar year [year]** | **€ [amount]** |
| **Total contribution from own institution in calendar year [year]** | **€ [amount]** |
| **Total contribution requested from the Taalunie for calendar year [year]** | **€ [amount]** |

## Calendar year 3 – [year]

|  |  |  |  |
| --- | --- | --- | --- |
| Description of cost item | Calculation | Amount | Financier |
| **Action 3.1: [name of action 3.1]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 3.2: [name of action 3.2]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 3.3: [name of action 3.3]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 3.4 [name of action 3.4]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 3.5 [name of action 3.5]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 3.6 [name of action 3.6]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |

|  |  |
| --- | --- |
| **Total costs for calendar year [year]** | **€ [amount]** |
| **Total contribution from own institution in calendar year [year]** | **€ [amount]** |
| **Total contribution requested from the Taalunie for calendar year [year]** | **€ [amount]** |

## Calendar year 4 – [year]

|  |  |  |  |
| --- | --- | --- | --- |
| Description of cost item | Calculation | Amount | Financier |
| **Action 4.1: [name of action 4.1]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 4.2: [name of action 4.2]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 4.3: [name of action 4.3]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 4.4 [name of action 4.4]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 4.5 [name of action 4.5]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
| **Action 4.6 [name of action 4.6]** |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |
|  |  | € |  |

|  |  |
| --- | --- |
| **Total costs for calendar year [year]** | **€ [amount]** |
| **Total contribution from own institution in calendar year [year]** | **€ [amount]** |
| **Total contribution requested from the Taalunie for calendar year [year]** | **€ [amount]** |

## Total costs – [first calendar year] to [last calendar year]

|  |  |
| --- | --- |
| **Total costs** | **€ [amount]** |
| **Total contribution from own institution**  | **€ [amount]** |
| **Total contribution requested from the Taalunie** | **€ [amount]** |

# [optional] Additional information

If you would like to add additional information that...

* offers relevant added value to the application file, and
* cannot be included in the previous chapters,

you can add it here without obligation.

If not, please delete this chapter.

# Appendices

Overview of appendices

Appendix 1 – Curriculum vitae of the applicant(s)

Appendix 2 – Signed commitment from the institution to continue the initiative after the

 start-up grant period

Appendix 3 – Budget (only if not included in Chapter 5)

## Appendix 1

Attach as Appendix 1 the curriculum vitae of each person from the department involved in the implementation of the initiative.

## Appendix 2

Attach a signed commitment from your institution as Appendix 2, stating that it will continue the initiative after the start-up grant period.

## Appendix 3

If you wish to draw up the budget in an Excel file instead of in the tables in Chapter 5, please attach the budget as Appendix 3.