

## Subsidy Tutorial – Innovation Grant

Provincie Noord-Brabant



Dear student team,

We're delighted that you've been awarded the Innovation Grant by the Province of North Brabant. This guide will tell you exactly what to do with the funds you've been awarded. This applies to your obligations both during and after your project.

In principle, all your answers can be found in this guide, but if you have any questions, if anything is unclear, or if there are major changes to your project, we always recommend contacting us at [subsidy@boosttalent.nl](mailto:subsidy@boosttalent.nl). We're happy to help!

We wish you good luck with your project!

Kind regards,

Team BOOST

## Subsidy Tutorial – Innovation Grant

### What should you keep track of?

Proper record-keeping is mandatory once you have received the Innovation Grant. Make sure you organise this properly from day one. Most projects last several years, so make sure you hand this over properly to your successor!

#### Hour templates (if applicable)

Are there students working on the grant project within your team? If so, you must keep a timesheet for each student individually. The template for this should have been provided when the grant was awarded; if not, you can request it from Boost ([subsidy@boosttalent.nl](mailto:subsidy@boosttalent.nl))

Important:

- Keep track of hours worked per person (not as a team total)
- Update these regularly (depending on the intensity of the work, weekly or monthly is recommended)
- Have the timesheet signed at the end by an authorised signatory within your team. Please note that, according to the team's articles of association, a signature may only be valid if two authorised signatories have signed, so please check this.

#### Invoices & bills

Keep all invoices and receipts relating to the project. You should also keep signed quotations. These documents form part of your accounts. Ideally, you should store them in your regular accounting software, but use a separate tag or project name. This will help you to locate expenses more easily should the county council request them.

Keep your records carefully throughout the project

#### Contracts and sponsordeals

Co-funding forms part of your budget and must therefore be documented. In-kind or cash sponsorship for your Innovation Grant project must be documented in writing. A signed statement from a company confirming that it has covered costs amounting to X is sufficient for this purpose, but ensure you collect this in good time so that you have all the necessary documentation should any queries arise.

### Which obligations do you now have?

According to the subsidy the following obligations now apply:

#### Planning:

- You start the project within 6 months after approval
- You finish the project within 2 years
- Do you require more time? Ask for a written extension at latest the final day before the original deadline
  - <http://www.brabant.nl/subsidiecommunicatie>

#### Administration:

- Keep invoices and signed contracts
- Keep hourly templates of team members (if applicable)
  - Hours written by external parties don't have to be recorded in hourly templates. There has to be a written approval that the company will put in the hours for the team.

#### Communication:

In any promotional materials (website, social media, posters, presentations, press releases, etc.) relating to your Innovation Grant project:

- Please state that the project has been (partly) made possible by the Province of North Brabant
- Use the province's logo and corporate identity (see the province's website)
- Optional: state that the project has been made possible (in part) by BOOST.
  - For logos and corporate identity guidelines, please contact BOOST.

#### Finalization:

Within 13 weeks of completing your project, you must submit a request for final approval via the North Brabant Provincial Government's grant portal. Via:  
<http://www.brabant.nl/subsidiecommunicatie>

### What to do in case of changes?

If in doubt, it is advisable to always contact BOOST first. This is because you often need to take action yourself via the provincial grant portal when changes occur, but it is a good idea to discuss this with BOOST. The main reasons for changes are:

- Requesting an extension
- Changes to the project's objectives, activities or schedule
- Budget changes to the budget or changes to funding sources

Failure to report changes may have consequences for your grant when the final report is drawn up. This is explained below.

### What to hand it at finalization?

This depends on the height of your subsidy:

#### **Subsidy up to 25.000 euros:**

- No mandatory finalization report
- You must be able to demonstrate, on a random basis, that your project has been carried out

#### **Subsidy above 25.000 euros:**

You must submit a final report (activity report). This is a short document of a few A4 pages in which you:

- Describe what you have carried out for each work package
- Indicate what you have achieved
- Explain any deviations from the plan

You do not need to include invoices or receipts, but a brief explanation of the final costs is helpful.

A template/checklist detailing what should be included in your final report is available on the BOOST website under the 'Grants' section.

### What can the province ask?

The province may:

- Request further clarification or additional documents if there are any ambiguities in your final statement
- Request all documentation (invoices, receipts, quotations, timesheets) as part of a random check
- Set your final settlement at a lower amount than what was spent if obligations have not been met. In extreme cases, this may mean that you will have to repay money to the province retrospectively.

If there is any money left over, you must repay the remaining amount to the province.

### Finally

Applying for a grant requires careful attention to detail, but with proper record-keeping and clear communication about any changes, everything will work out fine. Do you have any questions, or would you like to discuss anything? Please do get in touch. We wish you every success with your innovation project!