



Dienst Uitvoering
Subsidies aan Instellingen
*Ministerie van Volksgezondheid,
Welzijn en Sport*

Tel mee met Taal (Count on skills) programme

Guide to the application forms

A brief guide is available for each of the three application forms, explaining what has to be entered on each online form.

- [Guide to Employers application form \(including intermediaries/mediators\)](#)
- [Guide to Low-Literate Parents application form](#)
- [Guide to Guide to Experiments application form](#)

Employers application form

General information

Applications may only be submitted for low-literate employees living in the Netherlands or the Caribbean Netherlands.

You may not submit a subsidy application for activities that have already received a subsidy **or funding**.

Changes in relation to previous subsidy rounds:

- The possibilities for subsidy applications for a training programme in numeracy and digital skills for employees are being expanded. Whereas participants in training programmes for numeracy or digital skills previously had to have low literacy scores (below reference level 2F), this is no longer necessary in the amended scheme. Applications may now also be submitted for employees who have one or more digital skills/numeracy skills at a level below Basic level 2/reference level 2F.
- If a written or digital test is not possible, for example because the course participant does not speak any Dutch or has absolutely no digital skills, it will now also be possible to determine the level orally. A teacher must make a report of this assessment interview and sign it. You will be asked why you are using this method. Please note! The Subsidy Executive Agency for Institutions (DUS-I) may ask for this interview report with regard to accountability.
- There will no longer be an activity plan in the form of a Word document. The questions based on the activity plan have now been included in the online application form.

Important points:

- In addition to training programme costs, the costs for other activities that fall under preparation and follow-up care are also eligible for reimbursement.
- An employer may now make the application on its own behalf and on behalf of one or more other employers. Educational organizations or Training and Development funds can also act as budget holder for one or more employers. If the budget holder makes an application, enter the budget holder's name and address, and its Netherlands Chamber of Commerce KvK number. If the applicant is based abroad, registration with a comparable body is required.
- Upload recent bank statement (please note: not older than three months; name and IBAN must be clearly legible and correspond to the budget holder's details. In addition, ensure that balances and transactions are not legible).

Contact person

- Name and contact information.
- If the application is submitted on behalf of several employers and/or a Training and Development fund, or an educational organization, the application contains a statement by all employers on whose behalf the application is made, stating that the budget holder is authorized to represent them at law and otherwise in the context of the subsidy grant, and that all information required to comply with the obligations attached to the subsidy will be provided to the budget holder on request. The statement is signed by all employers.

PLEASE NOTE: a budget holder may only apply once a year for a subsidy on behalf of the same employer or employers. The employer or employers on whose behalf the budget holder submits the application may not apply for a subsidy themselves in that year and may not join an application by another budget holder.

If the application is submitted by a budget holder, the subsidy will likewise be granted to and accounted for by the budget holder. All obligations attached to the subsidy rest with the budget holder, regardless of which party is actually tasked with conducting the work related to the subsidy.

There is a format for the authorization of a budget holder, which can be found on the website www.dus-i.nl. You do not have to use this format. The format indicates the scope of the authorization. If you have any doubts about whether you are an authorized signatory, please check this in the Commercial Register (Netherlands Chamber of Commerce KvK).

Required information:

- The number of contact hours offered (there is a minimum of 30 contact hours per employee per training programme);
 - the period in which the training programme is offered (start and end dates);
 - the number of participating employees;
 - the group size per training programme;
 - the educational organization or independent language teacher (Netherlands Chamber of Commerce KvK number);
 - the testing instruments to be used. These are the testing instruments that you intend to use to assess the language/numeracy/digital skills level of the participants. The training programme is only eligible for a subsidy for participants whose language level or numeracy level is below reference level 2F. For a training programme in digital skills, the level must be below basic level 2. The level test must be taken before the programme starts;
- A description of the objectives, results or products of the training programme or training programmes and a description of the way in which this training programme is or these training programmes are aligned with the employees' current or future activities at work;
 - A description of any other activities (preparation and/or follow-up care).

Costs & subsidy

- The requested subsidy amount
- Total costs of the training programme or training programmes
- Costs per employee
- Number of contact hours
- Costs per contact hour
- The amount of the personal contribution or contributions by third parties (please note: a subsidy amounts to no more than 67% of the eligible costs; the applicant pays for the remaining 33% through a personal contribution)
- The requested subsidy for preparation and/or follow-up care (a maximum of 15% of eligible costs for the training programme or training programmes)
- Budgeted costs and number of participants. The costs per participating employee are calculated automatically

Please note: a subsidy is only intended to cover the direct costs of conducting the activities. In addition, the following applies to these direct costs:

- a. they may not exceed €150 per contact hour for each training programme;
- b. they may not exceed €1,500 per employee for each training programme;
- c. for preparation (if any), they may not exceed 5% of the eligible costs for the training

- programme or training programmes; and
- d. for follow-up care (if any), they may not exceed 10% of the eligible costs for the training programme or programmes.

The costs may exceed the amounts referred to above and these additional costs count as your personal contribution.

The maximum subsidy amount that can be applied for is €125,000.

Statements and signing of your application

- The applicant states that he/she complies with:
 - the requirements of the subsidy application;
 - the conditions and obligations which a subsidy recipient must meet if the subsidy is granted.
- The budget holder with authority to sign declares that the application has been completed truthfully.
- By placing your signature, the amounts you specified will become irrevocable. Therefore, please check your entries carefully before sending your application.

Intermediaries

If you submit an application as an intermediary on behalf of one employer or several employers, you must take note of the following in addition to the usual process:

- You must submit a *separate* application on behalf of each employer;
- In the application, you must provide the details of the company that has engaged you, such as the IBAN and the Netherlands Chamber of Commerce KvK number of the company;
- In the online application form, choose the option: Employer for its own employees;
- Enter your own details in the step that concerns contacts;
- With the application, you must send an authorization form that shows you are the authorized representative.

Guide to Low-Literate Parents application form

Changes in relation to previous subsidy rounds:

- The possibilities for subsidy applications for a training programme in numeracy and digital skills for parents are being expanded. Whereas participants in training programmes for numeracy or digital skills previously had to have low literacy scores (below reference level 2F), this is no longer necessary in the amended scheme. Applications can now also be submitted for parents who have one or more digital skills/numeracy skills at a level below Basic level 2/reference level 2F.
- If a written or digital test is not possible, for example because the course participant does not speak any Dutch or has absolutely no digital skills, it will now also be possible to determine the level orally. You will be asked why you are using this method. A teacher must make a report of this assessment interview and sign it. Please note! The Subsidy Executive Agency for Institutions (DUS-I) may ask for this interview report with regard to accountability.
- There will no longer be an activity plan in the form of a Word document. The questions based on the activity plan have now been included in the online application form.

Applications may only be submitted for low-literate parents living in the Netherlands or the Caribbean Netherlands.

Type of application

- (A) Courses aimed at improving one or more language skills, numeracy skills or digital skills
- (B) Other activities aimed at low-literate parents

General information

- The budget holder's name and address and Netherlands Chamber of Commerce KvK number. If the applicant is based abroad, registration with a comparable body is required.
- Upload recent bank statement (please note: not older than three months; name and IBAN must be clearly legible and correspond to the budget holder's details. In addition, ensure that balances and transactions are not legible).

Applications are made on behalf of at least two other parties, which must in any case include a local library, a youth healthcare institution, an educational institution or a preschool facility.

Contact person

- Name and contact information.
- Names of the partners (the organization and the contact person) authorizing the budget holder and supporting this application.
- A statement signed by all parties on whose behalf the application is being made, in which they state that the budget holder is authorized to represent them at law and otherwise in the context of the subsidy grant, and that all information required to comply with the obligations attached to the subsidy will be provided to the budget holder on request. The statement is signed by all parties.
- The statement of support signed by a local authority or local authorities.

The subsidy will be granted to and accounted for by the budget holder. All obligations attached to the subsidy rest with the budget holder, regardless of which party is actually tasked with conducting the work

related to the subsidy.

There is a format for the authorization of a budget holder, which can be found on the website www.dus-i.nl. You do not have to use this format. The format indicates the scope of the authorization.

If you have any doubts about whether you are an authorized signatory, please check this in the Commercial Register (Netherlands Chamber of Commerce KvK).

Required information:

If you are applying for a course or courses (A):

- A description of the nature, scope, duration and manner of implementation of the course or courses, showing at least the following:
 - Number of contact hours;
 - The period in which the activities are offered (start and end dates);
 - The number of participating parents;
 - The group size per course;
 - The teaching method used;
 - The educational organization or independent language teacher (Netherlands Chamber of Commerce KvK number);
 - The testing instruments to be used. These are the testing instruments that you intend to use to assess the language/numeracy/digital skills level of the participants. The training programme is only eligible for a subsidy for participants whose language level or numeracy level is below reference level 2F. For a training programme in digital skills, the level must be below basic level 2. The level test must be taken before the programme starts;
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- A description of the objectives, results or products to be pursued with the course or courses; and a description of how this course or these courses contribute to those objectives (as referred to in article 13(2)).

If you are applying for other activities (B):

- A description of the nature, scope, duration and manner of implementation of the other activities, as well as a description of how the tasks will be distributed between the organizations involved;
- A description of the needs met by the other activities, the objectives, results or products pursued through the activities and how these will be monitored or evaluated;
- A description of the expected results of the other activities and how these contribute to the objectives, as referred to in article 13(3);
- A choice of a form of monitoring which, after completion of the other activities, will evaluate the extent to which the objectives have been achieved, with the applicant being able to choose between self-assessment, impact measurement or the recording of learning outcomes or test results.

Costs & subsidy

- The requested subsidy amount
- The total costs of the course or courses
- The costs per parent
- The amount of the personal contribution or contributions by third parties (please note: a subsidy amounts to no more than 67% of the eligible costs; the applicant pays for the remaining 33%)

through a personal contribution)

- Budgeted costs and number of parents. The costs per participating parent are calculated automatically; your additional costs count as your personal contribution.

Please note: a subsidy is only intended to cover the direct costs of conducting the courses. In addition, the following applies to these direct costs: they may not exceed €600 per parent, regardless of whether the parent takes one or more courses.

The subsidy is only intended to cover the direct costs of providing the other activities.

The maximum subsidy amount that can be applied for is €1 25,000.

Statements and signing of your application

- The applicant states that he/she complies with:
 - the requirements of the subsidy application;
 - the conditions and obligations which a subsidy recipient must meet if the subsidy is granted.
- The contact person with authority to sign declares that the application has been completed truthfully.
- By placing your signature, the amounts you specified will become irrevocable. Therefore, please check your entries carefully before sending your application.

Guide to Experiments application form

Changes in relation to previous subsidy rounds:

- Following the first application round in 2021, the National Basic Skills Centre advised that the weighting of the assessment criteria be adjusted.
- The **only** applications that may be submitted for experiments in the new round are those that have the aim of better reaching low-literate people so that they can be directed towards courses focused on language skills, numeracy or digital skills. Your application must also show clearly that this is its aim.

General details of applicant

- Name and address and Netherlands Chamber of Commerce KvK number. If the applicant is based abroad, registration with a comparable body is required.
- Upload recent bank statement. (Please note: not older than three months; name and IBAN must be clearly legible and correspond to the budget holder's details. In addition, ensure that balances and transactions are not legible).

Contact person

- Name and contact information.
- The statement of support signed by a local authority or local authorities.

The application for an experiment can be submitted by one party, but also by a budget holder on its own behalf and on behalf of one or more other parties.

- If applicable: the names of the partners (the organization and the contact person) authorizing the budget holder and supporting this application.
- If applicable: a statement signed by all parties on whose behalf the application is being made, in which they state that the budget holder is authorized to represent them at law and otherwise in the context of the subsidy grant, and that all information required to comply with the obligations attached to the subsidy will be provided to the budget holder on request. The statement is signed by all parties.

The subsidy will be granted to and accounted for by the budget holder. All obligations attached to the subsidy rest with the budget holder, regardless of which party is actually tasked with conducting the work related to the subsidy.

There is a format for the authorization of a budget holder, which can be found on the website www.DUS-1.nl (documents). You do not have to use this format. The format indicates the scope of the authorization.

If you have any doubts about whether you are an authorized signatory, please check this in the Commercial Register (Netherlands Chamber of Commerce KvK).

Activity plan and budget

- Upload an activity plan of no more than 4,000 words which addresses the assessment criteria (see also the assessment framework in annex 1 of the scheme):
 - Relevance of the project: the experiment should be aimed at better **reaching** low-literate people, to prepare them more fully for doing courses focusing on language, numeracy or

digital skills.

- Quality of the activity plan;
 - Support;
 - Practicability and feasibility; and
 - A realistic budget evidencing the required personal contribution or contributions by third parties and complying with the requirements set out in article 3.5 of the Framework Regulation.
- Upload a summary of the activity plan, suitable for readers at reference level Dutch 2F (max. 250 words).

The minimum subsidy amount that can be applied for is €25,000. The maximum subsidy amount that can be applied for is €125,000.

A format for the activity plan can also be downloaded from www.dus-i.nl.

Statements and signing of your application

- The applicant states that he/she complies with:
 - the requirements of the subsidy application;
 - the conditions and obligations which a subsidy recipient must meet if the subsidy is granted.
- The contact person with authority to sign declares that the application has been completed truthfully.
- By placing your signature, the amounts you specified will become irrevocable. Therefore, please check your entries carefully before sending your application.