



Evaluative Report Caribbean Heritage Employees

In order to finalize the contribution, successful applicants are required to submit an evaluative report, consisting of a final financial report and a final substantive report, within 3 months of the end of the subsidy period. The evaluative report should be submitted using the form available in our digital application system: <https://aanvragen-mondriaanfonds.nl>. Once you have logged in, find the relevant application in your inbox. Click on the task 'Digitale Eindverantwoording / Evaluative report' to open the form. Complete the required information and upload the final financial and substantive reports as attachments.

Final financial report

For contributions of € 25,000 and above, the Mondriaan Fund requires a final financial report within 3 months of the end of the subsidy period. This itemized overview should detail the relevant personnel costs, the contribution from the Mondriaan Fund, the minimum own contribution of 5%, and the duration of the subsidy period. Please note that under this scheme, at least € 40,000 of the Mondriaan Fund contribution must be spent on the employee's gross salary costs and the associated employer's costs. The remainder of the contribution may be used for the employee's professional development (up to € 5,000) and travel and accommodation expenses (up to € 5,000) during the subsidy period. To substantiate these costs, we require the relevant employment contract(s), clearly stating at least the employee's name, position, job description and salary. We also require a copy of the individual payroll statement. In accordance with privacy legislation, all other personal data (such as contact details and date of birth) should be redacted. For any costs relating to professional development and/or travel and accommodation, please also provide copies of the relevant invoices.

Final substantive report

Successful applicants are also required to submit a final substantive report, including a brief evaluation, within 3 months of the end of the subsidy period. This report should reflect on the impact of the contribution and any relevant results, such as visibility, presentations and projects realized.

Financial and substantive reports must be submitted separately.

If you have any questions regarding the evaluative report, please contact a grant officer, stating the application number in your email.

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For any financial questions, please email financien@mondriaanfonds.nl, stating the application number.

June 2026