

## Application Form

The attached application form must be used when seeking support from Culture Ireland to present work abroad. Please read the eligibility criteria in the Guidelines before completing this form.

All application forms should be typed or printed clearly in black ink. It is our preference for applications to be submitted electronically to **[cultureireland@dast.gov.ie](mailto:cultureireland@dast.gov.ie)**

Otherwise, application forms and supporting documentation should be sent by post to:

Culture Ireland Applications  
23 Kildare Street  
Dublin 2

Tel: 00 353 1 631 3905/3994/3917

Fax: 00 353 1 631 3956

Email: [cultureireland@dast.gov.ie](mailto:cultureireland@dast.gov.ie)

An acknowledgement of receipt of application will be issued by Culture Ireland.

Please note that material contained in the application may be circulated to relevant bodies for observations and may be used by Culture Ireland for research purposes.

## Contact details

1. Name of Applicant and Organisation:

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2. Address:

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3. Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

## Your proposal

4. Please indicate a category:
- |   |  |                                  |                                |
|---|--|----------------------------------|--------------------------------|
| <input type="checkbox"/> Architecture           | <input type="checkbox"/> Circus            | <input type="checkbox"/> Dance   | <input type="checkbox"/> Film  |
| <input type="checkbox"/> Literature             | <input type="checkbox"/> Music             | <input type="checkbox"/> Theatre | <input type="checkbox"/> Opera |
| <input type="checkbox"/> Visual Art             | <input type="checkbox"/> Multidisciplinary |                                  |                                |
| <input type="checkbox"/> Other - please specify |  |                                  |                                |

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5. Title of project/event:

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**8. Location of project/event: (If more than one venue, please list details on separate sheet)**

Country and city:

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Venue name:

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Venue address:

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Capacity of venue:

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Anticipated total audience numbers for duration of event:

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**9. Details of venue/promoter's experience of presenting Irish or similar events:**

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**10. Details of applicant's experience of international touring or exhibition:**

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**11. Details of press strategy for media promotion of the event in Ireland and in the host country (please give contact details of publicist):**

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**12. Details of marketing strategy for the event and indicate how and where Culture Ireland support will be acknowledged:**

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**13.** Please indicate how your proposal will increase appreciation and awareness of Irish culture:

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**14.** Dates of departure and return.

Departure: \_\_\_\_\_ Return: \_\_\_\_\_

## **Financial information**

**15.** Tax district and tax reference number or charity number for Ireland or abroad.

If you do not have a tax number you should contact your local district tax office. This information is required by the Revenue Commissioners. This section applies regardless of whether applicant is resident in Ireland or abroad.

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## 16. Budget Form (euro only)

This budget form must be completed by all applicants. A full production budget should be submitted where available and is compulsory for awards sought of €10,000 or greater.

NB: please consult guidelines for details of eligible costs.

<b>EXPENDITURE</b>		
Travel - number travelling - flight cost per person - local travel per person		
Accommodation - number of persons - number of nights - cost per night		
Subsistence/Per diems - number of persons - number of days - cost per day		
Transport/freight costs		
Production/technical equipment		
Technical fees		
Venue costs/rental		
Publicity/promotion		
Artists' fees		
Other (eg copyrights, supplies, photographs, catalogues etc)		
<b>TOTAL EXPENDITURE</b>		
<b>INCOME</b>	<b>Amount Sought</b>	<b>Specify if confirmed</b>
Grant aid (other than Culture Ireland)		
Personal contribution by applicant		
Host contribution		
Performance or other fees		
Box Office receipts - guarantee or box office split - ticket price(s) - projected vs total capacity		
Private Sponsorship		
Benefit in kind (i.e. any significant non-financial contribution)		
Other (please specify)		
<b>TOTAL INCOME</b>		

**Total project cost** € \_\_\_\_\_ (Euro only)

**Total amount raised** € \_\_\_\_\_ (Euro only)

**Amount requested from Culture Ireland** € \_\_\_\_\_ (Euro only)

I hereby declare that the particulars given in this application are correct.

Signature\* \_\_\_\_\_

Name (BLOCK CAPITALS) \_\_\_\_\_

Position in Organisation \_\_\_\_\_

Date \_\_\_\_\_

\*In the case of an application submitted electronically this is not essential

## Additional Documents Checklist

The following material must accompany the completed application form:

1. Brief biography and/or company history  
(Please highlight past experiences which support this application)
2. Evidence of critical acclaim in relation to previous work of applicant/group  
(e.g. selected and relevant reviews and testimonials)
3. Copy of original letter of invitation from the organiser of the event/project
4. Audio, visual or other support material. **Applications in the visual arts category will not be considered unless relevant support material is submitted.** Please list items of supporting documentation submitted with the application (slides/ photographs/ CDs/ DVDs/ books etc)

### If funding is granted, please note the requirements that –

- Culture Ireland must be acknowledged appropriately on all press, publicity and marketing material relating to the project. The logo must be used on all printed materials (including invitations, programmes, flyers and posters) and acknowledgement of Culture Ireland support should be included in the opening paragraphs of any press release relating to the project
- a Report Form must be completed
- original receipts for relevant expenditure must be submitted