

## Grant Conditions

The following are the standard conditions which generally apply to awards. Culture Ireland may have additional requirements in individual cases and, if so, these will be specified in the letter of approval. Failure to meet one or more conditions can affect payment of the award.

1. Culture Ireland grant awards are offered on the basis of the details supplied at time of application. Any change in these details following the award offer necessitates a request to Culture Ireland for approval to retain the award. It must not be assumed that approval will be automatic if there are changes to key elements of an event such as **participants, venue or date**.
2. It is a condition of funding for all recipients of awards that Culture Ireland is appropriately acknowledged on all press and promotional material relating to the award. Culture Ireland's logo is available to download at [www.cultureireland.gov.ie/grants](http://www.cultureireland.gov.ie/grants) and is for use by our partners and grant recipients only. Culture Ireland may seek approval of marketing materials in advance of print in instances of funding over €10,000.
3. The Culture Ireland Report Form must be completed and returned with the claim following the event. Any press coverage and reviews of the event and any relevant photographs, video or audio material should also be submitted. These are of great value to Culture Ireland when considering subsequent applications and may also be used in our publicity work, subject to all necessary permissions being obtained.
4. The claim **must** be submitted within **six weeks** of completion of the event. If not submitted within this deadline, the award may be revoked.  
**Culture Ireland awards are not payable prior to the events.**

**All claims for grants awarded are to be addressed to:**

Accounting Officer  
Culture Ireland  
Room 315  
Kildare Street  
Dublin 2

5. In order to make a claim, grantees must submit a detailed expenditure breakdown and **original receipts** for expenditure in relation to the event to meet the grant amount. If the grant has been awarded towards a specific cost (e.g. travel, accommodation), the appropriate receipts **must** be submitted. Invoices, photocopies, faxes, bank statements, certified accounts or any other documentation other than original receipts are **not acceptable**.

Original receipts will be returned to applicants **only** if requested at the time when the claim is submitted.

6. Payment will be made only to the applicant (except where the applicant has indicated otherwise by signed agreement). Payments can be made by electronic funds transfer (EFT) directly to an account (preferred method) or by payable order.
7. All requests for EFT payment **must** be accompanied by
  - 1) a completed Bank Details Form, see attached page
  - 2) applicant's tax details (tax district and tax reference number or charity number) for Ireland or abroad and
  - 3) an **original Irish** Tax Clearance Certificate for claims of **€ 10,000 or greater** in any 12 month period. (This also applies to international grantees).The original tax certificate will be returned to the applicant.

(The tax clearance TC1 Form is available on [www.revenue.ie](http://www.revenue.ie))

8. Culture Ireland decisions are made available to the public via our website and through the media.

## Grant Claim Checklist



Completed Report Form

Original receipts

Tax details

(Tax district and tax reference number or charity number)

Original Irish Tax Clearance Certificate

if applying for amounts of €10,000 or greater in any 12 month period

Completed Bank Details Form

Promotional material

Media coverage / reviews

Photographs

## Bank Details Form - Culture Ireland Grant

Name	
Address	
Bank Name	
Bank Branch Name	
Bank Address	
Bank Sort Code	
Bank Account Name	
Bank Account Number	
Swift Code or BIC Code	
IBAN	