

Application Form

The attached application form must be used when seeking support from Culture Ireland. Please read the eligibility criteria carefully before completing the application form.

- Applications will be considered by Culture Ireland 4 times a year - in early March, June, September and December.
- The deadline for receipt of applications is the 15th of the month prior to each meeting.
- In all cases, applications must be received in time to allow the Board to consider them at least eight weeks before the event for which funding is being sought.
- Successful applicants must complete a report form on their return and furnish evidence of expenditure in order to receive payment.
- Please note that an original Irish Tax Clearance Certificate will be required for all applicants (national and international) when claiming awards in excess of €6,500 in any 12 month period.
- Please submit electronically if possible or type or PRINT CLEARLY in black ink.

The completed application form and supporting information should be sent to:

Culture Ireland Applications
Department of Arts, Sport & Tourism
Room 315
23 Kildare Street
Dublin 2

Tel: 00 353 1 6313905/3994/3917

Fax: 00 353 1 6313956

Email: 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.

SECTION 1 CONTACT DETAILS

1. Name of Applicant (**BLOCK CAPITALS**):

2. Address (**BLOCK CAPITALS**)

3. Telephone, fax, website, email address and mobile number of applicant

Tel: _____ Fax: _____

Website: _____

Email: _____ Mobile: _____

4. Name, telephone, fax, website, email address and mobile number of organiser of event abroad

Name: _____

Tel: _____ Fax: _____

Website: _____

Email: _____ Mobile: _____

SECTION 2 YOUR PROPOSAL

5. Select a category for your event: Architecture / Circus / Dance / Film / Literature / Music/
Theatre / Opera / Visual Art / Multidisciplinary / Other

6. Summary of project/event for which support is being sought, including information about your proposed participation and target audience in under 100 words.

7. (a) Where and when will your work be presented? (date, location, number of performances/presentations/readings/lectures or duration of exhibition)

(b) Please indicate what you know about the venue in which your work will be presented. (e.g, audience capacity, programming policy)

(c) Please provide information about any previous involvement you have had in similar events

8. Please provide information about your host's experience of presenting similar events

9. What arrangements are in place for you to have contact with your peers and/or relevant cultural organisations during your visit?

10. What arrangements are in place for achieving media coverage of the event in the host country and in Ireland? (where PR contact is known please give details).

11. How will your proposal increase appreciation and awareness of Ireland’s cultural life in the country you propose to visit?

12. Dates of departure and return.

Departure: _____ Return: _____

SECTION 3 FINANCIAL INFORMATION

13. 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.

14. To the best of your knowledge are your tax affairs in order? YES / NO

15. Budget Form

Companies must provide a separate detailed Budget Form (euro only)

INCOME	Amount sought/expected	Amount confirmed
Grant aid (Please state sources)		
Personal contribution by applicant		
Host contribution		
Performance or other fees		
Box office receipts		
Private sponsorship		
Benefit in kind (please specify)		
Other (please specify)		
Total income		
EXPENDITURE		
Travel - flights - no travelling - cost per person - local travel per person		
Accommodation		
Subsistence/Per diems indicate no. of persons/days		
Transport/freight costs		
Artist fees include breakdown as appropriate		
Technical fees		
Rental/Venue hire		
Publicity/promotion		
Insurance		
Technical/equipment costs		
Other (eg copyrights, supplies, photographs, catalogues etc)		
Total Expenditure		

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 incorporated company this should be the name of the Director or the Company Secretary or other responsible person whose position must be provided.)

Note: All correspondence will be directed to the signatory on the application.

Additional Documents Checklist

The following material must accompany the completed application form:

Please note that only new documentation which was not available at the time of the application will be accepted after the closing date.

1. Brief biography and/or company history.
(Please highlight past experiences which support this application).
2. List of participants/main agents/involved in realising this application.
3. Evidence of critical acclaim in relation to previous work of applicant/group
(e.g. selected and relevant reviews and testimonials) as per Section 2 no.7(c) of application
4. Copy of original letter of invitation from the organiser of the event/project.
5. 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 –

- the Culture Ireland logo must be used in all advertising and publicity/media interviews relating to any event for which support is awarded;
- a Report Form must be completed;
- original receipts for relevant expenditure must be submitted.

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