

LOCAL DRAMA SCHEME 2024

Application Form

Closing date: 12 noon Thursday 29th February 2024

1. **Organisation/s making application:**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Is your Group located within the Tipperary Administrative area?**

**Yes 🞏 No 🞏**

Tel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date founded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. Of Members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Officers:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Chairman

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Treasurer

Is there a constitution? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please enclose copy if possible)

**2. Date/s and location of annual production/s:**

**Please give details of other annual activities undertaken by the group, if applicable:**

1. **Does your group keep an audience database or record of attendance at performances?**

**Database Yes No**

**Attendance record Yes No**

1. **Development proposal: Please attach to Application Form**

Date/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Venue/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give an outline of your plans for development under this scheme. If you intend to avail of training or professional input please give an indication of who will deliver training and enclose a recent CV/Resume for that person.

1. **Projected costing:**

Please attach a simple projected costing (income and expenditure) for the proposed project.

1. **Amount of grant sought from Tipperary County Council:**

€\_\_\_\_\_\_\_\_\_\_\_\_\_

***Signed by or on behalf of the applicant****: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

**Address**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## **Telephone** **No**.: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Note: Please attach any accompanying information including development proposal, which must be typed.

1. **Child/Vulnerable Persons Protection Policy**

Does your organisation work with children/vulnerable persons?

Yes 🞏 No 🞏

Do you have a Child/Vulnerable Persons Protection Policy?

Yes 🞏 No 🞏

*If you intend to work with or provide programmes for children or young people/vulnerable persons you must attach your policy in your supporting documents.*

1. **General Data Protection Regulation**

The purpose for processing your data is to process your application to the Local Drama Scheme 2024. This information you provide will be assessed by a panel made up of Staff of Tipperary County Council and external invited specialists. The information will be retained on file for 7 years.

If you want your group’s contact information to be added to our database to receive arts information, please tick box **🞏**

**Completed application forms marked “Local Drama Scheme 2024” can be returned as follows:**

**E-mail:** [**artsgrants@tipperarycoco.ie**](mailto:artsgrants@tipperarycoco.ie)

**Postal:** Arts Office, Tipperary County Council, Civic Offices, Limerick Road, Nenagh, Co. Tipperary.

Hand delivered marked **Local Drama Scheme 2024** to: Civic Offices, Clonmel and Nenagh or to the Municipal District Offices in Carrick-on-Suir, Tipperary Town & Thurles.

For further information, please e-mail: [artsgrants@tipperarycoco.ie](mailto:artsgrants@tipperarycoco.ie)

**Late or incomplete applications cannot be accepted.**

## 

## **A note on Public Health Guidance**

Proposals should be based on the best public health advice and guidance available at the time you are making your application. Further updated information on Public Health Guidance is available on the HSE and Government websites and is updated frequently. [HSE web link](https://www.hse.ie/eng/)     [Government web link](https://www.gov.ie/en/)

## **Equality, Human Rights and Diversity**

In this funding scheme Tipperary County Council particularly welcomes applications that are representative of the diversity of Irish society.

## **Paying the artist**

Tipperary County Councilis committed to ensuring that the national policy regarding Paying the Artist is adhered to by the Council and by those funded and supported by the Council to engage artists to work.The national policy is available from the Arts Council website: [www.artscouncil.ie/](http://www.artscouncil.ie/)

[Weblink to paying the artist policy](https://www.artscouncil.ie/uploadedFiles/Main_Site/Content/About_Us/Paying%20the%20Artist%20(Single%20Page%20-%20EN).pdf)

**Tipperary County Council – Privacy Notice – Arts Office Grant Applications**

Tipperary County Council has a Privacy Statement which is a general document about how we approach data protection as an Organisation and is available on the council’s website <https://www.tipperarycoco.ie/your-council/tipperary-county-council-privacy-statement> or on request from this department.

**1. Contact details of the data protection officer**

Data Protection Office: Telephone: 0818065000 email:dataprotection@tipperarycoco.ie

**2. The purposes and basis for the processing**

The purpose for processing your data is to process your application to the following Arts Office managed grant schemes:

* The Tipperary Festivals & Events Scheme
* The Tipperary Artists Award Scheme
* The Tipperary Artist in Primary School Scheme
* The Tipperary Arts Act Grant Scheme
* The Tipperary Tyrone Guthrie Centre Regional Bursary Scheme
* The Tipperary Blas Summer School of Traditional Irish Music & Dance Bursary
* The Tipperary Local Drama Scheme

When making an application under the schemes listed above you provide us with contact details such as an address, a phone number or email address. We use these to contact you and will only contact you about matters that affect your request or query.

Please note that to help protect your privacy we take steps to verify your identity, before granting access to personal data, and further proof of your identity may be requested by this Council.

**3. The recipients or categories of recipients of the personal data**

The personal data you supply to this Council as part of your application under the above listed grant schemes will only be used by Tipperary County Council for the purposes of processing the application, internal review, appeal or query and for essential purposes related to delivery of the service to you. This may entail sharing your data with other departments or associated companies of Tipperary County Council and with any relevant third parties that may be associated with your application (e.g. external invited specialists on assessment panels, The University of Limerick (in relation to assessment of The Blas Bursary); The Tyrone Guthrie Centre (in relation to the relevant award), the Irish Youth Choir organising body (in relation to the relevant award).

There are no plans to transfer personal data to a third country or international organisation.

Your data may also be shared with other sections within Tipperary County Council to make sure the information is accurate and/or prevent or detect fraud.

All data supplied by you as part of your application, appeal or query under the above listed grant schemes will be used for the specific purpose of assessing and administering your application or queries.

**4. The retention periods or the criteria used to determine that period**

* Data in relation to the above listed grant schemes is held in accordance with the Local Authority National Records Retention Policy. <https://www.lgma.ie/en/publications/corporate/national-retention-policy-for-local-authority.pdf>

**5. Details on rights of access to and rectification/deletion of personal data.**

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. Please see our Privacy Statement for further details.

Please note that to help protect your privacy we may take steps to verify your identity, before granting access to personal data.

**6. The right to lodge a complaint with the supervisory authority**

* If you have contacted us about a personal data matter and you are unhappy with the outcome, you can raise the matter with the Data Protection Commission, Canal House, Station Road, Portarlington, Co. Laois, Ireland. Before doing so it is recommended that you contact Tipperary County Council (dataprotection@tipperarycoco.ie) to establish the circumstances and to indicate your intention to complain to the Data Protection Commission’s Office. We may be in a position to resolve the problem in a timely manner. If you are not satisfied with our response, or if you do not receive a response, at that point you could make a complaint to the Data Protection Commission’s Office.

The Data Protection Commission website <https://www.dataprotection.ie/> has further details and the online form to be completed if you wish to raise a concern or make a complaint.