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**Arts Act Grant Scheme 2023 – Application Form**

**Closing Date: 12 noon – Friday 17th February 2023**

Please read the Guidelines for this scheme to assist you in the application process.

Please answer all questions. Failure to do so may cause your application to be deemed ineligible.

1. **Applicant Details:**

|  |  |
| --- | --- |
| Name of Organisation/Group |  |
|  |  |
| Address of Organisation/Group  |  |
|  |  |
| Name of main contact |  |
| Organisation/Group telephone |  |
| Have you registered with the Public Participation Network (PPN)? | YES/NO | PPN number |  |
| Organisation/Group email |  |
| Organisation/Group website |  |
| Names of Officers | Chairperson: |
|  | Secretary:  |
|  | Treasurer: |

|  |  |  |  |
| --- | --- | --- | --- |
| Date founded  |  | No. of Members |  |

Is your Organisation/ Group voluntary/not-for-profit? Yes 🞏 No 🞏

Have you attached a copy of your constitution/terms of reference/committee rules? Yes 🞏 No 🞏

If not, you must supply a copy with this application[[1]](#footnote-1)

**2. Details of your group/organisation’s interest and activity in the arts[[2]](#footnote-2)**

Please state briefly the role of the applicant organisation/group in promoting greater public interest and improved standards in the arts in county Tipperary.

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## **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 Tipperary County Council and by those funded and supported by Tipperary County 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%28Single%20Page%20-%20EN%29.pdf)

**3. Details of the event or project for which assistance is being sought in this application**

|  |  |
| --- | --- |
| Event/Project title |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date(s) |  | Venue(s) |  |

**Event/Project details**

Please provide a full and detailed description of the proposed project/event. You should include details of what you propose to achieve with the project/event, how the funding will be used and how, in your view, the event will contribute to the development of the arts in the county. If you are applying for funding assistance towards the cost of an annual performance, you should describe how you will attract new audiences to the event. If you wish to engage a professional artist, outline the artist’s role.

|  |
| --- |
|  |

! Please include a draft programme of events if available at time of submission

! Organisations wishing to engage a professional artist must include the artist’s CV

How are you proposing to deliver the project/event?

|  |  |  |  |
| --- | --- | --- | --- |
| Online |  | In-person |  |

If you anticipate making this project a regular event, please give details below.

|  |
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|  |

**4. Funding Assistance sought**

A copy of the Organisation/Group’s current bank statement must be included with this application.

A detailed, separate Income and Expenditure projection for the proposed project/event must be provided as a supporting document**.**

Please provide **Total** projected income & expenditure figures here (the income figure should not include the amount requested under this scheme).

|  |  |
| --- | --- |
| **Total Anticipated Income for Project** | **Total Anticipated Expenditure for Project** |
| € | € |

|  |  |
| --- | --- |
| Amount of funding assistance requested from Tipperary County Council in 2023 | € |

Please give details of other funding assistance requested or received from other individuals or organisations for this project/event, and give the status of any other funding requests (e.g., confirmed, pending)

|  |
| --- |
|  |

**Declaration**

On behalf of the above organisation/group, I hereby apply to Tipperary County Council for financial assistance towards the project or event outlined above, and I declare that the information supplied is accurate to the best of my knowledge and belief.

|  |  |
| --- | --- |
| Signature |  |
| Print Name |  |
| Position within organisation |  |
| Telephone |   | Email |   |
| Date |  |

**Checklist**

Please ensure that you have included the following documentation, where relevant, in support of this application. Failure to provide required information will cause the application to be deemed ineligible

**Required Information included:**

|  |  |
| --- | --- |
| * Detailed separate Income & Expenditure projection for project
 | Yes/No |
| * Copy of current bank statement
 | Yes/No |
| * Copy of Constitution/committee rules (If required)
 | Yes/No |

**If Relevant**

|  |  |
| --- | --- |
| * Artist’s CV (if intending to work with a professional artist)
 | Yes/No |
| * Child/Vulnerable persons Safeguarding strategy
 | Yes/No |

**Please submit completed applications marked “Arts Act Grant 2023” as follows:**

**E-mail:** **artsgrants@tipperarycoco.ie**

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

Hand delivered 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

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

Do you wish for your contact information to be placed on our database to receive information which may be relevant to your group/organisation Yes / No

# **Data Protection 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: 0818 06 5000 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 Tipperary Arts Act Grant Scheme

When making an application under this scheme 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 scheme 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). 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 by emailing 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.

1. If you supplied a copy in 2021 or 2022 you are not required to do so again, unless there have been changes to the constitution/ terms of reference/committee rules [↑](#footnote-ref-1)
2. The “arts” means any creative or interpretative expression (traditional or contemporary) in whatever form, and includes visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and any medium when used for those purposes. [↑](#footnote-ref-2)