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**Tipperary Artist in Primary School Scheme 2024**

**APPLICATION FORM**

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| **PROJECT TITLE:** |  |

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| **SCHOOL:** |  |
| **Principal or teacher lead for the proposal** |  |
| **Number of pupils in school** |  |
| **Address:** |  |
| **Phone:** |  |
| **email:** |  |
| **Previous applications to Tipperary Artist in Primary School scheme by the School** |
| Artist: | Year: | Successful: |  | Unsuccessful: |  |
| Artist: | Year: | Successful: |  | Unsuccessful: |  |
| Artist: | Year: | Successful: |  | Unsuccessful: |  |

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| **ARTIST:** |  |
| **Art discipline:** |  |
| **Address:** |  |
| **Phone:** |  |
| **email:** |  |
| **Previous Applications to Tipperary Artist in Primary School scheme by the Artist** |
| School: | Year: | Successful: |  | Unsuccessful: |  |
| School: | Year: | Successful: |  | Unsuccessful: |  |
| School: | Year: | Successful: |  | Unsuccessful: |  |

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| **PROPOSED TIMEFRAME OF PROJECT (please tick)** | **March – June 2024** |  | **September – December 2024** |  |

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| **The Participating classes** |
| Teacher | Class/es | Number of pupils |
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| **The Artist’s contact hours** |
| No of weeks |  | Days per week |  | Contact hours per day |  |
| Proposed start date of project |  |
| Proposed completion date of project |  |

**COMPLETED APPLICATIONS MUST ALSO INCLUDE THE FOLLOWING:**

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| **WRITTEN PROPOSAL FOR THE PROJECT :**  |
| * Proposal should include the theme or basis of proposed project.
* What are the Project Aims and Anticipated Outcomes.
* Include the contact hours, and number of classes and pupils that will participate in the project
* Materials, processes, space and storage should be addressed at the proposal stage.
* The proposal should demonstrate the track record of the artist and show evidence of the school and artist collaboration in developing proposal.
* Information included should demonstrate a whole school commitment to the project.
* Include the planned method of documentation of the project.
* Proposal should be supported by Visuals or Weblinks where relevant.
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| **THE ARTIST’S CV AND RELEVANT SUPPORT MATERIAL** |
| * Curriculum Vitae of the artist including reference to relevant or related experience must be included
* Include 5 examples (visual/photographic, or other documentation where appropriate) of relevant work by the artist.
* Include examples (visual/photographic, or other documentation where appropriate) of previous relevant or related experience in an educational/community context
* Certificate of completion of TUSLA on-line Children First Training module
* Artist’s policy & procedures for working safely with Children.
* Do not include any original artwork as submissions will not be returned.
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| **THE SCHOOL- SUPPORT MATERIAL** |
| A letter of support for the project must be submitted from school with the application. |

**APPLICATION CHECKLIST:**

* Completed application form
* Proposal
* Artists CV & examples of relevant work
* Certificate of completion of TUSLA on-line Children First Training module
* Artist’s policy & procedures for working safely with Children.
* Letter of support from school

The Arts Council’s **Artists - School Guidelines** may be very helpful when making your application. This document can be downloaded at:

[http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Arts\_in\_Ireland/Young\_people,\_children\_and\_education/ArtistsSchools06\_English.pdf](http://www.artscouncil.ie/uploadedFiles/wwwartscouncilie/Content/Arts_in_Ireland/Young_people%2C_children_and_education/ArtistsSchools06_English.pdf). **or** by following these links on [www.artscouncil.ie](http://www.artscouncil.ie) Arts in Ireland; Young People, Children and Education, Arts in Education, Artists in Schools Guidelines.

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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)

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| **Conditions of Tipperary Artist in Primary School Scheme**Successful projects may only begin when written notification of selection of projects is received from the Arts Office AND Garda Clearance has been obtained. Garda Clearance will be sought by the Arts Office.The Artist will be funded for 50 contact hours and 5 hours planning/development/review hours. Artist’s fee €2,750.The school will pay for any materials associated with the project and also for documentation of the project and any other costs involved including insurance costs.Projects approved under the 2024 scheme must be completed by the end of December 2024.Full conditions can be found in Tipperary Artist in Primary School Scheme Guidelines |
| This project application to Tipperary Artist in Primary School Scheme 2024 is the original proposal of |
| Artist |  | School |  |
| and we have read and understand the conditions of submitting this project to this scheme |
| Artist |  | Principal/Liaison teacher |  |
| Date |  | Date |  |
|  |  |  |  |

Submissions will be assessed by an independent selection panel established by the Arts Office.

Completed forms marked “Artist in Primary School Scheme 2024” can be returned as follows:

**E-mail: Ann-Marie Keaveney** **artsgrants@tipperarycoco.ie**

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

Hand delivered addressed to **Ann-Marie Keaveney** marked **Artist in Primary School 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 contact Ann-Marie Keaveney by e-mail: annmarie.keaveney@tipperarycoco.ie

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

**SUPPORTED BY:  **

**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: 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 grant schemes:

* The Tipperary Festivals & Events Scheme
* The Tipperary Artists Award Scheme
* The Tipperary Artists in Primary Schools 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 may 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 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.