



## CRITERIA

### Laois County Council Comhairle Chontae Laoise

#### **Scheme of Assistance under the Arts Act 2003 Promotion of Traditional and Contemporary Arts in County Laois**

Grants will be made to arts organisations and individuals who meet the artistic and financial conditions set down by Laois County Council and who provide adequate information on their proposed activities. Grants may be allocated to cover general administrative costs, but will be for specific events or activities which will contribute to the cultural life of the county. In allocating grants, the County Council may consider the extent to which the applicant organisation functions in a developmental way, and the extent to which the activities for which it seeks the grant accord with the County Council's policies and priorities on the promotion of the Arts.

Money will be made available in 2021 to grant-aid local arts organisations and individuals who propose to undertake one or more of the following activities:

- **Literature** Community writing groups and workshops with input by full-time or part-time writers; readings by full-time or part-time writers. Special projects (e.g. publications) undertaken by professional writers or community writing groups.
- **Visual Arts Classes** and workshops in the visual arts with input by professional artists/art teachers. Special projects (e.g. exhibitions) undertaken by professional artists or community art groups.
- **Music** education projects (but not individual tuition fees), classical and choral recitals; writing, recording and performing of new popular music and musical theatre material.
- **Traditional Music and Dance** Classes and activities designed to pass on the tradition; performance by new and established traditional musicians; workshops and classes in traditional dance.
- **Drama** Theatre in education; drama workshops; writing and performing of new work.
- **Dance** Classes and workshops; activities designed to gain a wider audience for dance.
- **Film and Electronic Media** Showing of non-mainstream films; activities designed to widen participation in film, video and electronic media.
- **Community Arts** Activities (as part of festivals, etc.) such as mural painting, community drama, community participation events; professional/semi-professional artists focusing on the community.
- **Festivals** Specific arts events and activities in festival programmes; activities designed to strengthen the arts element in festivals.
- **Individual Activities** Individuals undertaking approved projects which form part of or are compatible with the current Laois County Council Arts Plan.

#### **Guidelines**

- Successful applicants will be required to acknowledge the assistance of Laois County Council in any promotional material relating to the project/event.
- The maximum amount awarded to any project/event will be €1000 however it is expected that most awards will be in the region of € 200-€500.

- Laois County Council may require assurance that the applicant organisations' tax affairs are in order and in such cases grants may not be paid until these details have been satisfactorily supplied. All groups & individuals require a valid Tax Registration Number.
- It is the Council's intention that support be given to a broad range of artistic disciplines and grants will not cover building programmes, third party grants, ongoing revenue costs, assistance to cover loans or deficits, or projects which could be undertaken on a commercial basis. It is unlikely that funds will be made available to assist charity fundraising events, capital equipment or the hire fee of Council premises.
- An application form for the scheme is provided for applicants as a guide to the information that is required for the assessment for the application. In addition, information on the constitutional status and financial position of the organization making application must be submitted. The submission of incomplete data or absence of information might cause a delay in the consideration of the application and therefore applicants are urged to provide as much detail as possible when applying.
- Selection of projects/events will be made through the appointment of an independent expert assessment panel. These recommendations will be made to members of Laois County Council.
- Organisation applicants should undertake to register with Laois Public Participation Network (PPN). To do so please contact Dan on 057 8665661 or email [ppn@laoiscoco.ie](mailto:ppn@laoiscoco.ie).
- 2021 may bring more Covid 19 lockdowns, therefore we are asking groups/individuals to submit innovative contingency planning for their projects.
- Closing date for the receipt of completed applications is Thursday 25<sup>th</sup> **February 2021 at 5.00pm.**

<b>Please detach this section and retain</b>
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Laois County Council  
Comhairle Chontae Laoise  
**Scheme of Arts Grants 2021 – Scém Dheontais Ealaíne 2021**  
**Arts Act 2003**

**Important: Please read carefully to check requirements and eligibility.  
All Applicants will require a Tax Clearance number and Access number.**

## Application Form

**Name of organisation, Group or Individual:**  
(in BLOCK CAPITALS PLEASE)

\_\_\_\_\_

**Name of Secretary/Ainm an Runai**

**Contact Address** (please note all correspondence will be sent to this address)

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

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Mobile** \_\_\_\_\_ **email** \_\_\_\_\_

**Website (if any)** \_\_\_\_\_

**Name of Chairperson/ Ainm an Chathaoirligh**

\_\_\_\_\_

**Bank Account Name and No** \_\_\_\_\_

**Tax Ref or charitable No (CHY)** \_\_\_\_\_

**1) Activity of Organisation or Individual. Tick as many boxes as appropriate**

Activity of Organisation or individual	Please tick	Activity of Organisation or individual	Please tick
Visual Arts		Community Arts Organisation	
Music		Choral Society	
Literature		Theatre Group	
Dance		Musical Society	
Drama		Festival	
Education		Club/Group	
Traditional Arts		Youth Arts	
Film/Video			

2) Please indicate by ticking the box which category you/your organisation comes under:

Voluntary/Local Community Arts

Professional Arts

Non Professional Arts

3) When was group established?

\_\_\_\_\_

Number of members in group?

\_\_\_\_\_

4) Background information, especially in the last year:

Please give short description (Max 50 words)

5) Funding received from Laois County Council in the last 2 years

\_\_\_\_\_

Give details of how the funding was utilised and how Laois County Council was acknowledged in publicity material.

\_\_\_\_\_

\_\_\_\_\_

6) Financial Requirements:

**Do you have a Tax Registration Number. If so please attach. (NB All groups & individuals require a Tax Registration Number and without this grants cannot be processed)**

Tax No \_\_\_\_\_

Bank Account Name for Payment \_\_\_\_\_

Bank Account Number for Payment \_\_\_\_\_

Bank Account Sort Code for Payment \_\_\_\_\_

Bank Account IBAN number for Payment \_\_\_\_\_

Account BIC number for Payment \_\_\_\_\_

**7) Other funding received from public and private sources in 2019 and 2020.**

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**8) Specific project/s for which you are now seeking Council Funding**

Describe: Please use extra sheets if necessary

**9) Artistic Objectives**

**(max 50 words)**

**10)**

**Amount of grant now requested from Laois County Council:**

€ \_\_\_\_\_

**11)**

Supporting documentation (if any) Please list below	Number of Items Enclosed	Enclosed (please tick)

**12) Summary of your Project with this funding**

(max 50 words)

If, due to Covid 19 lockdowns, the above project is curtailed, please outline how the project could be delivered online or describe an alternative project that you could progress in its place.

# Application Form

## Please indicate how the grant will be utilised

### 11) BUDGET INFORMATION

<b>Expenditure</b>	<b>€</b>
Artistic Fees (please itemise)	
Venue Rental	
Travel & Subsistence (please itemise)	
Equipment Hire (please itemise)	
Materials (please itemise)	
Publicity	
Administrative Costs (please itemise)	
Other Costs (please itemise)	
<b>Total</b>	<b>€</b>

<b>Income</b>	
Income/your contribution towards your proposal/Project Income/contributions (please itemise)	€
Public Funding	
Ticket Sales	
Sale of Artworks	
Advertising Income	
Sale of Programme or Catalogues	
Own Funds	
Other sources including any funding from other Departments of Laois County Council	
<b>Total Income</b>	<b>€</b>
The Council reserves the right to independently check the information given.	

- Please tick

**Does your project involve people under 18?** Yes \_\_\_\_\_ No \_\_\_\_\_  
 (If so please submit your Child Safeguarding Policy)

**Do you have a designated Child Safeguarding Officer?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Will your organisation be Garda Vetting Facilitators/professional artists intending to work with the children within your organisation.** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is your organisation tax registered:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is your organisation VAT registered:** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is your organisation a registered charity?** Yes \_\_\_\_\_ No \_\_\_\_\_

**Is your organisation registered with Laois PPN** Yes \_\_\_\_\_ No \_\_\_\_\_

(if answer is no here please undertake to join)

**Account Details (NB: The *only* method of payment of any grant approved will be by Electronic Funds Transfer. If you are a first time applicant or have not already received payment from Laois City Council by EFT, please complete the official EFT form available by request from Laois County Council)**

**Freedom of information**

Applicants completing this form should note that information provided to the Arts Office, Laois County Council may be disclosed in response to a request made under the Freedom of Information Act (1997 and 2003). Every effort will be made to protect client confidentiality.

**GENERAL INFORMATION**

Where did you hear about this award? (please tick to indicate)

Laois County Council Website  Media

By Post from Arts Office  Other

Please specify \_\_\_\_\_

**Declaration**

I have read the award conditions, agree to be bound by them, and certify that the information in this application is correct to the best of my knowledge.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

This application form should be returned, addressed as follows:  
**Arts Act Grants 2021 The Arts Office, Laois County Council, Áras an Chontae, Portlaoise, Co Laois.** (No email applications accepted)

- Closing date for the receipt of completed applications is **Thursday 25<sup>th</sup> February 2021**
- Please note that the Arts Office, Laois County Council will not accept applications received after the closing date and time.



## **GENERAL DATA PROTECTION REGULATION - IMPORTANT NOTIFICATION**

The following Privacy Information is being provided to you as outlined in the General Data Protection Regulation. It is intended to inform you of how the Personal Information provided on this form will be used, by whom and for what purposes. If you are unclear on any aspect of this form, or want any further information, please contact the Laois County Councils Data Protection Officer.

**Who is the Data Protection Officer for Laois County Council?** You can contact our Data Protection Officer by emailing [dataprotection@laoiscoco.ie](mailto:dataprotection@laoiscoco.ie) or by calling 057 8664000, if you have any questions or wish to make any request in relation to your personal data.

**What is the purpose of processing my Personal Data?** The purpose for processing your Personal Data is that it is necessary for the Arts Act Grant Scheme as a contact for the application and ensuring satisfactory eligibility with the schemes assessment criteria.

**Will anyone else receive a copy of my Personal Data?** Your Personal Data can be accessed only by staff within the Arts Office of Laois County Council. This will be done in accordance with our data protection policy only.

**Where is your Personal Data stored?** Your data will be stored electronically and/or in paper format within the Arts Office, Laois County Council.

**How long will your Personal Data be stored for?** Your Personal Data in relation to the Arts Act Grants application will be held for the duration 7 years.

**How can I obtain a copy of the Personal Data held by the Laois County Council?** You have the right to request a copy of all of your Personal Data and can do so by contacting us. This information will be provided to you within one month.

**What are my privacy rights relating to my Personal Data?** You have the right to have your Personal Data updated, rectified, or deleted if you so wish. You have the right to object to your Personal Data being processed and to withdraw your consent to processing - You can do so by contacting us.

**Where can I get further information?** Further information regarding your rights can be obtained through the **Office of the Data Protection Commissioner, Canal House, Station Road, Portarlington, Co. Laois**, or on the website [www.dataprotection.ie](http://www.dataprotection.ie)

### **How do I make a complaint or report a breach?**

Should you wish to make a **complaint or report a breach** under in relation to your Personal Data, you can do so by emailing the Office of the Data Protection Commissioner using the following email address: [info@dataprotection.ie](mailto:info@dataprotection.ie)