



## Offaly County Council Arts Act Grants 2021 Application Form

This form must be used for your application to be accepted.

**Please read the Arts Act Grants 2021 Guidelines before completing this form. All Sections should be completed. Incomplete applications will not be processed.**

If you are an organisation complete all sections, if you are an individual complete section 1, 2, 4 & 6

**Closing Date is: Wednesday 20<sup>th</sup> January at 3pm**

Please see guidelines for where to apply to

### Section 1: Contact Details

Name and/or Organisation	
Contact Address include <u>Eircode</u>	
Telephone	
E-Mail	
Website	
Designated coordinator of Project & Telephone number. (if different)	

### Section 2: Proposed Art Project 2020

Art Category of Project	<input type="checkbox"/> Visual Arts <input type="checkbox"/> Music <input type="checkbox"/> Dance <input type="checkbox"/> Film <input type="checkbox"/> Literature <input type="checkbox"/> Drama
Title of Project	
Start Date & Finish Date	
Cost to Participant (If any)	
Numbers participating	
Venue/ Location /Online?	
Estimated direct time with tutor and participant (if applicable)	
Name of Professional Artist/s involved:	

Detailed Description of Proposed Art Project (Ensure guidelines have been read)

Please describe your art project and how it intends to fulfil the criteria listed in the Arts Act Grant 2021 Guidelines:

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

### Section 3: Organisation Details (Only complete this section if applicant is an organisation)

#### Status of your Organisation

Voluntary       Charitable       Non for Profit       Limited       Membership

How is your organisation Governed? Please list member on the board or committee:

Briefly state the aims of your group/organisation:-

Briefly list your achievements to date:-

Year organisation established?	
How many members do you have?	
Do you have a constitution?	
Do you have a venue to meet?	
Will you engage a professional artist? <b>(If yes - the artist needs to complete Section 4)</b>	
Does your project involve people under 18? <b>If so please submit your Child Safeguarding Policy</b>	
Do you have a designated Child Safeguarding Officer?	
Will your organisation be Garda Vetting Facilitators/professional artists intending to work with the children within your organisation.	

### Section 4: Professional Artists Details

Name	
Address & Eircode	
Telephone	
E-Mail	
Art Discipline	
Qualifications: <b>ATTACH ARTISTS CV</b>	
Do you have a Child Safeguarding Certification?(Applicable if there are young people involved in the project)	
Do you have public liability and personal insurance – if not will the organisation indemnify you for the duration of the project?(If applicable)	

## Section 5: Finance Details of the Organisation/Individual

Have you been funded by Offaly County Council in the last two years? If yes please give details:

How is your organisation/your activities normally funded?

**Tax Clearance Number and Access Number**  
**(All groups & individuals require both a Tax Clearance Number and Access Number.**  
**GRANTS CANNOT BE ASSESSED WITHOUT IT**

**Do not leave blank**  
**Tax Clearance Number:-**  
**Access Number:-**

Bank **Account Name** for Payment

Bank **Account Number** for Payment

Bank Account **Sort Code** for Payment

Bank Account **IBAN** number for Payment

Bank Account **BIC** number

**Section 6: 2021 Budget Details for the Proposed Project:-** Please give consideration to actual costs and identify how you/your organisation will contribute to 30% of overall project cost.  
**Failure to fill in the budget with due consideration will disqualify your application**

	Item	Cost €
Venue Hire (if applicable)		
Professional Artists Fees (if applicable)		
Materials: (if applicable)		
Other Costs: Please detail		
<b>Total expenditure</b>		
<b>Sources of Income for the Project:</b> 30% Please detail –. You are required to show how you/your organisation intends to contribute to the project.		
<b>Total income</b>		
<b>Amount of Arts Act Grant Sought:-</b>		

## Section 8: Declaration :

**If you organisation proposes to work with an artist they must also sign this declaration**

Signed Organisation:

Artist:

Position:

Dated:

Dated:

### **GDPR- To be signed by Arts Act Scheme Contact for this Application.**

I have read the important Data Protection information given with this application form and have given my consent by signing below. I understand my rights under Data Protection legislation, as outlined on the attached General Data Protection information sheet.

Signed \_\_\_\_\_ Date: \_\_\_\_\_

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

## 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 Offaly County Councils Data Protection Officer 057 93 46800 or [dataprotection@offalycoco.ie](mailto:dataprotection@offalycoco.ie).

**Who is the data controller?** Offaly County Council is the Data Controller of the Personal Data and contact details are as follows Data Protection Officer, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly. R35 F893

**Who is the Data Protection Officer for Offaly County Council?** Details of Offaly County Councils Data Protection Officer are available on <https://www.offaly.ie/dataprotection>. You can contact our Data Protection Officer by emailing [dataprotection@offalycoco.ie](mailto:dataprotection@offalycoco.ie) or by calling 057 93 46800, 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 Offaly County Council. This will be done in accordance with our data protection policy only.

In the event of an injury or insurance claim, details of your claim which will include your Personal Data will be passed to the Offaly County Councils Insurance underwriters, Irish Public Bodies.

**Where is your Personal Data stored?** Your data will be stored electronically and/or in paper format within the Arts Office, Offaly 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 Offaly 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, Portarlinton, 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)