



Offaly County Council

Festivals Arts Grant Scheme 2020

Application form: Closing Date **Friday 31st January @ 4pm**

IMPORTANT – PLEASE READ THE ACCOMPANYING GUIDELINES

We appreciate that your 2020 event details may not yet be finalised however at this point you will have an idea of the type of programme you will run, the acts and artists you wish to attract and how you can accommodate them within your programme and budget therefore **a clear estimated expenditure/income budget for the full festival is required.**

If an item is not relevant, please explain why. **Note that the quality of your answer and your application is important in the assessment. LATE APPLICATIONS WILL NOT BE ASSESSED.**

If you have any questions, please contact us in advance of the deadline and we will help clarify for you

SECTION 1 – APPLICANT DETAILS			
Name of Festival			
Festival Dates			
Festival Location			
Contact Person			
Position Held			
Address of Contact Person & Eircode			
Phone Numbers			E:Mail
Webpage			Facebook
Other Committee members	Name	Position	Expertise

SECTION 4 – AUDIENCE DEVELOPMENT

Note: Audience Surveys and Development is a condition of the Festival Arts Grant Funding. It is essential to focus on researching and developing audiences for the long term sustainability of the festival.

What plan have you in place for developing audiences? (If you have a business or marketing plan please attach)	
What type/s of audience survey does your festival undertake?	
What type of audience survey are you undertaking in 2020?	
How do you overall ascertain what kind of events your audience responds better to?	
Did you submit survey results to Offaly County Council Arts Office for your 2019 festival?	
How has your 2019 survey impacted on your 2020 programme.	

SECTION 5 - FESTIVAL ARTS PROGRAMME 2020

What is the artistic ambition of your festival? If the arts form only a part of your programme, then state the importance of this part of the programme.

Briefly, what is your proposed Arts Programme for your 2020 festival?
Full programme can be included on separate sheet. If available)
(list arts events in bulleted format)

How have you identified these events as being developmental to your previous programme?

SECTION 6 - FESTIVAL FINANCES 2020

A full comprehensive estimated budget is required – we require the whole of your festival budget, although we only fund particular elements of same.

Please list the proposed income and expenditure of the acts/activities for which you are applying for: Continue on another sheet in same format if necessary.

INCOME - State if money is confirmed (C) on not confirmed (NC)	
Offaly County Council Festival Arts Grant	
Other local Grants	
Other National Grants:	
Expected Ticket Sales: Details of average cost per ticket/workshop & expected audience.	
Sponsorship/Fundraising Target	
Other Income – Please state Proposed sources	
Total Anticipated Income	A

EXPENDITURE	€
Professional Fees (non-artistic)	
Volunteer Costs (expenses, training etc)	
Venue/s Hire	
Staging / Equipment / lighting costs	
Artist/Performer Costs- Please itemise on separate sheet if more than one	
Insurance	
Promotion/Marketing	
Other Please Clarify:	
Total Anticipated Expenditure	B
Grant Applied For under Festival Arts Grants 2018 (B-A = C)	C

Bank Details			
Name		Number	
Sort Code		IBAN	
BIC			

Tax Clearance Details : All festivals must have tax clearance in their own name			
Number		Access Number	

SECTION 7 – DECLARATION & SUPPORTING MATERIAL

This application must be signed by the Chairperson of your organisation and one other member

Signature	Position	Date
1.		
2.		

To be signed by Festival 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: _____

Supporting material

Please include all the following support material along with your application form

- 2019 Brochures/ Programmes
- Artists/Performers CV's (If available)
- Copy of Public Liability Insurance – indemnifying Offaly County Council
- Copies of correspondence supporting your proposed programme, invitations to perform, offers of support etc;
- Copies of correspondence confirming permission to use buildings/land/Venues from owners for dates of your festival.
- More Detailed Budgets (if appropriate)
- Child Safeguarding Policy (if you plan to work with children)
- Survey Template
- Health and Safety Statement

HARD COPY APPLICATIONS ONLY - DEADLINE – FRIDAY 31st January 2019

Post to:- Festival Arts Grant Scheme, Arts Office, Offaly County Council, Áras an Chontae, Charleville Road, Tullamore, Co. Offaly.

Note: We have strict deadlines. Late applications will not be assessed. If posted the post mark must be the date prior to application deadline.

For further information e-mail arts@offalycoco.ie or telephone 05793 57400

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.

Who is the data controller? Offaly County Council is the Data Controllers 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 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 Festival Arts Grant Scheme as a primary contact for the applying festival.

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 Festival Arts 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

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