

## See Here Application Form

The purpose of the SEE HERE scheme is to enable Irish artists and arts organisations to invite international programmers, presenters, promoters or critics to see new Irish work with a view to its subsequent international presentation and promotion. Priority is given to cases where the invitee is being offered the opportunity to experience a significant range of work by Irish artists, e.g. during a festival or where a concerted effort has been made to maximise the value of an international visitor.

### To be eligible for funding under the SEE HERE scheme applicants must:

- have suitable high-quality work receiving a professional production in Ireland which is available to tour within a period of at least 18 months
- have national/international touring experience
- submit the attached application as early as possible but no later than six weeks in advance of the proposed visit. Please submit your application electronically if possible, or type or PRINT CLEARLY in black ink.

### Applicants should note that:

- Where an application is being made for presenter/s to see the work of a number of companies/individuals, one application should be submitted by an agreed applicant on behalf of all involved.
- Receipt of applications will be acknowledged in writing and decisions will be confirmed within four weeks of application.
- Successful applicants must complete a report form following the visit and furnish evidence of expenditure in the form of receipts in order to receive payment.
- Please note that an original Irish Tax Clearance Certificate will be required for all applicants (national and international) when claiming awards of 10,000 euro or greater in any twelve-month period.
- Material contained in the application may be circulated to relevant bodies for observations and may be used by Culture Ireland for research purposes.

### The completed application form and supporting information should be sent to:

Culture Ireland Applications  
23 Kildare Street  
Dublin 2

Tel: 00 353 1 631 3905/3994/3917

Fax: 00 353 1 631 3956

Email: [cultureireland@dast.gov.ie](mailto:cultureireland@dast.gov.ie)

## Contact details

1. Name of Applicant:

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2. Address:

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3. Telephone, fax, website, email address and mobile number of applicant

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

4. Select a category for your event:  Architecture  Circus  Dance  Film  
 Literature  Music  Theatre  Opera  
 Visual Art  Multidisciplinary  
 Other - please specify

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5. Details of work to be seen (artist or company presenting / title of show/exhibition/concert, venue, date/s):

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6. Details of visiting programmer(s) / presenter(s) / promoter(s) / critic(s) including name, organisation and contact details:

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**7. Please summarise the visitor/organisation's track record in presenting international work and indicate what, if any, Irish work has been previously presented:**

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**8. Please detail any ongoing discussions with the visitor(s) regarding the international presentation of this specific work.**

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**9. What plans are in place for the visitor(s) to see the work of other Irish artists or arts organisations during their stay?**

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**10. Please indicate proposed dates of arrival and departure:**

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_

**11. Tax district and tax reference number or charity number for Ireland or abroad. If you do not have a tax number you should contact your local district tax office. This information is required by the Revenue Commissioners.**

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## 12. Budget Form (euro only)

EXPENDITURE	
Travel, including: <ul style="list-style-type: none"> <li>• number travelling</li> <li>• Flight cost per person</li> <li>• local travel per person</li> </ul>	
Accommodation, including: <ul style="list-style-type: none"> <li>• number of persons</li> <li>• number of nights</li> <li>• cost per night</li> </ul>	
Subsistence/per diems <ul style="list-style-type: none"> <li>• number of persons</li> <li>• number of days</li> <li>• cost per day</li> </ul>	
<b>Total expenditure</b>	

INCOME	Amount
Other grant aid (please state sources)	
Contribution by applicant	
Contribution by visitor	
<b>Total Income</b>	

**Total cost** € \_\_\_\_\_ (Euro only)

**Total income from other sources** € \_\_\_\_\_ (Euro only)

**Amount requested from Culture Ireland** € \_\_\_\_\_ (Euro only)

I hereby declare that the particulars given in this application are correct.

Signature \_\_\_\_\_

Name (BLOCK CAPITALS) \_\_\_\_\_

Position in Organisation\* \_\_\_\_\_

Date \_\_\_\_\_

(\*In the case of an incorporated company this should be the name of the Director or the company secretary or other responsible person whose position must be provided.)

Note: All correspondence will be directed to the signatory on the application.

## **Additional Documentation**

**A brief CV and/or company history must accompany the completed application form (this should be submitted electronically, if possible). Please highlight aspects of your artistic track record and experience in support of this application.**

### **If funding is granted, please note the requirements that:**

- Culture Ireland should be acknowledged in publicity/media relating to the visit
- a Report Form must be completed
- original receipts for relevant expenditure must be submitted