

See Here Application Form

The purpose of this 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.

The attached application form must be used when seeking support from Culture Ireland. Please read the eligibility criteria carefully before completing the form.

- Applications will be accepted on an ongoing basis, and should be submitted as early as possible but no later than six weeks in advance of the proposed visit. Receipt of applications will be acknowledged in writing.
- 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 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 in excess of 10,000 euro in any twelve-month period.
- Please also note that material contained in the application may be circulated to relevant bodies (e.g. the Arts Council) for observations and may be used by Culture Ireland for research purposes.
- Please submit your application electronically if possible, or type or **PRINT CLEARLY** in black ink.

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

Culture Ireland Applications
Room 315
23 Kildare Street
Dublin 2

Tel: 00 353 1 6313905/3994/3917
Fax: 00 353 1 6313956
Email: cultureireland@dast.gov.ie

SECTION 1 CONTACT DETAILS

1. Name of Applicant (**BLOCK CAPITALS**):

2. Address (**BLOCK CAPITALS**)

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

Tel: _____ Fax: _____

Website: _____

Email: _____ Mobile: _____

SECTION 2 YOUR PROPOSAL

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

5. Details of work to be seen (e.g. title of show/exhibition/concert, venue, presenter, date/s):

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

7. Please summarise the visitor(s) track record in presenting high-quality international work:

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

9. Has the visitor(s) previously presented Irish work internationally? If so, please give details.

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

11. Please state full details of travel:

Arrival Date: _____ From _____

Departure Date: _____ To _____

SECTION 3 FINANCIAL INFORMATION

12. 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. This section applies regardless of whether applicant is resident in Ireland or abroad.

13. To the best of your knowledge are your tax affairs in order? YES / NO

14. Budget Form (euro only)

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

EXPENDITURE	
Travel, including: <ul style="list-style-type: none">• number travelling• Flight cost per person• local travel per person	
Accommodation, including: <ul style="list-style-type: none">• number of persons• number of nights• cost per night	
Other costs (if any)	
Total expenditure	

Total cost _____ (Euro only)

Total amount raised _____ (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 international experience which support 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.