

## Grant Conditions

The following conditions must be met in order to claim your grant, failure to meet one or more conditions will result in payment being delayed or revoked.

**1. All claims for grants awarded are to be addressed to:**

Accounting Officer  
Culture Ireland  
Department of Arts, Sport & Tourism  
Room 315  
23 Kildare Street  
Dublin 2.

**2.** You must let us know of any change of venue or date of event before such changes take place.

**3.** The grant **must** be claimed within **six weeks** of the date of the end of the event. If you do not claim within this deadline you may have your grant revoked.

**4.** Culture Ireland will not pay grants **before** the event takes place.

**5.** In order to claim your grant, you must submit **original receipts** for expenditure in relation to the event, equivalent to or more than the grant amount. If the grant has been awarded towards a specific cost of a project (e.g. travel, accommodation), the appropriate receipts **must** be submitted.

Invoices, photocopies, faxes, bank statements, certified accounts or any other documentation other than original receipts are **not acceptable**.

Original receipts will be returned to applicants **only** if requested at the time when the claim is submitted.

**6.** The receipts submitted **must** be accompanied by an expenditure breakdown covering all receipts submitted.

**7.** Payment will be made only to the applicant. Payments can be made by electronic funds transfer (EFT) directly to an account (preferred method) or by payable order. All requests for EFT payment **must** be accompanied by a completed Bank Details Form, see page 4.

**8.** Applicant's tax details (tax district and tax reference number or charity number) for Ireland or abroad **must** be submitted with grant claim in order to drawdown grantaid.

**9.** In addition, an **original Irish** Tax Clearance Certificate **must** be submitted by all applicants (both national and international) when claiming grants **in excess of 6,500 euro** in any 12 month period. The original tax certificate will be returned to the applicant.

If you are resident in Ireland you should contact your local tax district office to apply for a Tax Clearance Certificate.

If you are not resident in Ireland you should contact the Tax Clearance Non-Resident's Section, Collector-General, Sarsfield House, Francis Street, Limerick, Ireland,  
Telephone: +353 61 310310, Fax: +353 61 401009,  
email: nonrestaxclearance@revenue.ie for a TC1 Form and information.  
The TC1 Form is also available on [www.revenue.ie](http://www.revenue.ie).

**10.** Culture Ireland requires that all recipients of grants prominently feature visible recognition of its support in **all** materials, publications and programmes related to the award. Such recognition must be commensurate with that given to corporate or other sponsors or donors for similar support. Copies of the logo will be provided to successful applicants for this purpose. Culture Ireland logos are for use by our partners and grant recipients only.

**11.** The attached Report Form must be completed and returned with the original receipts when you are submitting your grant claim.

You should also enclose any press coverage and reviews of the event and any relevant photographs, video or audio material. These are of great value to Culture Ireland when considering subsequent applications and may also be used in our publicity work, subject to all necessary permissions being obtained. Culture Ireland decisions are made available to the public via our website and through the press.

## Grant Claim Checklist

Original receipts	<input type="checkbox"/>
Completed Report Form	<input type="checkbox"/>
Tax details (Tax district and tax reference number or charity number)	<input type="checkbox"/>
Original Irish Tax Clearance Certificate if applying for amounts over 6,500 euro in any 12 month period	<input type="checkbox"/>
Completed Bank Details Form	<input type="checkbox"/>
Promotional material	<input type="checkbox"/>
Press cuttings, reviews, comments	<input type="checkbox"/>
Photographs	<input type="checkbox"/>

## Bank Details Form - Culture Ireland Grant

<b>Name</b>	
<b>Address</b>	
<b>Bank Name</b>	
<b>Bank Branch name</b>	
<b>Bank Address</b>	
<b>Bank sort code</b>	
<b>Bank account name</b>	
<b>Bank account number</b>	
<b>Swift Code</b>	
<b>IBAN</b>	