



**LIMERICK CITY & COUNTY COUNCIL/  
COMHAIRLE CATHRACH & CONTAE LUIMNIGH  
DECADE OF CENTENARIES AWARD**  
APPLICATION FORM 2024

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**CLOSING DATES FOR APPLICATIONS**

**No later than 12noon Monday 24<sup>th</sup> June 2024**

**No late applications will be accepted.**

**Internal Use Only:**

DATE:

REF:

**By reading the Criteria and Eligibility Guidelines, you give yourself the best chance of being funded.** Please, tick the box below to indicate that you have read and understood the Guidelines and Criteria in relation to the Decade of Centenaries Award.

I confirm I have read the Guidelines for the Award for which I am applying.

**Details of further funding opportunities are announced through our on-line Arts Office Newsletter. Please tick the box below to receive.**

I would like to receive Limerick Arts Office e-Newsletter.

**SECTION A: CONTACT DETAILS AND PROPOSAL OVERVIEW**

**1. Contact details**

<b>Name of applicant (individual, or organisation)</b>	
<b>Name and address of contact person for correspondence</b>	
<b>E-mail</b>	
<b>Phone</b>	
<b>Website / Facebook / Twitter</b> <b>Please note:</b> URL links are for reference only. All applications must include separate supporting material.	
<b>Funding amount sought (€5,000 max)</b>	
<b>Please give us a brief (50 word Max) synopsis of the proposed project</b> Should your application be successful, this summary may be used by Limerick City and County Council to publicly share information about funded projects.	

**2. Please indicate which arts discipline you are applying for by ticking the relevant box:  
(one box only)**

\* Including contexts of health, disability, cultural diversity, older people and/or communities of place or interest.

<input type="checkbox"/> Architecture	<input type="checkbox"/> Arts Participation*	<input type="checkbox"/> Circus
<input type="checkbox"/> Dance	<input type="checkbox"/> Literature	<input type="checkbox"/> Music
<input type="checkbox"/> Opera	<input type="checkbox"/> Spectacle	<input type="checkbox"/> Street Arts
<input type="checkbox"/> Theatre	<input type="checkbox"/> Traditional Arts	<input type="checkbox"/> Visual Arts
<input type="checkbox"/> Young People, Children and Education (YPCE)	<input type="checkbox"/> Other (Please describe) _____	

**SECTION B: PROPOSAL FOR FUNDING – To be completed by all applicants (Individuals and organisations)**

**3. Details of your proposal (This question will be used primarily to mark Criteria A):**

Please describe your proposal in more detail (300 words max) Give details of the proposed cultural activity and the ambition of your idea, considering promoting the highest standards in creativity and promoting public interest and knowledge in arts, culture and creativity.

Please note that if you are successful in securing funding, this text may be shared publicly, in reports and online, to represent your proposed project.

**Supporting material:** You may attach full details of your project proposal (max. 2 A4 pages).

**4. Other artists, individuals, groups or organisations involved in your proposal**

Please list any other artists, individuals, groups or organisations involved in your proposal. Where appropriate, you should also submit details, with their permission, of the expertise of such people, and send it with your application.

**SECTION C: ABOUT THE APPLICATION (This section will be used primarily to mark Criteria B)**  
**To be completed by ALL APPLICANTS (individuals and organisations)****5. Give a brief outline of your, or your organisation's artistic and cultural achievements in the past three years. Please include dates and venues.(200 word limit)****6. If applicable, please describe relevant activities engaged in outside Limerick City and County (i.e. touring):****8. Do you engage in co-operative or partnership programming with any other groups/organisations (local or national partners)?**

NAME	LOCATION	ART FORM	PROJECT

**9. Are your activities accessible to those with disabilities?  Yes  No****Please explain:**

**10. Have you a child protection statement?  Yes  No**

Please note that if your application is successful and your project involves work with children, vulnerable adults or animals, you will be required to have a relevant protection statement as a condition of the award being paid out to you.

**11. Individuals, or organisations proposing to work with a creative practitioner:**

I confirm that I have enclosed a current C.V. (max 3 pages) of relevant creative practitioners.

**SECTION D: ABOUT THE APPLICANT To be completed by ORGANISATIONS only**

**12. When was your organisation established? \_\_\_\_\_**

**13. Legal Status (e.g. CLG, Voluntary Committee etc.): \_\_\_\_\_**

**14. Is your organisation a registered charity/not-for-profit? Yes  No**

**If you have a Charity No. please include here: \_\_\_\_\_**

**15. Organisation's Mission Statement/brief history of the organisation/group (100 word limit)**

**16. Names of Board of Directors or Committee Members: (where applicable)**

NAME	ROLE

**17. Does your organisation have a Constitution? Yes  No**

**18. If a membership based organisation, how many members do you currently have? \_\_\_\_\_**

**19. What are your membership fees? Please outline if different rates apply to students, OAP's, etc.**

#### **SECTION E: FEASIBILITY AND COMPLIANCE**

This section will be used primarily to mark Criteria D

#### **To be completed by all applicants**

**20. When will your proposed activity/project take place? (This question will be used primarily to mark Criteria D)**

Activity	Location	From date	To date

**21. Is the venue availability confirmed?  Yes  No**

**22. Anticipated attendance numbers: \_\_\_\_\_**

**23. Target group/audience:**

**24. Please state the amount you are requesting from Limerick City and County Council, up to a maximum of €5,000**

€

**25. What is the total estimated cost of the proposal (project/event):**

€

**Give detailed costings of your proposal.**

**26. Expenditure:** Please give a breakdown of all projected expenditure relating to your proposal under headings such as artist's fees, equipment hire, venue hire, course fees, travel, printing, promotion and marketing, etc. **If applicable you may include a more detailed budget breakdown in the supporting material.**

**Please note this section is mandatory.**

Expenditure - Details	Amount
<b>Projected Total</b>	<b>€</b>

**27. Income:** **If applicable**, please give details of all projected sources of income other than Limerick City and County Council under headings such as benefit in kind, personal funds, organisational contribution.

**Please note this section is mandatory.**

Income - Details	Amount	STATUS (Confirmed, in progress, proposed)
<b>Projected Total</b>	<b>€</b>	

**28. Has additional funding for this project been secured from any other sources?**

Yes  No

If yes, please give further details of this additional funding:

## **SECTION F: DECLARATION – To be completed by all applicants**

### **Declaration:**

I have read and understood the Guideline Document for this Grant Scheme.

I understand that this is a competitive process and agree to adhere to the criteria, terms and conditions as outlined in the Guidelines Document.

I attach the required documents.

I understand that I must return relevant receipts and/or a set of accounts and a post event report when the event is complete.

I certify that all the information provided for the purpose of this application, and all information given in any documentation submitted in support of the application is truthful and accurate.

Signed: \_\_\_\_\_ (electronic signatures accepted)

*On behalf of:* \_\_\_\_\_ (*organisation/event, if applicable*)

Name in Block Capitals: \_\_\_\_\_

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

## **Section G: SUBMITTING YOUR APPLICATION**

Applications will be accepted by post or email. When emailing please ensure that you have read the **technical requirements** as outlined in the GUIDELINES DOCUMENT and include the following reference in the subject line: **Decade of Centenaries Award 2024**

**Emailed images and files may be submitted at a maximum of 3 MB each and a maximum of 18MB in total.**

**Return Completed Application Forms and supporting documentation to:**

- **By Post:**  
Limerick Arts Office, Limerick City and County Council, Corporate Headquarters,  
Merchants Quay, Limerick
- **By email:** [artsofficesubmissions@limerick.ie](mailto:artsofficesubmissions@limerick.ie)

**Closing Date for receipt of completed application forms:**

**No later than 12noon Monday 24th June 2024**

**Limerick Arts Office - Phone: 061 556370**

**Please note: The processing of any personal data by Limerick City and County Council is governed by the General Data Protection Regulation (GDPR) (EU) 2016/679.**

**Freedom of Information Statement:** Limerick City and County Council is covered by Freedom of Information Act 2014, which provides members of the public with the rights to access information held by public bodies to the greatest extent possible, consistent with the public interest and right to privacy. This means that details contained in applications and supporting documents may, on request, be released to third parties.

**Data Protection Statement:**

Any personal information you give us will be processed, stored and managed in strict accordance with General Data Protection Regulations.

The purpose for processing your data is to process your application for Limerick City and County Council Decade of Centenaries Award 2024, in line with the criteria of this award. The information you provide will be assessed by an Assessment Panel. Your information will be retained in accordance with Limerick City and Council's General Data Protection Policy and Limerick City and County Council's implementation of the National Retention Policy. If you do not furnish the personal data requested, Limerick City and County Council will not be able to process your application.

You have the following rights, in certain circumstances and subject to applicable exemptions, in relation to your personal data:

- the right to access the personal data that we hold about you, together with other information about our processing of that personal data
- the right to require us to rectify any inaccuracies in your personal data
- the right to require us to erasure your personal data
- the right to request that we no longer process your personal data for particular purposes
- the right to object to our use of your personal data or the way in which we process it

Please note that to help protect your privacy; we take steps to verify your identity before granting access to personal data.

If you would like to exercise any of these rights, please submit a request to our Data Protection Officer outlining the specific details of the request: Email: [dataprotectionofficer@limerick.ie](mailto:dataprotectionofficer@limerick.ie) All valid requests will be processed without undue delay and in any event within one month of receipt of the request. This period may be extended by up to two further months where necessary.