

Give detailed costing of your proposal. Please state all income (grants, sponsorship, tickets) excluding possible grant from South Dublin County Council (continue on separate page if necessary).

Cost of Activity:

Total _____

Income:

Total _____

State amount of grant sought (up to €650) :

Please list accompanying material enclosed with application:

Return of enclosed material (*please tick as appropriate*).

I do not wish to have material returned I wish to collect the material _____

I enclose stamped addressed envelope/stamps/money order to the value of postage _____

- Please include a statement indicating the organisation's present financial situation.
- A statement of actual Income & Expenditure must be submitted after an event or performance. Successful Arts Grant payment will only be made subsequent to the provision of actual Income & Expenditure.

Signed: _____ Chairperson/Secretary/Treasurer (*delete as appropriate*)

DECLARATION

I declare that the information supplied in this proposal is accurate and complete.

I understand that all information provided in respect of the Grant Application will be held electronically and may be made available to other South Dublin County Council Departments as appropriate. It should be noted that the Freedom of Information Act applies to all records held by South Dublin County Council. (The application must be signed either by the Chairperson, Secretary or Treasurer of the organisation making the submission).

Name: (*please print*) _____ Date: _____

Applications are accepted on an ongoing basis (subject to availability of resources)

Completed application forms should be sent to: Chris Baker, Arts Office, South Dublin County Council, Library Headquarters, Unit 1, The Square Industrial Complex, Tallaght, Dublin 24. YXW3 Tel: (01) 4597834 email: cbaker@sdblincoco.ie

Arts Act Grants

South Dublin County Council allocates grants under Section 6 of the Arts Act 2003. These grants may be given to persons or bodies organising an event that in the opinion of the Council would:

- Stimulate public interest in the arts
- Promote the knowledge, appreciation and practice of the arts
- Assist in improving the standards of the arts across the County.

Definition of the arts

"The arts" as defined under the Arts Act of 2003 means any creative or interpretative expression (whether traditional or contemporary) in whatever form, and includes, in particular, visual arts, theatre, literature, music, dance, opera, film, circus and architecture, and includes any medium when used for that purpose.

Grant Scheme Conditions

- The scheme will primarily grant aid groups based and performing in the County but also performing at events outside the County. Groups performing in, but not based, in the County will also be eligible to apply for support under the Scheme.
- You **may not** apply for activities undertaken for charity fundraising purposes or for primarily profit-making purposes
- All commercial activities will be outside the scope of the scheme, (this will not preclude grant aid towards the cost of professional assistance e.g. producer, lecturer, orchestra, etc).
- Regard will be had to the resources available to the organisers in determining the amount of grant.
- Applications for grants must be submitted at least eight weeks prior to the date of the event or performance, as recommendations are made at monthly County Council meetings.
- Applications can only be considered if submitted prior to the event taking place.
- Recipients of grants must acknowledge the Council's assistance in programmes or other promotional material, and forward a copy of this before payment is made. The Council's logo is available on request.
- Where the grant supports the publication of material, this material may not be used for any other purpose, other than that stated in the application form, and in particular may not be used to endorse any other activity without South Dublin County Council's prior consent.
- Consideration will be given as to whether the event would take place regardless of an arts grant.
- Awards are not made for Capital expenditure.

Further information is available from the Arts Office at South Dublin County Council, County Hall, Tallaght, Dublin 24.
Tel: 4597834 email: oscannell@sdblincoco.ie

Privacy Statement for Economic, Enterprise and Tourism Development Department

Business Unit: Arts Office

Who we are and why do we require your information?

South Dublin County Council seeks to promote the economic, social and cultural development of the County and in doing so contribute significantly to improving the quality of life of the people of South Dublin County.

The delivery of high-quality services, tailored to meet the needs of all our customers, remains one of South Dublin County Council's core objectives and is included in our Corporate Plan. This quality service includes not only the level and quality of service given to our customers but also the quality of our decision-making processes, the efficiency and effectiveness of our corporate operations, standard of our facilities and our ability to adapt in an ever-changing environment.

To provide the most effective and targeted range of services to meet the needs of the citizens, communities and businesses of South Dublin County we will be required to collect, process and use certain types of information about people and organisations. Depending on the service being sought or provided the information sought may include 'personal data' as defined by the Data Protection Acts and by the General Data Protection Regulation (GDPR) and may relate to current, past and future service users; past, current and prospective employees; suppliers; and members of the public who may engage in communications with our staff. In addition, staff may be required, from time to time, to collect, process and use certain types of personal data to comply with regulatory or legislative requirements.

Why does the Council have a privacy statement?

South Dublin County Council has created this privacy statement to demonstrate the Council's firm commitment to privacy and the security of the personal data you provide to the Council.

South Dublin County Council's commitment to you is that the personal data you may be required to supply to us is;

- Obtained lawfully, fairly and in a transparent manner
- Obtained and retained for only specified, explicit and legitimate purposes
- Adequate, relevant and limited to what is necessary for the purpose for which it was obtained
- Recorded accurately and, where necessary, updated
- Stored safely and securely
- Kept only for as long as is necessary for the purposes for which it was obtained.
- Kept in a form which permits identification of the data subject
- Processed fairly and in a manner that ensures the appropriate security of the personal data including protection against unauthorised or unlawful processing.

Service referred to in this Privacy Statement

Recording applications to the Councils Bursary and Grant Schemes and informing applicants of the outcome of their application.

Personal data required

Applicants: Name, Address, Phone no, email address

Referees: Name, Address, Phone no, email address

Specific and legitimate purpose for which the personal data is being sought

Applicant: To identify the applicant and the proposal

Referee: To verify the information provided by the applicant

Legal basis under which the information is required to be supplied

There is no legal obligation for somebody to give us their information. However, if they wish to be considered for a grant or award it will be necessary for these details to be provided.

Other organisations/bodies/entities that the Council will be required to share data with, or obtain data from, in order to provide the required service

The Council will not be required to share data with, or obtain data from, other organisations/bodies/entities in order to provide the required service

How your personal data will be kept safe from unauthorised or unlawful processing

Paper documentation will be scanned and disposed of as soon as possible and an electronic version will be stored on SDCC's secure document storage system

Period for which your personal data will be retained

Data will be held for 12 months.

Contact Details

In order to communicate with you, the Council will ask for your contact details. You do not have to provide all contact details but providing more, such as email, phone, address, makes it easier for the Council to communicate with you.

Your Data Protection Rights

You have the right to request access to personal data held about you, obtain confirmation as to whether data concerning you exists, be informed of the content and source of data and check its accuracy. In addition, if the data held by South Dublin County Council is found to be inaccurate, you have the right to have the data corrected by the Council.

You may request to have information erased, object to direct marketing and to restrict the processing of your information, including automated decision-making.

You have the right to request data portability (transfer) of personal data held electronically by the Council to another data controller where technically feasible.

You may withdraw consent at any time where processing is based entirely on your consent.

Please note that to help protect your privacy the Council will take steps to verify your identity before granting access to personal data.

Data access requests should be made in writing and addressed to the Data Protection Officer, South Dublin County Council, County Hall, Tallaght, Dublin 24.

E-Mail: dataprotection@sdblincoco.ie.

Telephone: 01-4149000.

Right of Complaint to the Data Protection Commission

If you are not satisfied with the outcome of the response you receive in relation to a data access request or are unhappy with the manner of the processing of your data by South Dublin County Council then you are entitled to make a complaint to the Data Protection Commission which may investigate the matter for you. The Data Protection Commission's website is www.dataprotection.ie or you can contact the Commission's Office at:

Phone: 0761104800 or 0578684800

E-mail: info@dataprotection.ie

Postal Address: Data Protection Commission
21 Fitzwilliam Square South
Dublin 2 D02 RD28