

**Donegal Live Performance Programming Support Scheme Phase 4 2022**

**Application Form**

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| **SECTION 1: Applicant Details** | | |
|  | **Applicant**/**Organisation**  Name: |  |
|  | Postal Address:  *(including eircode/postcode)* |  |
|  | Contact Person: |  |
|  | Position in organisation:  *(if applicable)* |  |
|  | Telephone (Landline/Mobile): |  |
|  | E-mail address: |  |
|  | Website address: |  |
|  | Tax Identification. eg.TC2 Access No. VAT No. |  |
|  | Organisation type/status:  *(if applicable eg. Sole trader, Company, etc)* |  |

**SECTION A:** LEAD APPLICANT **SECTION A:** LEAD APPLICANT

**Please Note: When Completing Sections 2, 3 and 4,** all applicants are requested toplease include **as much detail as possible** on the areas of interest specified under each section. Given the time constraints pertaining to the delivery this Scheme, Donegal County Council will **not** be in a position to revert to applicants for requested information as specified, if it is not provided at this point. Such applications will be deemed incomplete, and will be evaluated accordingly.

**SECTION 2**. **Experience & Resources.**

Please provide selected highlights\*(up to 3) of your experience **in the past Three Years** of liaising with performers and presenting and promoting live performance events. In this context, you should also cite samples of previous **Event Management** and **Health and Safety** plans\*, if available. (**30%**)

Please also indicate the **Resources** available to the Applicant e.g. Venue, Facilities, Staff/Team, Technical Equipment & Expertise, Insurance, Other. (**20%**)

*\* Additional information in this regard may be provided in the form of links to relevant files, or as attachments when emailing your completed Application Form.*

**SECTION 3.** **Project Description**

Please provide a description of your **Proposed Live Performance Event or Series of Events**, which **must** take place between **July 1** and **October 31, 2022**. Please include as much detail as possible on the areas of interest specified below. **(30%)**

* the **location**(s) where the event(s) are planned to take place,
* the likely **Date**(s) of your proposed Event(s)
* an indication of the likely bill of locally-based **performers** you propose to engage, or would like to engage ( it is not necessary to have agreements with prospective performers in place at this time), for your event or event series.
* an indication as to your likely **suppliers** of technical, production and staging services, security and stewarding.
* any **other details** of your proposed event(s) you feel will strengthen your application.
* *please note that in its overall consideration of the proposals submitted, Donegal County Council will be keen to ensure that a* ***diversity and gender balance*** *of promoter/presenters and performers, performing arts forms and musical genres, are supported across the county.*

**SECTION 4.** **Budget**

Please provide an outline projected **Budget** (Expenditure and Income) for your proposed event or series of events. Costs included in the projected Budget should be **inclusive** of all VAT and other relevant Tax Liabilities. Please provide information under the categories as specified below – **(20%)**

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| **COSTS/EXPENDITURE and INCOME** | | |
|  | Provide a detailed breakdown of **Costs/Expenditure** below: | €/ |
|  | *Where merited (see Guidelines),* Costs relating to preparation of an **Event Management Plan.** |  |
|  | *Where merited (see Guidelines ),*  **Event Insurance** Costs and Employers’ Insurance Costs (*including cost of required* ***Indemnities*** *in favour of Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.)* **Required Insurance Cover** includes Employer’s Liability at €13,000,000; Public Liability at €6,500,000 and Professional Indemnity at €250,000. *Please Note that expenditure on necessary insurance cover – additional or otherwise – is an allowable cost under the scheme.* |  |
|  | **Performers**’ Performance Fees and Expenses (incl. Travel & Transport).  *In addition to the global figure, please provide details of approximate levels of proposed performance payments to individual performers and ensembles. Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will require assurance that all performers - headline and otherwise - will be paid appropriately and fairly for their work.* |  |
|  | **Creative Team Fees** (directors, designers, choreographers, artists, others). *In addition to the global figure, please provide details of approximate levels of proposed payments to individual creative team members. Donegal County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media will require assurance that all creative personnel will be paid appropriately and fairly for their work.* |  |
|  | **Venue Hire** Fees/Expenses |  |
|  | **Site** **Preparation** costs, incl. provision of temporary electric power systems, crowd control systems, toilet facilities, hand washing and sanitising stations, venue dressing and decoration. |  |
|  | **Health & Safety** and Security Costs. Including costs relating to prevailing **Public Health Guidelines**. |  |
|  | **Production Costs** including those relating to fees to Production Manager, Staff and Crew, hire of outdoor venue structures and furniture, backstage workspace facilities, staging, lighting and sound systems |  |
|  | **Front of House Costs** including Box Office and Audience Care staff, Stewards to monitor entry and exit points. |  |
|  | Costs relating to the operation of prevailing **Public Health** **Guidelines** for Festivals and Events. |  |
|  | **Marketing**, Advertising, PR, Social Media, Signage. |  |
|  | **Subsistence/Catering** for Performers, Crew, Venue Staff and Project Management Staff. Alternatively, these costs may be included as **Per Diems**, added to Fees to the above. |  |
|  | **Video Streaming Costs** (where/if applicable) |  |
|  | **Intellectual Property Costs** (e.g. IMRO Fees, Royalties, Performing Rights) |  |
|  | **Documentation** - Photography and Film Recording. |  |
|  | **Post Event Costs** – Site/Venue Cleaning. |  |
|  | **Other** relevant costs |  |
|  | **Project Management** Fee and/or Event Manager Fee |  |
|  | **Contingency** |  |
|  | **Total Costs/Expenditure** |  |
|  |  |  |
|  | Provide a detailed breakdown of your  **Projected Income** below: | **€** |
|  | **Please Note** : It will **NOT** be possible to combine income from the **Donegal Regional Festivals and Participative Events Programme** with support from Donegal LLPPSS 4. Where such an eventuality arises, applicants who are successful in both schemes will be required to make a choice as to which offer of funding they accept. |  |
|  | Income from **Ticket Sales**, where applicable\*. |  |
|  | Income from **Concessions Fees** - e.g. from Food Vendors etc. |  |
|  | Income from **Sponsorship** |  |
|  | **In-Kind** Income (i.e. estimated value of services and/or facilities provided at no or nominal charge by partners to the project or by sponsors) |  |
|  | **Other Income** (please provide details) |  |
|  | **Total Income** |  |
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|  | **AMOUNT REQUESTED under Donegal LLPPSS 4 ( to a Maximum of €10,000 – Minimum €3,000 )** |  |

# \*If applicable, please indicate proposed individual or group Ticket Prices. In this context, Donegal County Council is keen that, where admission charges are deemed necessary, they are maintained at a nominal level ( i.e. no more than €10 per person). *If you feel, however, that this advice compromises the viability of your proposal and you feel a higher charge is required or justified, please provide an explanation for same*.

# The following Costs May Not be Included in your event Budget –

* Capital Building Costs
* Costs relating to Fundraising events.
* Purchase of Equipment
* General, unspecified Catering Costs. Where possible, such costs should be included as Per Diem expenses on top of Performers’, Production and other Paid Staffs’ Fees and verified as such.
* Recurring, annual costs relating to the applicant’s organization or venue eg. annual building insurance.
* All other Costs not relevant to the Proposed Event(s)

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| SECTION 5 DECLARATION | | |
|  | Name: |  |
|  | Signature: | *An electronic signature will be acceptable.* |
|  | Position: |  |
|  | Date: |  |

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Completed applications forms should be emailed to [tourism@donegalcoco.ie](mailto:tourism@donegalcoco.ie) , to arrive not later than **5.00pm on** **Thursday, June 30th. 2022.** Late applications will Not be Accepted.

The decision of the Donegal LLPPSS 4 Adjudication Panel will be Final.

**DATA PROTECTION:**

We will use your personal information provided in this form to communicate with you only in respect of the outcome of this application under the Donegal Local Live Performance Programming Support Scheme Phase 4 2022 and for the purposes of managing the grant, if your application is successful.

**FREEDOM OF INFORMATION:**

Applicants should be aware that, under the Freedom of Information Act 2014, information provided by them in their submission may be liable to be disclosed. Applicants are therefore asked to consider if any of the information provided by them in their submission should not be disclosed because of its confidentiality or commercial sensitivity. If Applicants consider that certain information is not to be disclosed because of its confidentiality or commercial sensitivity, they should, when providing such information, clearly identify such information to Donegal County Council.

If Applicants do not identify information as confidential or commercial sensitive, it is liable to be released in response to a Freedom of Information request without further notice or consultation with the Applicant. Donegal County Council will, where possible, consult with the Applicant about confidential or commercial sensitive information so identified, before deciding on a request received under Freedom of Information.

The **Donegal Local Live Performance Programming Support Scheme** is funded by the **Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media** and is administered by **Donegal County Council.**