



Grant Terms and Conditions

Definitions

Conditions means these terms and conditions

Grant means funding awarded by Culture Ireland to arts organisations, artists or groups working with the arts with the objective of promoting Irish arts worldwide

Grantee means a recipient of Culture Ireland funding

Event means the event, tour, project or exhibition being supported by a Grant

PART 1 – Conditions applying to the award of a Grant

1. Grant Offer

In accepting a grant offer, the **grantee accepts these conditions in full**.

A grant may only be used for the specific costs approved by Culture Ireland as outlined in your grant offer and in a manner that maximises value for money.

2. Acknowledgement of Culture Ireland support

Grantees must acknowledge the support of Culture Ireland and the use of the appropriate Culture Ireland logo in all promotional material associated with an event including those of venue/festival/gallery, etc. Such recognition must match that given to corporate or other sponsors or donors for similar support. Compliance with this condition will be monitored and non-compliance will be regarded as a breach of these conditions. Culture Ireland reserves the right to request copies of all such promotional material publicising an event. Please click [here](#) to access logos and guidelines for their use

3. Changes to Event

Culture Ireland's agreement must be obtained **in advance** and **in writing** for any proposed alteration to the event (i.e. changes to date, venue, named artist or other significant element). Culture Ireland reserves the right to withdraw or revise its grant offer where significant changes to an event are involved.

4. Online Report Form

Grantees must complete a post-event review using an online **Report Form** when submitting a grant drawdown claim. Please click [here](#) to access the Report Form. Culture Ireland reserves the right to withhold payment of a grant where the Report Form has been inadequately or inappropriately completed.

5. Media Coverage

You are required to email links to any press coverage, reviews and any relevant photographs, video or audio material in relation to the event to Culture Ireland. These may be used to publicise events supported by Culture Ireland, subject to all necessary permissions being obtained, and assist Culture Ireland when considering subsequent applications from a grantee. Such information should be submitted before, during and after an event takes place to: info@cultureireland.gov.ie

6. Child Protection Policy

Irish-based grantees are obliged to inform Culture Ireland if their **event** will involve any work or activity that will involve contact with children or relates to the provision of educational, research, training, cultural, recreational, leisure, social or physical activities to children. If the answer to the foregoing is yes, grantees are required to complete this [checklist](#), which seeks to establish if a grantee's Child Protection Policy complies with national guidelines. This checklist must be emailed to info@cultureireland.gov.ie. **All grantees** should ensure that local child protection policies are in place where relevant.

7. Freedom of information

Information provided to Culture Ireland may be disclosed in response to a request made under the Freedom of Information Act 2014. Every effort will be made to protect grantees confidentiality in line with the terms of the Act

8. Publication of Grant Awards

Culture Ireland has a policy of publishing relevant details of grants awarded online including but not necessarily limited to the names of the grantee, the amount of the grant offered and a summary of the proposed event

Drawdown of a grant is dependent on the above conditions being fully and satisfactorily completed

PART 2 – Conditions applying to the drawdown of a Grant

9. Grant Drawdown

The following procedures must be followed when drawing down a grant. Failure to do so may delay the payment of a grant and/or the grant may be withdrawn. Grantees are required to manage their grants and the submission of receipts and materials via email to grants@cultureireland.gov.ie unless directed otherwise.

10. Payment

Grants will only be paid directly into a bank account in the name of the grantee. Payment will not be made to any third parties. Payment will be made by electronic funds transfer (EFT) and all grantees (unless previously in receipt of a grant from Culture Ireland) must submit a [Bank Details Form](#) prior to submitting a claim. This form must be submitted to grants@cultureireland.gov.ie

11. Tax Details

Grantees are required to supply a valid Irish PPSN/VAT Registration Number or Charity Number both on the Bank Details Form and when applying online.

Please note that **eTax Clearance** is required where a grantee is in receipt of a grant of a value of €10,000 or more within any 12 months period.

Irish citizens should apply online via Revenue On-Line (ROS) or contact their local tax district office to apply for eTax Clearance. Non-resident applicants can apply for eTax Clearance by completing a TCI Form and return it to the Office of the Collector-General, Sarsfield House, Francis Street, Limerick. Further information is available at <http://www.revenue.ie/en/online/etax-clearance-faqs.html>

Grantees are required to supply their Tax Clearance Access Number (TCAN), which along with their PPSN/Reference number, enables Culture Ireland to verify a grantee's tax status via ROS before the awarding of grants and at payment authorisation stage. The TCAN is generated when you apply for eTax clearance.

12. Drawdown date

Your grant must be claimed within **FOUR WEEKS** after the event taking place. Payment cannot be guaranteed if you do not claim within this deadline. **Culture Ireland will not pay grants before the event takes place.**

Note that the deadline for submitting claims is **30 November** each year, after which no payment will be processed until the January of the following year.

13. Proof of Payment

To claim your grant, you must submit **scanned digital copies of original receipts or proof of payment** up to the value of your grant. **Photocopies, invoices, faxes, certified accounts or any other documentation are not acceptable.** The date of receipt/proof of payment and amount being claimed must be clearly visible or will be automatically rejected.

Receipts or proof of payment in any language other than Irish or English **must be translated** into Irish or English before being submitted.

Culture Ireland reserves the right to reject receipts and/or to demand original receipts or other proof of payment

Receipts or proof of payment used to support your grant drawdown must not be used in support of another claim from Culture Ireland or for reimbursement from any other funder

14. Non-Euro claims

Grantees must quote the euro-exchange rate which applied on the date of transaction (i.e. the date you purchased an airline ticket or booked accommodation)

15. Summary Expenditure Sheet

Proof of payment submitted must be accompanied by a **Summary Expenditure Sheet**. This can be downloaded [here](#)

16. Contact Details

All queries in relation to grants should be addressed to:

Culture Ireland, Room 315, 3rd Floor, Kildare Street, Dublin 2, D02 TD30, Ireland
or emailed to grants@cultureireland.gov.ie

Please note that Culture Ireland retains the right to waiver or change any of the terms and conditions outlined above

Statement of Principles for Grantees

<p style="text-align: center;">Clarity</p> <p>Understand the purpose and conditions pertaining to a grant and the outcomes required</p> <p>Use the grant only for the event for which it was provided</p> <p>Apply for drawdown of a grant only after the event has taken place</p> <p>Seek clarification from Culture Ireland where necessary – on use of the grant, and accountability arrangements</p>	<p style="text-align: center;">Governance</p> <p><i>Ensure appropriate procedures are in place for:</i></p> <p>oversight and administration of a grant</p> <p>control and safeguarding of grant funding from misuse, misappropriation and fraud</p> <p>records which can provide, at any time, reliable financial information on the use of a grant</p> <p>accounting for a grant's application and outcomes</p>
<p style="text-align: center;">Value for Money</p> <p><i>Be in a position to provide evidence on:</i></p> <p>effective use of a grant</p> <p>value achieved in the application of grant funding</p> <p>avoidance of waste and extravagance</p>	<p style="text-align: center;">Fairness</p> <p>Manage grants (public funds) with the highest degree of honesty and integrity</p> <p>Act in a manner which complies with relevant laws and obligations</p> <p>Act fairly, responsibly and openly in your dealings with Culture Ireland</p>

Further information on the management and accountability for grants from Exchequer funds can be found [here](#)