**Dún Laoghaire-Rathdown County Council Arts Office**

**Creative Ireland Bursaries 2018**

**Closing Date: Weds 6th June at 12 noon**

Dún Laoghaire-Rathdown County Council is delighted to invite applications for Creative Ireland Bursaries.

Creative Ireland is a culture-based programme designed to promote individual, community and national wellbeing. The core proposition is that participation in cultural activity drives personal and collective creativity, with significant implications for individual and societal wellbeing and achievement.

Creative Ireland focuses on 5 pillars and local authorities are leading on pillar 2, *Enabling Creativity in Every Community*. These bursaries will offer the opportunity for local communities and organisations to lead on creative projects in their own area. They will celebrate the engagement of local communities and allow new and exciting opportunities for people to get involved in a diverse variety of creative activities.

Awarded bursaries will be between €2,000 and €4,000, a minimum of one will be awarded in each of Dún Laoghaire-Rathdown’s six electoral areas.

The bursaries may be for any creative activity but must respond to Creative Ireland pillar number 2 which is:

*Enabling Creativity in Every Community*

Bursaries are available for activity taking place from September to December 2018.

**The closing date for applications is Weds 6th of June at 12 noon**

**Objectives:**

* To support creativity in communities in Dún Laoghaire -Rathdown
* To support activities which respond to Creative Ireland pillar number 2.

**Eligibility:**

* A maximum of two applications will be accepted from any individual, group or organisation. If two applications are being made two separate application forms must be submitted.
* Applications must be for activities taking place within Dún Laoghaire-Rathdown.
* Dún Laoghaire-Rathdown County Council aims to support projects, events, groups, organisations and individuals whose work is of a high quality.
* Dún Laoghaire-Rathdown County Council seeks to support financially sustainable ventures.
* Preference will also be given to those whose work functions in a developmental way and whose application demonstrates an ability to support one or more of dlr’s communities.
* The success or otherwise of previous grant aided activities will be taken into account when assessing the applications and previous grant reports submitted by applicants will be available to the selection panel.
* Applications that involve strategic partnerships and collaborations will be favourably considered particularly where match funding is available.
* In regards to applications from organisations only not for profit organisations will be considered.
* Grants will not cover building programmes, third party grants, assistance to cover loans or deficits, projects which could be undertaken on a commercial basis, charity fundraising events or the hire fee of Council premises.
* Employees of Dún Laoghaire-Rathdown County Council are not eligible to apply.

**Conditions:**

* Successful applicants will be required to acknowledge the support of Dún Laoghaire-Rathdown County Council and Creative Ireland in writing on all promotional materials. The Dún Laoghaire-Rathdown County Council and Creative Ireland logos must also be on all promotional materials.
* The funding offered must only be used for the purposes specified in the application and any alterations to the proposed use of the bursary must be approved in advance by the Dún Laoghaire-Rathdown County Council.
* The award must be spent within the designated timeframe.
* Successful applicants must hold adequate public liability insurance. Dún Laoghaire-Rathdown County Council will not be responsible in any way for insurance of grant aided events or projects.
* Where relevant, successful applicants musthave in place a policy and proper procedures regarding working with children, young people and vulnerable adults.
* The provisions of the Freedom of Information Act 1997-2003 apply to Dún Laoghaire-Rathdown County Council. Applicants should state if any of the information supplied by them is confidential or sensitive and should not be disclosed in response to a request for information under the aforementioned Act. Applicants should state why they consider the information to be confidential or commercially sensitive.
* Canvassing of the members of the selection panel, councillors or members of staff of Dún Laoghaire-Rathdown County Council will disqualify the applicant/s.
* A report on the grant-aided activity must be submitted. A template for this report will be provided and must be used.
* Two referees are required and Dún Laoghaire-Rathdown County Council reserves the right to contact the referees.
* Dún Laoghaire-Rathdown County Council reserves the right to invite An Cathaoirleach and/or An Leas Cathaoirleach to activities supported by the Creative Ireland bursary.
* Specific conditions may be outlined in a letter of offer, which must be signed and returned to Dún Laoghaire-Rathdown Arts Office prior to the drawdown of funding.
* E-mail applications will not be accepted.
* Applications must be typed or written in clear block capital letters.
* Generally payment will be given in two instalments.
* Payments will be made by electronic fund transfer. Successful applicants will be required to complete an electronic fund transfer form prior to requesting the drawdown of any funding.
* Events run by organisations that have outstanding debts to Dún Laoghaire-Rathdown County Dun Laoghaire-Rathdown County Council will not be funded.

**Application Process:**

Applications must be typed or completed in clear block capital letters

Applications must include **2 copies** of

* Completed and signed application form
* For individuals, CV’s of all applicants
* For groups and organisations a biography of the group or organisation and CV’s of any of the lead applicants within the group or organisation
* Budget
* If applicable, evidence of other funding you have secured

Supplementary materials are recommended. Please assume that the selection panel is not familiar with any of your past work.

Include 1 copy of supplementary materials to support your application. Examples of appropriate supplementary materials may include

* Examples of previous work- maximum 10 (if supplying images they should be in j-peg format and if supplying cd’s and/or dvd’s they must be pc compatible)
* Reviews of previous work
* A more detailed proposal
* A more detailed budget
* Letters of support from groups or organisations you will be working with, venues you intend to use, etc
* Annual report of your organisation

**Criteria for Selection:**

Applications will be marked on the following criteria:

* Quality of previous work
* Quality of proposal
* Ability to link to the Creative Ireland pillar
* Ability to achieve applicants outlined objectives within timeframe and budget.
* Geographical Spread

**Timeline:**

6th of June at 12 noon Closing date

Week of 11th June Receipts for applications sent out

June Shortlisting of applications

July Selection Panel to assess grant applications

August Approval of proposed grants and successful applicants informed

Activity supported by the Bursaries September – December 2018

**Selection Process:**

* Grants will be selected through a competitive process.
* Applications may be short-listed by Dún Laoghaire-Rathdown Arts Office.
* Short-listed applications will be considered at a selection panel and the panel’s decision is final.
* 2 copies of a letter of offer will be issued to successful applicants. This may contain specific conditions. 1 copy must be signed and returned to Dún Laoghaire-Rathdown Arts Office prior to the drawdown of funding.

For queries please contact:

arts@dlrcoco.ie

(01) 236 2760

**Creative Ireland Bursary 2018**

**Application Form**

**General Information:**

Name/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Individuals may skip to Address for correspondence

Name of Organisation/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position in Organisation/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of members in Organisation/Group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of Organisation/Group (Please note: You must also include a more detailed Organisation/Group biography as part of your application):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address for Correspondence:

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Social Networking Sites (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of Funding Sought:**

In no more than 500 words please describe what you are seeking the Bursary for. Please state objectives, dates, locations and details of any groups or organisations you are working with.

(Please note: You can include a more detailed description of your proposal as one of your supplementary materials)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How does your application support Creative Ireland pillar number 2:

*Enabling Creativity in Every Community*

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Please state estimated numbers of participants and/or audience:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget:**

Please provide details of your income and expenditure noting that your income and expenditure totals must balance (add up to the same amount). Only fill in the applicable areas of income and expenditure.

Please note you may attach a more detailed budget as one of your supplementary materials.

|  |  |  |  |
| --- | --- | --- | --- |
| **Income** |  | **Expenditure** |  |
|  |  |  |  |
| Earned Income (e.g. Sales, Box Office) |  | Salaries/fees/allowances |  |
| Grants (other the dlr Arts) |  | Rent |  |
| Sponsorship |  | Marketing  |  |
| Support in Kind |  | Adminstration |  |
| Other income (please specify) |  | Other expenditure (please specify) |  |
| Other income (please specify) |  | Other expenditure (please specify) |  |
| Other income (please specify) |  | Other expenditure (please specify) |  |
| Creative Ireland Bursary |  |  |  |
|  |  |  |  |
| **Total Income** |  | **Total Expenditure** |  |
|  |  |  |  |

State what additional funds (if any) have been secured and from whom:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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State what other funding applications (if any) have been made and when you expect to receive notification of the outcome of these applications:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Referees:**

Please supply contact details for 2 referees:

Name:

Organisation/Position:

Address:

Phone Number:

E-mail Address:

Name:

Organisation/Position:

Address:

Phone Number:

E-mail Address:

**Declaration:**

I declare that all the information in this application is correct.

I understand that if successful I must follow all the conditions as set out in these guidelines and will have to sign and return a letter of offer detailing all conditions prior to the drawdown of funding.

I authorise Dún Laoghaire-Rathdown County Council to contact my referees.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Would you like to receive the Arts Office e-bulletin which gives information on upcoming events and opportunities in the County.

 Yes  No

How did you find out about this opportunity:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Checklist:**

4 copies of:

 Signed and completed application form including proposal, budget and contact details of two referees

 CVs of applicants

 For organisations and groups a biography of the organisation/group

1 copy of:

 Supplementary Materials (these may include copies or images of previous work (no more than ten and if you are supplying them on a disc they must be pc compatible), a more detailed proposal, a more detailed budget, reviews of previous work, promotional materials, annual report, etc)

 If relevant evidence of other funding or letters of support (particularly important if you are working with an external group or organisation)

Please note applications and supplementary materials will not be returned.

**Application form and any supplementary materials must be submitted to:**

Creative Ireland Bursaries

Dún Laoghaire-Rathdown Arts Office

Dún Laoghaire-Rathdown County Council

County Hall

Marine Road

Dún Laoghaire

Co. Dublin

The closing date for applications is Wednesday 6th of June at 12 noon.

Applications and supplementary materials will not be returned.

For queries please contact:

arts@dlrcoco.ie

(01) 236 2760