

CHECKLIST FOR APPLICANTS FOR ALL AWARDS AND BURSARIES

- (a) *There are no application forms for the Scheme for Grants under the Arts Act 2003, the Tyrone Guthrie Centre Regional Bursary, or the Drama League of Ireland Summer School Scholarship. Applicants should refer to these Awards' relevant Information Sheet.*
- (b) *The application form should be completed personally, stating full contact details, name, address, telephone and email, unless assistance is required in the case of minors or people with disabilities. By signing the application form, you undertake to have read, and to be bound by, the conditions attached to it.*
- (c) *Do not, under any circumstances, send unique, irreplaceable material with your application. Louth County Council will not be responsible for any such material.*
- (d) *Ensure that everything you send is clearly labelled with your name and contact details. If sending photographs or images on CD, ensure they include titles and details.*
- (e) *All applications must be received by the closing time and date. Late or incomplete applications will not be considered. The responsibility to supply the required information rests solely with the applicant.*
- (f) *No applications can be accepted by email.*
- (g) *Successful applicants will be required to supply a Tax Reference Number and EFT payment details. Please note that Louth County Council will process all payments by EFT only.*
- (h) *Information submitted by applicants must be true and an accurate representation of the facts.*
- (i) *Applicants who have received a CreateLouth award in the past must state the name of the award, the date of the award and the amount received.*
- (j) *All applications, irrespective of the address of the applicant within Louth, must be sent to - The Arts Office, Louth County Council, Town Hall, Crowe Street, Dundalk, County Louth.*