

Travel Grants 2012

Application form and Guidance Notes



Introduction

The Guernsey Arts Commission's Travel Grants offer support for travel off-island for Guernsey based individuals/arts organisations to take part in arts' events and represent Guernsey nationally/internationally. The Travel Grant Fund has been set at £5,025 for 2012.

As funds are limited the Guernsey Arts Commission has decided to offer a set amount per individual of **£75** (this amount is regardless of individual costs and destinations) and a maximum of 20 individuals per group application.

We will work on a first come first served basis and once the funds are used up there will be no further opportunity to apply.

Are you eligible to apply?

The Guernsey Arts Commission will consider applications from individuals and non-profit arts organisations who are wishing to travel off island to take part in an arts event/project.

Those who are not eligible

If you fall into one of the following categories unfortunately your application will not be assessed:

- Students - for activities directly related to their course of study
- Commercial organisations, commercial galleries, commercial enterprises
- Individuals or organisations who wish to travel off-island to attend a training course or visit/attend an arts event (i.e. are not participating in the event).

Applying as an Organisation

As funds are limited we request that those who are members of a group should apply as a group and not individually. A maximum of 20 members per group will be considered for support (therefore a maximum of £1,500 is available to any one group). It is required for successful group applicants to acknowledge the GAC support during their participation of the event. A logo will also be provided for any promotional material the organisation prepares for distribution.

Applying as an Individual

You may apply for a travel grant as an individual.

PLEASE NOTE: Only **one** application per year per person (whether as an individual or through an organisation they belong to).

Making an Application

Please complete the application form included in this pack and return to the address below:

Guernsey Arts Commission
Funding Sub-Committee: Travel Grants
Guernsey Information Centre
North Esplanade
St Peter Port
Guernsey
GY1 2LQ

The Guernsey Arts Commission Funding Sub-Committee will meet six times a year to make decisions on applications and award grants. For your application to be considered it must arrive by the following deadlines for consideration at the allocated meetings

Deadlines for applications:

Tuesday 10th January 2012	applicants notified of outcome by 7th February 2012
Tuesday 7th February 2012	applicants notified of outcome by 2nd March 2012
Tuesday 6th March 2012	applicants notified of outcome by 2nd April 2012
Tuesday 8th May 2012	applicants notified of outcome by 5th June 2012
Tuesday 4th September 2012	applicants notified of outcome by 9th October 2012
Tuesday 6th November 2012	applicants notified of outcome by 2nd December 2012

Payment of Travel Grants:

Payment will not be made until post-event and on receipt of travel tickets and a written feedback report on the event (no more than 350 words). This, in principle, is the process we will follow for payment however if this causes you any difficulties then please contact the Arts Development Office on info@arts.gg or 709747.

Declaration:

Thank you for completing this application form.

By signing this form you agree that all the information you have given in this form and supporting information is complete, correct and true.

Signed: _____

Name (printed): _____ **Date:** _____

Data Protection:

(Applications cannot be assessed without your signed agreement to the below Data Protection terms and conditions).

I/We acknowledge and agree that:

1. (a) information provided to the Commission by me/us will be stored on the Commission's computer system and entered manually;
- (b) for the purposes of the Data Protection (Bailiwick of Guernsey) Law, 2001 (the "Data Protection Law") and other relevant data protection legislation which may be applicable, the Commission is required to specify the purposes for which it will hold personal data. The Commission will only use such information for the purposes set out below (collectively, the "Purposes"), being to:
 - (i) process my/our personal data (including sensitive personal data) as required by or in connection with my/our application to the Commission including as the case may be, processing personal data in connection with credit and or money laundering checks on me/us;
 - (ii) communicate with me/us as necessary in connection with my/our affairs and generally in connection with my our application to the Commission;
 - (iii) provide personal data to such third parties as the Commission may consider necessary in connection with my/our affairs and generally in connection with my/our application to the Commission or as the Data Protection Law may require, including to third parties outside the Bailiwick of Guernsey or the European Economic Area;
 - (iv) report upon or transfer personal data to the States of Guernsey (which provides the Commission's funding in part), including by means of electronic communications;
 - (v) process my/our personal data for the Commission's internal administration.
 - (vi) utilise statistics provided to the Commission concerning events, costs, funding and accounts contained in the application to the Commission for the purposes of preparation of accounts and public reports.
2. In providing the Commission with information, I/we hereby represent and warrant to the Commission that I/we have obtained the consent of any data subjects other than myself/ourselves to the Commission holding and using their personal data for the purposes other than the purpose set out in paragraph (v) above (including the explicit consent of the data subjects for the processing of any sensitive personal data for the purpose set out in paragraph 1(b)(i) above) and that I/we will use my/our best endeavours to obtain the consent of the data subjects to the Commission holding and using personal data for the processing of any personal data for the purpose set out in paragraph 1(b)(v) above.
3. For the purposes of this application form, "data subject", "personal data" and "sensitive personal data" shall have the meanings attributed to them in the Data Protection Law.

Signed: _____ **Date:** _____

Please send this form to:

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Funding Sub-Committee: Travel Grants
Guernsey Information Centre
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