



Guernsey Arts
Commission

Travel Grants 2010

Application form and Guidance Notes

Introduction

The GAC are introducing a new Travel Grant award in 2010, offering 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 Award Fund has been set at £5,025 for 2010.

As funds are limited the GAC has decided to offer a set amount per applicant of **£75** (this amount is regardless of individual costs and destinations).

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. We will be reviewing the Travel Grant Award scheme at the end of 2010.

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).

Applying as an individual

There is a small fund specifically allocated for requests from individuals.

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 5th January 2010	applicants notified of outcome by 29th January 2010
Monday 1st March 2010	applicants notified of outcome by 26th March 2010
Tuesday 5th May 2010	applicants notified of outcome by 28th May 2010
Monday 5th July 2010	applicants notified of outcome by 30th July 2010
Tuesday 31st August 2010	applicants notified of outcome by 24th September 2010
Monday 1st November 2010	applicants notified of outcome by 26th November 2010

Payment of Travel Grants:

Payment will not be made until post-event and on receipt of travel confirmations/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 739747.

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 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# 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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