

TERMS AND CONDITIONS FOR FINANCIAL YEAR 2008-2009

1. **IT IS A CONDITION OF ALL BURSARY AWARDS** that the money awarded is used only for the reason specified in your application.
2. **PUBLICITY**: If the bursary is required to enable participation in an event (festival, etc) it is a condition of the award that the Arts Council is acknowledged on all publicity materials with the wording '*supported by the Isle of Man Arts Council*'. Copy of logo available by e-mail on request. Examples of your publicity material must be included with all claims.
3. **WRITTEN REPORT**: Recipients of bursaries will be expected to submit to the Isle of Man Arts Council a written report to illustrate the following, and should include a photograph of the recipient taking part in the activity specified. The report should include (a) how the bursary was used; (b) an evaluation of the course/event; and (c) an explanation of the benefits of knowledge/experience gained. This report, together with documentary proof of payments made in connection with the bursary, should be submitted within 28 days of the completion of the event or course.
4. **FAILURE TO DECLARE** other income sources (including Government) may result in your application being ruled ineligible.
5. **IT IS A CONDITION** of funding to **organisations** that a copy of your latest audited accounts be held on our files. *Please contact us if you do not have audited accounts so that we can discuss your situation.*



If you have any questions about the above terms and conditions, please don't hesitate to contact us—

ISLE OF MAN ARTS COUNCIL

2ND FLOOR ST ANDREW'S HOUSE DOUGLAS IM1 2HN

Telephone: 01624 694598 Fax: 01624 686860

E-mail: Jan.Cowan@gov.im



APPLYING FOR A BURSARY

If you or your organisation wish to submit a request for a bursary grant from the Isle of Man Arts Council in the financial year 2008 – 2009, complete the enclosed form and return to the address below. APPLICATIONS WILL NOT BE CONSIDERED RETROSPECTIVELY.

PROCEDURE

AIM OF THE BURSARY: Item (6) of the terms of reference of the Isle of Man Arts Council, as approved by Tynwald on 16th October 1991, the aim of a bursary award is: "To assist individuals or groups to represent the Island by participating in appropriate events off the Island or to obtain access off the Island to short term tuition not otherwise available ..."

The Council has agreed to allocate a sum for the above purposes (i.e., travel and/or course fees). The sum available will be dependent upon Arts Council funds available.

INDIVIDUALS OR ORGANISATIONS?: Bursaries can be awarded to individuals, groups and established arts organisations resident or established in the Island.

APPLICATION PROCEDURE: Application forms are available from the Isle of Man Arts Council or downloaded from our website at <http://www.iomarts.com>. Interviews will be held as appropriate. **Applicants are required to provide two (2) letters of recommendation/support.**

LEVEL OF GRANT:

- The maximum grant to individuals is **£500**
- The maximum grant to groups is **£1,000**

WRITTEN REPORT: Recipients of bursaries will be expected to submit a written report to illustrate the following, and should include a photograph of the recipient taking part in the activity specified:

1. How the bursary was used.
2. An evaluation of the course/event.
3. An explanation of the benefit of knowledge/experience gained.

This report, together with documentary proof of payments made in connection with the bursary, should be submitted to the address below within 28 days of the completion of the event or course.

THE SECRETARY IOM ARTS COUNCIL
2ND FLOOR ST ANDREW'S HOUSE FINCH ROAD DOUGLAS IM1 2PZ
Tel: 01624 694598 Fax: 01624 686860
E-mail: Jan.Cowan@gov.im

APPLICATION FOR BURSARY 2008 – 2009 (page 2)

Please give a full breakdown of principal costs, including those funded by other sources of income.

If your application is successful, documentary proof of payment (all receipts) and a full trip report will be required within one month of return to the Isle of Man.

ITEM	DETAILS	ESTIMATED COST
TRAVEL (Ferry / Flight costs)		£
COURSE / EVENT FEE		£
ACCOMMODATION		£
OTHER (please specify)		£
TOTAL AMOUNT APPLIED FOR:		£

ANY OTHER GOVERNMENT FUNDING	DEPT.	AMOUNT £
HOW WOULD THE BALANCE BE FOUND?		

WHERE DID YOU HEAR ABOUT THE ARTS COUNCIL'S BURSARY SCHEME?

DECLARATION: I hereby certify that all the information given on this application is accurate and, if successful, I undertake to credit the Isle of Man Arts Council in all publicity and to abide by any conditions attached by the Isle of Man Arts Council. I also agree to supply proof of expenditure and a full report.

Print Name:	Date:
Signature:	
(If under 16 years of age, parent to print name & sign):	

PLEASE FORWARD THIS FORM, TOGETHER WITH SUPPORTING INFORMATION AND TWO LETTERS OF SUPPORT TO:

The Secretary IOM Arts Council 2nd Floor St Andrew's House
 Finch Road Douglas IM1 2PX
 Telephone: 01624 694598