

Workshop Funding Application Pack

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Dear member,

Please find attached, the following forms and information in relation to your application for funding for a workshop, from the Drama League of Ireland. The pack includes:

- Workshop Funding Application Form
- Pro Forma Schedule of Income and Expenditure
- Single Workshop Evaluation Form
- Terms and Conditions of Funding

In order to receive funding for your workshop, you must fully adhere to the terms and conditions, and return all documentation within two weeks of the completion of the workshop to the above address. Your application will be evaluated, and if all is in order, you should receive funding within 21 days of receipt of the completed documentation.

Please note that it is imperative that you seek advance approval to proceed with planning your workshop. Applications received subsequent to a workshop being held, or too close to the event will be automatically rejected. Funding is only available for workshops conducted by recognised professional practitioners.

It is now a requirement of the Arts Council for all funding applications that a sample flyer be produced which can be uploaded on the DLI website. The flyer should be sent to the Development Officer by email at least 2 weeks in advance of the workshop. The following information should be contained therein:

- Brief history of the group
- Tutor's name and details
- Venue
- Date
- Times.
- Contact details for booking (name/ phone number/ email)
- DLI & Arts Council logos (available for download on the DLI website 'Theatre Training' page)

The decision of the Board of the DLI is final in determining funding for workshops.

Please contact the development officer, or any member of the Board of the Drama League of Ireland, if you have any questions, or need assistance.

Yours sincerely,

Jackie Scanlan
Development and Funding Director
Drama League of Ireland

Workshop Funding Application Form 2012

Group Name: _____

DLI Membership Number: _____

Contact Name: _____

Contact Address: _____

Name of Workshop: _____

Tutor: _____

Location: _____

Venue: _____

Date(s): _____

Duration: _____

Number of Participants: _____

Cost to Participants _____

Drama Groups Represented: _____

I hereby confirm that to the best of my knowledge, all the information submitted with this application is correct, that the schedule of income and expenditure is accurate, and that the tutor has been paid in full for their services.

Name in Capital Letters: _____

Signed: _____

Schedule of Income and Expenditure 2012

Workshop Name:	
Date(s):	
Venue:	
Tutor:	

	EUR	EUR
Schedule of Income		
Participants Fees		
Local Authority Funding		
Sponsorship		
Other Income (please specify)		
Total Income		
Schedule of Expenses		
Tutors Fees		
Tutors Travel Costs		
Tutors Accommodation		
Venue Hire		
Insurance Costs		
Postage / Telephone Expenses		
Hire of Equipment		
Refreshments Costs		
Other Expenses (please specify)		
Total Expenditure		
Total Income less Total Expenses		
Amount Requested from the Drama League of Ireland		

Notes:

The maximum amount available in 2012 is EUR €300 for a full day, or EUR €60 per hour for an evening workshop, and is only available to fund the professional fees of the tutor.

Only actual expenses incurred in organising the event should be shown above.

Terms and Conditions of Funding

- Funding is available to group and individual members of the Drama League of Ireland, who wish to arrange a drama related workshop
- Tutors must be recognised professional practitioners, and must not be a member of, or have direct association with the group or individual organising the event
- The workshop must be open to all groups, and must be advertised locally
- Funding is available in 2012 up to a maximum of EUR €300 for a full day or EUR €60 per hour for an evening workshop
- Advance provisional approval must be sought at least three weeks in advance of the event, to ensure that it can be advertised to other DLI members. This approval request must include the proposed tutor name, location and duration of the event
- In order to qualify as a workshop, there must be at least ten participants. Where there are less than ten, the event is best deferred, or a decision taken whether to proceed without funding
- It is expected that participants make a financial contribution towards the workshop, and we recommend a minimum of EUR €10
- The rate of payment for the tutor is a matter for negotiation between the tutor and the organising group or individual, and it is the responsibility of the organisers to ensure that all bills are settled. This must be done prior to receipt of any funding
- The Drama League of Ireland and the Arts Council of Ireland should be acknowledged on all promotional material, in the media where possible, and at the event itself.
- Organisers of workshops should ensure that they are fully insured to host such an event – the Drama League of Ireland insurance scheme covers workshops, and if you have questions on your insurance, please check with your provider or broker
- Feedback and assessment is very important to the Drama League of Ireland in ensuring the best value for money. You should ensure that to the greatest extent possible, you obtain feedback via the attached feedback form from each attendee, and submit these with your application for funding

Workshop Assessment Form

Who made the decision for you to attend this course? Myself____ My Group____
Tutor Name: _____

Feedback Assessment

	Excellent	Very Good	Good	Poor	Very Poor
Expectations					
How would you rate the workshop overall?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Delivery					
How would evaluate the overall content?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you evaluate the overall structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did you have enough opportunity to ask questions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How would you rate the tutors rapport with students?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Materials / Preparation					
Please rate the quality of materials or handouts used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please rate the warm up exercises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Definitely	Yes	Not Sure	Maybe	Not at all
Overall					
Would you recommend this tutor for the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Did the event provide value for money?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Topic Comments: Should any topics have received more or less emphasis?

Further Comments: We constantly aim to improve our workshops – please tell us what you really think.

Would you attend a workshop in the future? _____
If so, what training would you like? _____

Contact Details (if you wish to be added to the DLI database and notified about future workshops)
Name: _____ Phone Number: _____
Postal Address: _____
E-Mail Address: _____

Please print clearly to ensure we can read them, and use the back of the page if necessary

Information will be used to investigate further possibilities for workshops in the future, and where relevant, participants will be notified about workshops in other areas that may be of interest to them. Your e-mail will be added to our distribution list. The workshop has been organised under the auspices of the Drama League of Ireland, who have provided funding received from the Arts Council for a portion of the professional fees of the tutor. Thank you for your participation, and we hope you have found it beneficial.