



Schedule of Income and Expenditure

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		

The amount of funding will be decided by the DLI Board of Directors and will entirely depend on the financial circumstances pertaining at the time. Any funding made available is specifically for the tutor's professional fees. 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
- 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 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 DLI insurance scheme covers workshops. 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 from each attendee and submit their assessment form with your application for funding

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:
