

### International Opportunities Fund Cover Sheet for Organisations

<b>Name of project</b>			
<b>Amount applied for from IOF (£)</b>			
<b>Organisation name</b>			
Name of main contact			
Name and email address of organisation chair			
Organisation address			
Postcode		Local Authority	
Phone number		Email address	
Website			
Companies House number		VAT number (if applicable)	
Project start date		Estimated project end date	
<b>Total project cost (£)</b> (including the amount applied for)			
Access costs requested (£) (if applicable)			
<b>International project partner</b>  (please give the name(s), email address and web addresses of each of your main international partner(s))			
Town/city and country of international partner			

## IMPORTANT

**We may need to request documentation that is over and above that which is being requested at this stage.** We reserve the right to request references if required. Please note that any misleading statements, whether deliberate or accidental, given at any stage during the application process will result in the application becoming invalid. You will then be liable to return any money already paid out as an Arts Council of Wales grant.

Award recipients are personally responsible for any tax liability arising from any award and are advised to check in advance of an award being made and to take appropriate professional advice.

Applications will be barred from the round if the applicant is found to have lobbied any of our Arts Associates, Committee or Council Members.

## GENERAL DATA PROTECTION REGULATIONS AND FREEDOM OF INFORMATION

It's important that you're aware of the Arts Council of Wales' obligations and responsibilities under the General Data Protection Regulations (GDPR) and Freedom of Information Act 2000. The GDPR regulates how we collect, manage, share and store personal data and your rights in relation to our management of your data. Further information may be found in our published Privacy Policy. The Freedom of Information Act regulates how we provide you, on request, access to recorded information that we hold. One of the consequences of these statutory responsibilities is that information we hold about you may be subject to disclosure, in response to a request, unless we decide that one of the statutory exemptions applies.

If you send us information that you believe to be commercially sensitive or confidential, this will need to be clearly marked. It would help us if you could explain briefly the reason(s) and appropriate timescales you would consider confidentiality to apply. This will assist us, in the event of a request, to substantiate our reason for applying the necessary exemption should we decide it would be appropriate to do so. However, you can't assume that by marking information as confidential or commercially sensitive that an automatic exemption will apply. Other factors would also need to be considered at the time, such as the nature and scope of information requested and the timing of that request. (Freedom of Information rules assume that confidentiality/commercial sensitivity usually diminishes over time).

Sometimes information, data and material of any nature comprises Personal data or Sensitive Personal data, (as terms are defined in the General Data Protection Regulations). If this applies, we'll not disclose any such confidential information to a third party without your consent.

## DECLARATION

By submitting this application form, you agree to the following statements:

- I confirm that all the information provided in this application, and any material submitted in support of it, is truth and accurate.
- I confirm that the project described in this application is within the objects of our organisation's constitution.
- I confirm that all other applications for funding that relate to this project have been declared and undertake to inform the Arts Council of Wales immediately if any changes in circumstance require the application or the supporting material to be amended. I understand that you share information about grants with other grant awarding bodies, and will therefore be in a position to verify my disclosure of these other grants.
- I confirm that our organisation has the relevant policies in place that are required by law.



- I confirm that our organisation has complied with all appropriate regulatory requirements over the last twelve months (for organisations registered with Companies House and/or the Charity Commission)
- I confirm that our organisation has an Equal Opportunities Policy in place that complies with relevant legislation and has been reviewed by our board or management committee within the last three years. I can provide evidence of this on request.
- I confirm that our organisation has an Action Plan to make our work more inclusive that has been reviewed by our board or management committee within the last three years. I can provide evidence of this on request.
- I confirm that our organisation has a Safeguarding and Child Protection Policy in place that complies with relevant legislation and has been reviewed by our board or management committee within the last three years. I can provide evidence of this on request.
- I confirm that, if this project involves working with children, young people and/or vulnerable adults, I can provide evidence that appropriate and adequate safeguards have been put in place. This includes having any necessary safeguarding checks carried out by the Disclosure and Barring Service.
- I confirm that this application, if successful, will form part of the agreement with the Arts Council of Wales.
- I confirm that the organisation named on this application has given me the authority to sign this application on its behalf.

Name	
Date	