**Guidelines/Treoirlínte:**

It is recommended that you read these guidelines and supply supporting documentation and material by email as requested.

1. Include a current CV

2. Include the best examples and reproductions of your work/working practice that best demonstrate your experience for this commission. Please do not send original artworks.

3. Please complete the application form clearly in ink or type.

4. Include a stamped addressed envelope for return of your application.

5. Keep a copy of your application for reference purposes.

**Percent for Art Commission**

Coláiste Ghlór na Mara, Naul Rd., Balbriggan , Co. Dublin

**Stage 1 – Application Form**

**Ainm/Name of Artist:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Seoladh Poist/Contact Address:** (please note all correspondence will be sent to this address)

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Guthán/Telephone**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Cur síos/Please give short description of your art practice in its’ relevance to this project:**

**2) Riachtanais/Artists are asked to submit the following:**

a. Detailed Curriculum Vitae

b. List of previous relevant projects or commissions, cost, time scale to deliver, list of specialist or other contractors engaged by the artist in connection with the completion of these installations

c. Visuals of previous work

d. Names of referees and their contact details

e. Confirmation that if successful the artist is ready to submit current Tax Clearance Certificate / Number, Artist’ and provide insurances. This confirmation is mandatory.

**3) Doiciméadú/Supporting Documentation**:

To assist in the assessment of your application, supporting documentation should be included and should be submitted and it must be clearly labelled:

|  |  |  |
| --- | --- | --- |
| **Supporting documentation** | **Number of Items Enclosed** | **Enclosed (please tick)** |
| **CV** |  |  |
| **Stamped addressed envelope (SAE)** |  |  |
| **CDs/DVDs** |  |  |
| **Other, please specify** |  |  |

**Saorchead eolais/Freedom of information:**

Applicants completing this form should note that information provided to Coláiste Ghlór na Mara may be disclosed in response to a request made under the Freedom of Information Act (1997 and 2003). Every effort will be made to protect client confidentiality.

**Grinnfhiosrúchán na nGardaí Síochána/Garda Vetting:**

The successful artist will be subject to Garda vetting procedure

**Dearbhú/Declaration:**

I have read the award conditions, agree to be bound by them, and certify that the information in this application is correct to the best of my knowledge.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This application form and supporting information should be returned **HARD COPY** to the address below:

**Coimisiún don Chéatadán don Ealaín,**

**F/C Treasa Ní Mháthúna**

**Coláiste Ghlór na Mara,**

**Bóthair na Naul,**

**Baile Brigín,**

**Contae Baile Átha Cliath**

Closing date for the receipt of completed applications is ***12 noon, Thursday 6th July 2017.***

Please note that applications received after the closing date and time will not be accepted. Emailed applications cannot be accepted.