

**Submissions Form**

**Section 1:**

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| Contractor Name & Address |  |
| Registered Supplier Name |  |
| Registered Supplier Number |  |
| Round Number  (E.g RTE IRP Round 9, OR BAI Sound & Vision Round 47) |  |
| Station  (E.g RTÉ Radio 1) |  |
| Title of Programme |  |
| Number of Episodes & Duration |  |

**Note: Please provide an outline budget with your submission.**

**Budget forms available here:** <https://about.rte.ie/irp/commissioning-specifications/>

**Section 2:**

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| **Pitch:** Capture the essence of your programme idea in less than 100 words. |
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**Section 3: Project Overview**

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| **Programme Treatment:**  Describe your idea in detail: Including programme description, format, content and talent which can mean main presenter(s) and key contributors, script writers, experts and performers.  Please include any other ideas you have, for example; Cross platform potential, special event occasions/ideas that would promote the show further, social media strategy and how the idea would appeal to the station’s target audience. |
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| **Describe the audio approach of the programme/insert:**  How the programme/insert sounds; Is it live or pre-recorded or does it have elements of both? Will it have insert/tape elements, archive, clips and use of music? Is the show coming from a studio, where is it based, who edits, records, is there any post production? |
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| **Key Talent:**  List key talent and include information of interest and relevance here. Please confirm if their involvement is confirmed. |
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| **Key Production:**  List key production personnel here and include short biographies of their experience and achievements to date. Include any links to third party websites you would see as relevant. |
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**Section 4: Budget**

**Budgets can be copied here, or the IRP Budget Form can be emailed separately to** [**irp@rte.ie**](mailto:irp@rte.ie)

<https://about.rte.ie/irp/commissioning-specifications/>

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**Section 5: Data Protection**

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| **Public Availability of Information: Freedom of Information and Data Protection** |
| As a public service body RTÉ is subject to the provisions of the Freedom of Information Act (“the Act”) 2014.  Following completion of a commissioning round, the information contained in the application forms submitted for the round will be publicly available on request. There may be some information in your application that you wish to submit in confidence. Please identify such information in the space below and outline the reason(s) why you do not wish to such information to be made publicly available . Agreements between RTÉ and applicants regarding confidential or commercially sensitive information are without prejudice to RTÉ’s obligations under the Act.  If a request is received under the Act for information that an applicant has submitted in confidence, RTÉ IRP will consult with the applicant in advance of any decision being made with regard to issuing such information under the Act.  Please note that any personal data provided by you to RTÉ in this application form will be used by RTÉ for the purpose of processing and assessing your submission and in accordance with current Irish data protection laws and best practice. Please see RTÉ Privacy Policy for further details.  <https://www.rte.ie/about/en/policies-and-reports/policies-guidelines/2012/0417/317440-rte-privacy-statement/>    Where RTÉ has been provided with your personal data, you have a right to be given a copy of your personal data subject to certain exceptions. To exercise your rights in respect of your personal data please see RTÉ’s Data Protection Individual Rights Guide<https://www.rte.ie/about/en/policies-and-reports/policies-guidelines/2018/0525/966025-rte-data-protection-individual-rights-guide/> |

**Section 6: Declaration**

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| This declaration must be completed and signed before your application is deemed complete.  Please declare any connection with RTÉ employees or RTÉ in general which could result in a conflict of interest in assessing your application |
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| I have read and understood the Radio Terms of Trade and agree to all conditions laid out in this document |

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| Signed: |  |
| Name(s) in block capitals: |  |
| On behalf of (Company name): |  |
| Date: |  |