Comhairle Cathrach na Gaillimhe
Galway City Council

Geilleagair na hOíche
Night-Time Economy

Appendix 1

Terms and Conditions

Eligible costs:

- Costs associated with paying artists, facilitators, performers, etc for their services.
- AV costs and equipment/materials hire.
- Subsidised Workshop Fee/Ticket Fee: Costs for subsidising a ticket price for the event, if applicable.
- Design of assets for marketing and promotion.

Ineligible Funding:

- Purchasing of equipment or furniture– lighting, av, including musical instruments.
- Local authority rates or taxes.
- Staff costs: Expenses related to staff salaries or additional staffing costs for extended hours are not covered.
- Accommodation costs for artists, performers, or staff are not eligible.
- Professional fees for legal and accounting services.
- Annual insurance costs: General annual insurance costs are not eligible, except per-event insurance.
- Costs associated with food and beverage.

Support:

- The pilot scheme will provide up to 90% of funding for the event(s) The minimum award is €250 and the maximum award is €2,000 (maximum award is for a series of events, over a period of time)
- Events must take place from 6pm in Galway City between April 1st to November 11th

Who Can Apply:

Cafés with seating, located in Galway city centre and Salthill Village.

Please refer to the map, if you are unsure whether your business is eligible, please contact Kate Howard at kate.howard@galwaycity.ie.



How to Apply:

1. Download the Expression of Interest form from the Galway City Council website.
2. Complete the form with the proposed event(s).
3. **Deadline Tuesday 18th March.**
4. Incomplete or late applications will not be considered. Full terms and conditions apply.

Funding Conditions

1. Grant payments will be made based on paid invoices and receipts submitted along with proof of payment for the proposed expenditure submitted on the original application form and subsequently approved in the letter of offer.
2. **Cash payments to suppliers are not permitted.**
3. Programmes must be advertised locally and on social media, acknowledging Galway City Council and the Department of Arts, Media, Communications, Culture and Sport support. Logos will be provided for successful submissions.
4. Where a grant is allocated for a specific event Galway City Council will not be responsible for the insurance of that event. The organisers must ensure that adequate insurance is in place prior to the commencement of any event.

5. It is the responsibility of the applicant to ensure that all permissions, approvals, licences or consents needed for your event are secured.
6. If your application is successful, evidence of appropriate public liability must be provided. Organisers will also be asked to indemnify Galway City Council on their public liability insurance.

Requirements for Successful Businesses:

1. **Visitor Survey:** Conduct a short visitor survey to collect data on attendance, numbers, and visitor experience. This data will help evaluate the pilot's success and provide valuable insights into late-night event attendance.
2. **Evaluation Questionnaire:** Complete an evaluation questionnaire to assess the effectiveness of the initiative and share learnings from the pilot.
3. **Postponement/Cancellation Notification:** In the event of a postponement or cancellation (in whole or in part), the Galway City Council Night-Time Economy Advisor must be contacted to discuss the matter.
4. **Acknowledgement of Support:** Galway City Council and the Department of Arts, Culture, Communications, Media and Sport must be acknowledged* on all publicity, press, marketing materials, websites, and social media platforms related to the pilot. Copies of all such materials must be sent to the Night-Time Economy Advisor in advance of promotion.

Acknowledgment:
*__Café Lates is a Galway City Council Night-Time Economy Pilot Initiative, supported by Galway City Council and the Department of Arts, Culture, Communications, Media and Sport. #CaféLates #GalwaybyNight #GalwayCityNTE__

Appeals:
An appeal may be made by an applicant to **Eimear.Coleman@galwaycity.ie** if the applicant is not satisfied with the outcome of their application. An appeal must be made within 5 working days of the date of the decision letter/email. The appeal will be reviewed and on completion of the review, a decision will be issued to the applicant.

Payment Conditions:
To receive payment, the successful applicant must provide the following:

1. A completed Galway City Council “supplier set up form” with tax registration certification and a copy of the bank statement header. Note it takes up to 2 weeks to process a supplier form.
2. Evidence that the event has taken place (e.g. photographic evidence, MAX 5, high-quality jpeg images must be supplied, copies of press features and evidence that on ALL publicity material about your project acknowledge Galway City Council and Department of Arts, Media, Communications, Culture and Sport. with the logos clearly visible, on all print materials, interviews, and social media postings – (Logos will be supplied to you if successful).

3. Invoices applicable to the funding approved in the letter of offer. Cash payments to suppliers are not permitted.
4. Payment will be made by Electronic Fund Transfer (EFT) only.
5. Failure to return the required report and related receipts will forfeit the grant.

Galway City Festivals 2025:

- 30 January – 2 February Tonnta Irish Language Festival
- 15 – 17 March St Patrick's Festival
- 8 – 13 April Cuirt International Festival of Literature
- Month of May, Bealtaine Age & Opportunity Arts Initiative*
- 2 – 10 May Galway Theatre Festival
- 17 – 18 May Tóstal Festival*
- 19 – 22 June Galway Uke Festival
- July Westside Arts Festival*
- 8 – 13 July Galway Film Fleadh
- 14 – 27 July Galway International Arts Festival
- 28 July – 3 August Galway Races
- 11 – 14 September Galway Climate Festival
- 26 – 28 September Galway International Oyster Festival
- 26 – 12 October Architecture at the Edge*
- October Eastside Arts Festival*
- 10 – 19 October Baboró International Arts Festival for Children*
- 21 – 27 October Galway Comedy Festival*
- 25 – 26 October Macnas*
- 7 – 23 November TULCA Arts Festival*
- 14 November – 22 December Christmas Market*

Events & Initiatives 2025

- 9 – 14 Feb Rag Week
- 1 May Mayors Awards
- 10 – 18 May Bike Week
- 7 June Cruinniú na nÓg
- 16 – 24 August Heritage Week
- 19 September Culture Night
- 29 September – October 5th Positive Ageing week
- 27 October – 2 November Halloween/Mid term
- 31 Dec New Year's Eve Family Festive Feile

*Speculative dates