

## **Galway City Council Local Community Festivals Grant 2025 Scheme Guidelines**

### **1. Introduction**

The **Local Community Festivals Grants Scheme** is designed to support and enhance community festivals, events, and cultural activities. The scheme aims to:

- Promote local culture and heritage.
- Support community participation and engagement.
- Foster social cohesion and well-being.

### **2. Objectives**

- To encourage the creation and growth of community-based festivals.
- To provide financial assistance to festivals that are inclusive and accessible to all members of the community.
- To support events that contribute to local identity, pride, and community spirit.
- To help improve the visibility of local talent, traditions, and initiatives.

### **3. Eligibility Criteria**

Applicants must meet the following criteria:

- **Eligible Organisations:**
  - Any not-for-profit community or voluntary group can apply. Commercial organisations and individuals are not eligible for funding.
  - Must be based within the Galway City Council administrative area.
- **Eligible Events:**
  - Events must be open to the public and held within the Galway City Council administrative area.
  - Events must be in 2025 and take place between the **middle of June and the 30<sup>th</sup> November 2025**.
  - The event must align with the Galway City Council Local Economic and Community Plan (LECP). Please view the LECP on our website [here](#).

- The event must be inclusive, accessible, and promote participation across different age groups, backgrounds, and abilities.
- Only Events/Community festivals that take place **after mid-June 2025** will be considered.

- **Ineligible Organisations & Activities:**

- For profit commercial organisations, statutory agencies, and individuals are not eligible for funding.
- Political campaigns, private functions, and for-profit events.
- Religious ceremonies.
- Events that take place in a venue serving alcohol.
- National or International Events: Large-scale events such as major sporting events, national or international festivals, or events that are not community-based.
- Events/ Community Festivals taking place before mid-June 2025 will not be considered.

#### **4. Funding Criteria**

- **Grant Amount:**

- The Grant funding available ranges from €300 to €2,000.

- **Eligible Expenses:**

- Marketing and Promotion: Includes design and printing costs for promotional materials such as posters, flyers, and event programs.
- Venue Hire: Costs associated with renting local venues, including halls, parks, or other public spaces, if applicable. Festivals / events that use venues that serve alcohol will not be funded.
- Artist/Performer/Entertainment/Workshop Fees: Fees for artists, performers, entertainers, or workshop facilitators involved in the event.
- Equipment Hire: Costs for renting necessary equipment like chairs, tables, tents, PA systems, or small stage setups.
- Decorations and Signage: Expenses for decorative materials such as banners or signs, including directional signage at the venue.

- First Aid: Costs for basic first-aid supplies or setting up a first-aid station at the event.
- Safety Equipment: Expenses for safety measures, including barriers, security personnel, or any other necessary safety equipment.
- Waste Management: Rental costs for bins or waste disposal services to manage event waste.
- Refreshments and Catering: Costs for providing light refreshments or meals, such as for a community BBQ or similar gatherings.
- Accessibility Costs: Expenses for making the event accessible to all, including ramps or sign language interpreters.
- **Ineligible Expenses:**
  - General operational or administrative costs of the applicant organisation.
  - Fundraising or personal profit-making activities.
  - Costs unrelated to the direct delivery of the event (e.g., equipment purchases, long-term capital investments).
  - Sponsorship and charitable donations, Vouchers e.g., gift vouchers
  - Travel and Accommodation
  - T Shirts, Hoodies, Jerseys etc
  - Rental costs for venues that serve alcohol

## 5. Application Process

- **Application Deadline:**
  - Online applications must be submitted by **Monday 12<sup>th</sup> May at 12.pm.**
- **Required Documentation:**
  - Completed online application form.
  - Event proposal, including details on the festival's goals, target audience, location, schedule, and expected impact.
  - A detailed budget breakdown for the event
  - Proof of liability insurance and risk management plan.
  - Permits/ Permissions where relevant.

- A summary of past events organised by the applicant (if applicable).
- Images of previous events organised by the applicant (if applicable).

- **Assessment Criteria:**

- Community engagement and accessibility - 30 marks
- Quality of proposed programme for the festival/event – 25 marks
- Evidence of ability to deliver the festival/event - 20 marks
- Budget – 15 marks
- Involvement of local people in organising the festival / event – 10 marks

## **6. Grant Assessment and Approval**

- **Assessment:**

- Your application will be assessed only on the information provided in or along with the completed application form. You are encouraged to include documentation with your application to support any information given.
- An internal Evaluation Group will assess your application and make a recommendation. The internal Evaluation Group will draw on the professional staff expertise of the relevant Council Departments.
- Following this initial evaluation, the Elected Members of Galway City Council will consider the Evaluation Group's recommendation at the Grants Committee of Council comprising Elected Members nominated from each Ward.
- Subsequently, at the June Council meeting, Elected Members will consider the recommendation of the Grants Committee. Final approval of funding rests with the Elected Members of Galway City Council based on a decision at the **June** Council meeting.

- **Notification:**

- Successful applicants will be notified in **Mid-June** after approval at the June Galway City Council meeting. **No event/ festival can take place before the middle of June 2025.**

## **7. Funding Disbursement**

- **Payment Schedule:**

- Grants may be disbursed in one or two payments:
  - **Initial Payment:** 50% upon grant approval.
  - **Final Payment:** 50% after the event, upon submission of a final report including invoices and receipts.
- **Conditions of Funding:**
  - Grant recipients must acknowledge the Galway City Council's support in all promotional materials, including posters, flyers, social media posts, and newsletters.
  - Funding must be used for the purposes specified in the application.
  - A final report, along with invoices, receipts, and photos of the event/festival, must be submitted after the event in order to receive the remaining 50% of the funding.
  - All grant funding must be drawn down **before December 2025**.

## 8. Monitoring and Reporting

- **Event Monitoring:**
  - Council staff may attend the festival or event to monitor the implementation and delivery of the event.
  - Grant recipients are required to keep records of expenditures and event outcomes.
- **Final Report:**
  - The final report should include:
    - An event summary, attendance numbers, and demographics.
    - An evaluation of the event's impact on the community.
    - A detailed financial account showing how the grant was spent.
    - A list of media coverage, promotional materials, and any partnerships.

## 9. Accountability and Compliance

- **Auditing:**
  - The council reserves the right to audit the use of the grant to ensure compliance with the grant agreement.
  - Misuse of funds may result in a requirement to repay the grant or be ineligible for future funding.

## 11. Important Dates

- Online Application Opening: [**Monday 28<sup>th</sup> April 2025 9 am**]
- Online Application Deadline: [**Monday 12<sup>th</sup> May 2025 12 pm**]
- Notification of Outcome: [**Mid June 2025**]
- Event Implementation Period: [**Mid June – 30<sup>th</sup> November 2025**]

## 12. How to apply

- Applications for funding are required to be made via an online application system. Click [here](#)
- The link to Galway City Council's website is at the following address: Click [here](#)