



**Comhairle Cathrach  
na Gaillimhe**  
Galway City Council

Galway City Council

Social Inclusion Grant 2026

Guidelines for Applicants



**Closing Date for Submission of Completed On-line Application Forms:**

**12pm Monday 9<sup>th</sup> March 2026**

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

**PLEASE NOTE THE LINK TO SUBMIT APPLICATIONS WILL NOT BE ACCESSIBLE  
AFTER THE CLOSING DATE**

## 1. Purpose of the Social Inclusion Grant

The Social Inclusion Grant is a **small-scale, non-capital funding scheme** designed to support community groups, voluntary organisations, and non-profit social enterprises in delivering local projects that:

- Promote equality and inclusion
- Reduce disadvantage
- Foster participation for all members of society
- Support individuals and communities at risk of social exclusion

The scheme provides modest, targeted financial support to help groups deliver meaningful, community-based initiatives that strengthen social inclusion across Galway City.

## 2. Who Can Apply

Eligible applicants include:

- Community and voluntary groups
- Non-profit social enterprises
- Non-profit organisations
- Local clubs or associations with a social inclusion focus

**Not eligible:** Commercial for-profit organisations, individuals, and statutory agencies are not eligible.

Applicants must:

- Operate within the **Galway City Council administrative area**
- Hold a **bank or credit union account in the name of the group/organisation** (evidence required at application stage)

### PPN Registration

Groups are encouraged to register with the **Galway City Public Participation Network (GCCN)** and to engage with the Council to ensure proposed projects align with relevant work programmes and policies.

## 3. Eligible Costs

Funding supports **small-scale, non-capital costs** directly related to the delivery of social inclusion projects, programmes, and initiatives. Eligible costs must be **necessary, reasonable, and clearly linked to the proposed activity**.

### Programme Delivery and Activity-Related Costs

- Tutor / facilitator fees, including external trainers, guest speakers, or specialist facilitators
- Programme delivery costs such as:
  - Venue hire or room rental directly required for the activity
  - Materials and consumables used during the programme (e.g., arts & crafts supplies, workshop materials, sports consumables)
  - Light refreshments for participants where appropriate
  - Printing or small-scale programme-specific materials (e.g., worksheets, handouts)

- Costs associated with running classes, workshops, training sessions, social clubs, or community events
- Social-inclusion-focused day trips or outings only where they have a clear and demonstrable social inclusion purpose.
- Costs for inclusive activities such as wellbeing sessions, intercultural events, community education, or social engagement initiatives
- Minor programme-specific consumables required to deliver the activity

#### 4. Examples of Eligible Small-Scale Projects and Costs

This scheme supports small-scale social inclusion activities and the direct costs required to deliver them. The examples below illustrate the types of initiatives and expenses that may be supported.

##### Examples of Eligible Small-Scale Social Inclusion Projects

These are typical activities that promote participation, reduce isolation, and support inclusion:

- Financial literacy or budgeting workshops
- Inclusive sports sessions (e.g., tennis, GAA, walking groups)
- Social clubs, coffee mornings, or bingo groups
- Befriending or peer-support services
- Health and wellbeing programmes
- Classes for older people (e.g., digital skills, arts, exercise)
- Men's and Women's Sheds activities
- Intercultural or community-building events
- Youth engagement programmes (e.g., creative workshops, life-skills sessions, wellbeing activities)
- Activities supporting people living in Direct Provision (e.g., integration events, language support, community participation programmes)
- Programmes supporting Traveller wellbeing, culture, education, or community participation
- Initiatives aimed at disadvantaged communities, such as homework clubs, community education, or social connection activities

##### Examples of Eligible Costs

These are the types of non-capital, programme-specific costs that may be funded:

- Tutor or facilitator fees for classes, workshops, or training
- Room or venue hire directly required for the activity or programme
- Materials and consumables for programme delivery (e.g., craft supplies, workshop materials, sports consumables)
- Facilitator costs for inclusive sports or wellbeing sessions
- Printing of programme-specific materials (e.g., worksheets, handouts)
- Light refreshments for participants where appropriate to the activity

#### 5. What Is Not Eligible

This scheme is a **small-scale, non-capital grant**. Funding **cannot** be used for:

##### Capital & Equipment

- Capital expenditure of any kind (building works, renovations, upgrades, accessibility improvements)
- Purchase of equipment, furniture, IT equipment, tools, machinery, or any durable assets

## Organisational / Operational Costs

- Salaries, wages, or staff costs (including administration or project management)
- Core organisational running costs such as:
  - Insurance
  - ESB/electricity or other utilities
  - Heating or lighting
  - Broadband, phone, or office expenses
  - Rent or lease payments not directly tied to project delivery

## Other Non-Eligible Costs

- Activities outside the Galway City Council administrative area
- Projects already funded through another Council or Department funding scheme
- **Costs incurred outside of 2026**
- Profit-making or commercial activities
- Prizes, gifts, gift vouchers or cash awards
- Alcohol
- Travel and subsistence costs, including mileage, meals, accommodation, or transport expenses for staff, volunteers, or participants unless these costs are directly and demonstrably linked to a Social-Inclusion-focused day trip or outing.

## 6. Funding Available

- Minimum grant: **€300**
- Maximum grant: **€2,000**

Funding schemes are generally oversubscribed, so please be aware that funding offers may be lower than the amount requested.

Groups must hold a **bank or credit union account in the legal name of the organisation** and must be set up for payment with Galway City Council's Accounts Payable section. Evidence of a group bank account must be provided at application stage.

## 7. Quotations

Applicants must submit quotations for proposed costs.

- **One quotation** is sufficient per cost element
- A **budget breakdown** of the proposed project/programme/activity must be included with the application
- Galway City Council encourages applicants to **shop local** or use local tutors and venues where possible

## 8. How to Apply

Online applications must be submitted using the following online system:

<https://www.galwaycity.ie/social-inclusion-grant>

General information is available on the Galway City Council website: [Here](#)

## 9. Assessment Process

Applications will be assessed solely on the information provided in the application form and any supporting documentation submitted.

The Community Development Department will assess eligibility and may consult relevant Galway City Council departments as required.

### Assessment Criteria

1. Relevance to the social inclusion objective
2. Impact on the target group
3. Feasibility and value for money
4. Capacity of the organisation to deliver the project

## 10. Notification of Outcome

Applicants will be notified of the outcome in **May 2026**. All grants must be approved by Galway City Council Elected Members.

Successful applicants will receive:

- A **Letter of Offer** outlining the funding allocated and what the grant must be used for
- An **Acceptance Letter** outlining the terms and conditions of the grant

The Acceptance Letter must be signed and returned within **10 days**.

If not returned, the offer will lapse.

## 11. Drawing Down the Grant

- Claims must be submitted by email or post to the Community Department
- Claims can only be made **after project completion**, unless an advance payment (up to 50%) has been agreed and approved by Galway City Council.
- Final payment will only be made once the project is fully completed and all required documentation has been submitted
- Galway City Council may carry out a site visit before releasing final payment

### Required Documentation for Payment

A **Project Completion Report** must accompany all claims, along with:

- Invoices and original receipts (must reference the name of the grantee)
- Bank statements showing proof of payment
- Photos of programmes / activities undertaken
- A report detailing the project activities outcome, benefits etc
- Any additional documentation requested at approval stage

### Important Deadlines

- **Projects / activities/ programmes can only be funded that take place in 2026 before the 31<sup>st</sup> October deadline.**
- All projects must be completed by **31st October 2026**

- All funding must be claimed by **28th November 2026**

Unclaimed funding after this date will be withdrawn.

Groups must ensure their financial details (bank account, treasurer contact, etc.) are up to date with the Galway City Council Accounts Payable Team

All payments are made by **EFT**, so groups must be fully set up for EFT payment. A supplier set-up form is available here: [\(Supplier Set Up Form\)](#)

## **12. Additional Documentation Required at Application Stage**

- Relevant quotations, budget breakdown, and proof of a group bank account
- Child Safeguarding Statement and Child Protection Policy (if working with children)
- Any additional information supporting the application (e.g., annual report, leaflets)
- Proof of relevant insurance for any proposed day trip or outing (e.g., public liability insurance, transport insurance) must be submitted to Galway City Council at application stage or prior to approval of funding. Applications may be deemed ineligible if adequate insurance documentation is not provided.

## **13. Contact Information**

For queries or support with your application, please contact the Urban & Community Development Officers:

### Deirdre Keaney Cunningham

- Local Electoral Area: Galway City West
- Mobile: 087 146 5006
- Email: [deirdre.keaneycunningham@galwaycity.ie](mailto:deirdre.keaneycunningham@galwaycity.ie)

### Natalie Coen

- Local Electoral Area: Galway City Central
- Mobile: 087 110 3209
- Email: [natalie.coen@galwaycity.ie](mailto:natalie.coen@galwaycity.ie)

### Oliver Lydon

- Local Electoral Area: Galway City East
- Mobile: 087 609 1460
- Email: [oliver.lydon@galwaycity.ie](mailto:oliver.lydon@galwaycity.ie)