

# **Galway City Council Local Community Festivals Grant** **2026 Scheme Guidelines**

## **1. Introduction**

The Local Community Festivals Grant Scheme supports **small-scale community festivals, events, and cultural activities** across Galway City. The scheme aims to:

- Promote local culture, creativity, and heritage
- Encourage community participation and social inclusion
- Strengthen neighbourhood connections and community wellbeing

## **2. Objectives**

The scheme seeks to:

- Support the creation, development, and sustainability of community-based festivals
- Provide financial assistance to inclusive, accessible events
- Enhance local identity, pride, and community spirit
- Showcase local talent, traditions, and community initiatives

## **3. Eligibility Criteria**

### **Eligible Organisations**

- Not-for-profit community, voluntary, or residents' groups and clubs
- Based within the Galway City Council administrative area.

### **Not eligible:**

Commercial for-profit organisations, individuals, and statutory agencies.

### **Applicant Requirements**

Applicants must:

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

### **PPN Registration**

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

## Eligible Events

Events must:

- Take place within the Galway City Council administrative area
- Take place in **2026**
- Be open to the public
- Align with the Galway City Council Local Economic and Community Plan (LECP). It can be viewed [HERE](#)
- Be inclusive, accessible, and encourage participation across ages, backgrounds, and abilities

## Ineligible Organisations & Activities

Funding will **not** be provided for:

- For-profit organisations, individuals, or statutory agencies
- Political campaigns or private functions
- Religious ceremonies
- Fundraising events
- Events held in venues that serve alcohol
- International events
- Events that are not community-based
- Events taking place outside of 2026

## 4. Funding Criteria

### Grant Amount

- Grants range from **€300 to €2,000**.
- As schemes are often oversubscribed, funding awarded may be lower than the amount requested.

### 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, Halls, parks, or public spaces (venues serving alcohol are not eligible)
- 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: Rental costs 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, such as for a community BBQ or similar gatherings.
- Accessibility Costs: Expenses for making the event accessible to all, including hire of ramps, sign language interpreters, accessible signage.

### **Ineligible Expenses**

- Funding cannot be used for:
- General operational or administrative costs of the applicant organisation.
- Events that take place outside the Galway City Council administrative area
- Fundraising or personal profit-making activities.
- Costs unrelated to the direct delivery of the event (e.g., equipment purchases, long-term capital investments).
- Equipment purchases. **This is not a capital grant.**
- Sponsorship and charitable donations, Vouchers e.g., gift vouchers
- Travel and subsistence costs, including mileage, meals, accommodation, or transport expenses for staff, volunteers, or participants
- T Shirts, Hoodies, Jerseys, Uniforms etc
- Rental costs for venues that serve alcohol

### **Banking Requirements**

Groups must:

- Hold a bank/credit union account in the legal name of the organisation
- Be fully set up for EFT payments with Galway City Council Accounts Payable.  
A supplier set-up form is available here: [\(Supplier Set Up Form\)](#)
- Provide evidence of the bank account at application stage

### **5. Quotations**

Applicants must submit quotations for proposed costs.

- **One quotation** is sufficient per cost element
- A full **budget breakdown** of the proposed event/festival must be
- Galway City Council encourages applicants to **shop local** and use local suppliers and venues where possible

## **6. Application Process**

### **Application Deadline:**

- Online applications must be submitted by **Monday 9<sup>th</sup> March at 12.00pm.**

### **Required Documentation:**

- Completed online application form.
- Proof of group bank/credit union account.
- Event proposal, including details on the events goals, target audience, location, schedule, and expected impact.
- Detailed budget with supporting quotations
- Proof of liability insurance and risk management plan
- Relevant permits/permissions
- Summary of past events (if applicable)
- Images of previous events (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

## **7. 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 May 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 **May** Council meeting.

**Notification:**

- Successful applicants will be notified in **Mid-May** after approval at the May Galway City Council meeting.
- **Events and festivals must take place within the year 2026 and no later than 30 November 2026.**

## **8. 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 and proof of payment

**Conditions of Funding:**

- Galway City Council support must be acknowledged on all promotional materials
- Funding must be used only for the purposes outlined in the offer letter
- Final report must include invoices, receipts, proof of payment, and event photos
- All funding must be drawn down by **11th December 2026**
- Events must be completed by **30th November 2026**

Unclaimed funding after 11th December 2026 will be withdrawn.

## **9. Monitoring and Reporting**

**Event Monitoring:**

- Council staff may attend events to monitor delivery
- Recipients must keep expenditure and outcome records

**Final Report Requirements**

- Event summary, attendance numbers, participant demographics
- Evaluation of community impact
- Full financial breakdown
- Samples of promotional materials and media coverage

## **10. Accountability and Compliance**

- Galway City Council reserves the right to audit grant expenditure
- Misuse of funds may result in repayment and/or exclusion from future schemes

## **11. Important Dates**

- **Applications Open:** Monday 16th February 2026, 9am
- **Application Deadline:** Monday 9th March 2026, 12pm
- **Notification of Outcome:** Mid-May 2026
- **Events Completed By:** 30th November 2026

## **12. How to apply**

- Apply online: <https://submit.link/4Cf>
- Further information available on the Galway City Council website, Click [here](#)

## **13. Contact Information**

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

### Deirdre Keaney Cunningham

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