

Frequently Asked Questions

1. Can we pay for something in cash?

Yes. You can pay in cash, but you must be able to show where the cash came from and what it was spent on.

If you pay in cash, you will need to provide:

- A bank or credit union statement showing the cash being withdrawn from your group's account.
- An invoice or receipt showing what you paid for.
- The amount on the receipt or invoice must match the payment you are claiming.

We cannot accept a cash payment if you do not have an invoice or receipt for it.

Please keep all receipts, invoices and bank statements connected to your project. You will need these when you are claiming your grant.

2. How many quotes do we need?

It depends on the **cost of each individual item or service**, not the total amount of your grant application.

- If an individual item or service costs **less than €5,000**, you need **one quote**.
- If an individual item or service costs **€5,000 or more**, you need **three quotes from different suppliers**.

So, even if you are applying for more than €5,000 in total, you may not need three quotes if each individual item costs less than €5,000.

Example 1: Kitting out a sensory room

Your group applies for **€6,000** to kit out a sensory room:

- 12 cushions costing €1,000: **1 quote**
- 1 quiet pod costing €4,000: **1 quote**
- 1 sensory play table costing €1,000: **1 quote**

The total cost is €6,000, but each individual item costs less than €5,000. Therefore, **one quote for each item is enough**.

Example 2: Purchasing a trailer

Your group wants to purchase one trailer at a cost of **€7,000**.

The trailer costs more than €5,000, so you will need **three quotes from different providers**.

3. What does a quote need to look like?

Quotes should be clear and should show us who is providing the goods or service and how much it will cost.

Quotes must:

- Be on the supplier's headed paper or official quotation document.
- Include the supplier's details.
- Clearly show what you are buying and the price.
- Be **dated within three months** of your application.

Handwritten quotes on blank paper will not be accepted.

If you are buying equipment or other items online, **a screenshot from a shopping or supplier website showing the item and price is acceptable.**

Where possible, we encourage groups to **Shop Local**.

4. What do we need to provide if we are applying for running costs?

If you are applying for funding towards **running costs**, you do not need to provide a quote for every individual cost. A **clear budget breakdown** showing how you expect to spend the funding will be enough.

For example, your budget might include:

- Tutor or facilitator fees
- Electricity or heating
- Insurance
- Room or venue hire
- Programme or activity costs
- Other eligible day-to-day costs linked to your project or service

Where possible, please also upload information showing what these costs were in the previous year. This will help us understand how you worked out the amount you are applying for.

For example, you could upload:

- Last year's tutor or facilitator fees
- Previous electricity or heating bills
- Last year's insurance costs
- Previous venue hire costs
- Invoices or receipts for similar activities delivered last year

These documents are being used as a **guide to the likely cost for 2027**, so we understand that the final amount may be different.

Example:

If your group is applying for €5,000 towards the running costs of a weekly community programme, your budget could look like this:

- Tutor fees: €2,500
- Electricity and heating: €1,000
- Room hire: €1,000
- Programme materials: €500
- **Total: €5,000**

Where possible, you should upload previous bills, invoices or other documents to show how you estimated these costs.

4. How will we receive the grant money?

If your application is successful, **up to 50% of your grant can be paid to you upfront.** To receive the 50% upfront payment you will need to request same when returning your signed funding agreement and acceptance letter

The **remaining 50% will only be paid when your project is finished and you have sent us all the paperwork we need.**

This may include:

- Your completed Project Completion Report.
- Invoices and receipts.
- Bank or credit union statements showing the payments.

- Before and after photographs, where relevant.
- Photographs of events or activities, where relevant.
- Any other information requested in your Letter of Offer.

For example, if you receive a grant of **€10,000**, you may be able to receive **€5,000 upfront**. The remaining **€5,000** can only be paid when the project is complete and all the required paperwork has been provided.

Please remember that all projects must be completed by **31 October 2027** and all funding must be claimed by **28 November 2027**, unless another arrangement has been agreed with Galway City Council.

5. How do we acknowledge Galway City Council's funding?

If your project receives CAIRDE funding, you must let people know that it was supported by **Galway City Council**.

There are lots of simple ways to do this.

For example:

- Mention Galway City Council in social media posts about the project.
- Include the Galway City Council logo on posters and flyers.
- Include the logo when advertising an event funded through CAIRDE.
- Include the logo on programmes or other promotional materials.
- Display Galway City Council signage at your event, project or facility, where appropriate.

Your UCDO can also provide advice on acknowledging the funding and can arrange **corriboard signage**, where available and appropriate.

6. Can we buy equipment or start the project before we know if our application is successful?

You should not buy the equipment or complete the work before applying for the grant.

CAIRDE funding cannot be used to pay for something that was **already bought or completed before you applied**.

The costs you are claiming must relate to your approved project and must be incurred during **2027**.

If you are unsure about when you can start spending money, contact your UCDO before making the purchase.

7. Does our group need its own bank account?

Yes.

Your group or organisation must have a **bank or credit union account in the group's legal name**. You will be asked to provide evidence of this when you apply.

Your group must also be set up with Galway City Council's Accounts Payable Section before the Council can pay your grant. You may be asked to complete a Supplier Set Up Form.

CAIRDE funding cannot be paid into a personal bank account.

8. What if the grant does not cover the full cost of our project?

The CAIRDE grant may only cover part of the total cost of your project.

If this happens, your group will need to show that you have enough money to pay the remaining costs.

For example:

Your project costs **€15,000** and you apply for **€10,000** from CAIRDE. You will need to show that your group has access to the remaining **€5,000**.

You may be asked for a recent bank or credit union statement to show that this money is available.

You must also tell us about any other Council, Government or agency grants or funding you are receiving for the same project.

9. What happens if our application is successful?

We will write to you and let you know how much funding you have been awarded.

You will receive a **Letter of Offer and Funding Agreement** explaining the conditions of your grant.

You must sign and return the Funding Agreement **within 10 days** of receiving your Letter of Offer.

If you do not return it within this time, you may lose your grant offer.

10. What paperwork should we keep?

Keep everything connected to your project.

This includes:

- Quotes.
- Invoices.
- Receipts.
- Bank and credit union statements.
- Proof of payments.
- Photographs of the project.
- Before and after photographs, where relevant.
- Copies of publicity or social media posts.
- Any other paperwork connected with the project.

This will make it much easier when it is time to claim the final part of your grant.

If we cannot clearly see what was paid for and evidence that the payment was made by your group, we may not be able to accept that cost as part of your grant claim. The guidelines require invoices/receipts and bank statements as evidence of project expenditure.

11. What should we do if our project changes after we receive the grant?

We understand that sometimes plans can change.

If you need to make a change to your project, what you are buying or how you plan to spend the grant, **contact your UCDO before making the change or spending the money differently.**

Do not assume that funding can automatically be moved from one item or activity to another.

12. Who should we contact if we are unsure about something?

Please ask us. We are happy to help.

We encourage groups to speak to their local UCDO if they are unsure about:

- Whether their project is eligible.
- Which funding stream to apply under.
- How many quotes they need.

- Whether a particular cost is eligible.
- What paperwork they need.
- How the grant will be paid.
- How to acknowledge Galway City Council.
- Any other part of the application process.

The UCDO contacts listed in the CAIRDE 2027 Guidelines 2027 are:

Galway City West

Deirdre Keaney Cunningham
087 146 5006

Galway City East

Oliver Lydon
087 609 1460

Galway City Central

Natalie Coen
087 110 3209