

Department of Culture, Heritage and  
the Gaeltacht  
Performance Delivery Agreement  
Quarterly Status Report  
Q2 -2020

**Quarterly Status Report**

**Performance Delivery**

**Agreement Between**

**The Department of Culture, Heritage and the Gaeltacht**

**and**

**Galway Cultural Development and Activity Company Limited by  
Guarantee**

**T/A Galway 2020**

## **Introduction**

Galway 2020 has undertaken to hold a quarterly reporting meeting with all public funders and a separate bi-lateral meeting with the Department on progress against milestones under the Performance Delivery Agreement signed on 6 November 2018.

This report includes progress on meeting agreed milestones under the key performance indicators outlined in the Agreement and includes the following sections:

- Overview of progress on delivery of the programme;
- Updates on governance arrangements, risk management and staffing;
- Progress on Partnership Programmes; and
- Progress on the monitoring and evaluation, and Legacy programmes.

This report is accompanied by an Independent Auditor's report confirming that best financial practice has been applied in respect of the expenditure for which funds are being drawn down.

## 1. Galway 2020 Cultural Programme Update

### 1.1 Programme Strategy in Light of COVID-19

Ongoing public health guidelines and government restrictions has required Galway 2020 to cancel the delivery of all in-person events during this quarter. The current and future anticipated impact of Covid 19 has therefore required the organization to scale back both its operations and the cultural programme.

Galway 2020 are working closely with all key stakeholders on the delivery of a contracted programme of events later in the year and early next year, within the safe parameters of the public health guidelines and restrictions. In doing so priority is being placed on the delivery of the Bid Book projects by local and national artists to ensure that these projects, and their local and national cultural partners and artists, are supported to the greatest extent possible.

In delivering on the Bid Book projects and the associated legacy, we have the opportunity to acknowledge and support the renowned artistic and cultural ability that Galway is home to at a time when such support and the delivery of such projects was never as important.

On 22 April Galway 2020 submitted a proposal to the Department of Culture, Heritage and the Gaeltacht and on 30 April Galway 2020 confirmed it reached agreement with the Department of Culture, Heritage and the Gaeltacht to consult with Galway 2020 cultural partners to explore options for a re-imagined programme of events to take place in the closing months of this year and in early 2021

In May 2020 we undertook a project review process with all cultural partners. Each cultural partner was asked to re-imagine their project in light of COVID- 19. This was an extensive body of work which involved the re-programming of the entire programme as well as revisions to budgets and production plans. Galway 2020 worked closely with the partners to achieve the delivery of a viable cultural programme, suitable to deliver in the current restricted landscape.

A formal submission on the re-imagined programme was made on the 28<sup>th</sup> May 2020.

During this timeframe we also continued consultations with the EU Commission regarding the prolongation of Galway's year as ECOC into the first quarter of 2021. A joint letter, from the Department of Culture, Heritage and the Gaeltacht and Galway 2020, was submitted on 26<sup>th</sup> May 20 to Mariya Gabriel, Commissioner for Innovation, Research, Culture, Education and Youth requested an official prolongation of Galway's year.

The programme will be announced in August 2020 and will formally re-commence from September 2020 to March 31 2021.

## 1.2 Galway 2020 Regional Programme

In addition to the reimagined programme, the continued support of Irish Public Bodies Insurances for the Galway 2020 Participation Grant scheme, will give local authorities the opportunity to be affiliated with our programme through the engagement of local artists in the development of new events in their areas.

Many of the regional projects are partnered with artists or projects from the Galway 2020 programme. This has been a wonderful collaboration between the local authorities' arts services.

There are now 9 regional projects confirmed in partnership with the following local authorities;

- Clare County Council
- Roscommon County Council
- Cork County Council
- Offaly County Council
- Tipperary County Council
- Waterford County Council
- Dublin City Council
- Limerick City Council

## 1.3 Cultural Programme Events Q2 2020

Two projects took place during this time and they included InterAction and the Galway Film Fleadh project Peripheral Visions. **The Galway Film Fleadh** presented Peripheral Visions as part of the Galway 2020 Programme. The event featured an online co-curated competition of films selected by each of the Europa Film Festivals. Each festival presented an introduction to their entry and the audience had the opportunity to participate in online Q&As after the screening.

**InterAction** was delivered as an online event in May 2020- this involved a number of Galway based theatre artists who created online work. The project was delivered by the Galway Theatre Festival as part of the Galway 2020 programme.

**Galway Film Centre**-Peripheral Visions project was delivered as an online event in July 2020

## **1.4 Small Towns Big Ideas**

A full review of Small Towns, Big Ideas programme has been undertaken. There are a total of 78 projects within the programme with 39 now left to deliver as part of the reimagined programme.

## **1.5 Wavemakers Volunteer Programme**

The Volunteer Manager continued to hold regular zoom catch-ups with a reduced number of Wave Makers during the period of lockdown due to COVID-19.

The Wave Makers' programme received a Special Recognition Award as part of the Mayor's Awards which the Volunteer Manager accepted on their behalf at a short event in Leisureland hosted by mayor Mike Cubbard on 26 June.

A survey has been sent to all Wave Makers enquiring whether they wish to continue volunteering as a Wave Maker or whether they would rather be kept on hold and contacted later in due course. So far 130 have chosen to continue volunteering and expect more to opt in as the reimagined programme gets underway. A COVID-19 pre-return volunteer induction is being put into place and will be compulsory for all Wave Makers returning to volunteer together with a pre-return to volunteering COVID-19 form. We expect the first activity for Wave Makers will be a beach clean-up in association with Clean Coasts at the end of July and we are looking at different options of community engagement while gradually resuming contact with our cultural partners to discuss the volunteer requirements of their revised projects and prepare for those.

In the meantime, the Volunteer Manager is working closely with her colleagues in the ECOC volunteer coordinators network and EU -Japan bridge volunteer programme and in particular, on a virtual exchange between our volunteers which will commence at the end of July.

## **1.6 International Relations**

International Relations continue to be important and there is a strong European dimension embedded in many projects across the programme and across the wider project. Throughout the lockdown period Galway 2020 has continued to engage and work closely with the international embassies and cultural institution based in Ireland, including the British Council, the Embassy of France in Ireland, Institut Francais, Event Scotland and the Goethe-Institut to explore future co-programming and collaborations opportunities in light of restricted artist mobility and other challenges brought about due to COVID-19.

### 1.6.1 EU-Japan Fest

Galway 2020 continues to work closely with EU Japan Fest. There are a total of 10 projects which will feature Japanese Artists through the EU Japan Fest Foundation. Most of these will be delivered in an online capacity during 2020 and 2021.

### 1.6.2 Other European Capitals of Culture (ECoC)

Galway 2020 has continued to work closely with other ECoCs and bidding cities. We participated in the weekly meetings of the ECoC Network during this time to seek ways to support our artists and retain string EU connections in light of COVID 19

### 1.6.3 European Week of Regions

Galway 2020 along with Matera 2019 and Rijeka 2020 have been selected to participate in the European Week of Regions in October 2020.

### 1.6.4 European Culture Y-Project Webinar and Workshop event

Galway 2020 participated in the Y-project webinar **Mind the Digital Gap - Culture Webinar-** an online seminar on the digitalisation of Culture in light of COVID 19. Participants from across Europe took part

## 1.7 Galway 2020 Links to The Galway Cultural Strategy 2016-2025

	<b>Cultural Strategy Strategic Aim</b>	<b>Galway 2020 Project</b>
1	Access and Cultural Rights	Small Towns Big Ideas/Legacy
2	Cultural Heritage	Small Towns Big Ideas/Legacy
3	Culture Education and Excellence	Symphonic Waves/Legacy
4	Culture Environment and Place	Hope It Rains/Legacy John Gerard- GIAF Mirror Pavillion
5	Culture Economy	Galway 2020 audit of venues/Legacy
6	Culture, Health and Wellbeing	Wires Crossed/Legacy
7	Culture Information and Knowledge	The Digital Components of our projects/Legacy

## **2. Audience Development Update**

Audience development has been an ongoing process for over a year now. Galway 2020 has worked with a number of organisations, including cultural organisations, NUI Galway, The Audience Agency, and the Arts Council of Ireland to identify, consolidate and evaluate existing sources of audience data, in order to develop a better understanding of the existing audience profile.

During Q2, in line with their programme of work delivered The Audience Agency delivered the first of their key deliverables to Galway 2020. The draft Baseline Evaluation Report draws on existing data and insight, both primary and contextual, plus additional data collected through new primary research. Baseline data is placed into the context of the Galway 2020 outcomes framework to give the findings relevance to the ambition of the European Capital of Culture for the City and County of Galway.

## **3. Governance and Risk**

All annual returns, registration of directors and other returns are fully up to date and filed in accordance with the Companies Regulations Office and Companies Act 2014. There is full compliance with the requirements of the Revenue Commissioners in relation to all relevant tax heads and a valid tax clearance certificate is in place for the Company.

### **3.1 Risk Register**

The Company has a risk register in place. It is presented to the Board on a regular basis. For each risk identified, mitigation is in place and the Board actively monitor all significant risks. The risks have been categorised into High/Medium/Low with an action plan and a risk owner. All risks are ranked based on the likelihood of occurrence and the impact should the risk occur.

Galway 2020 are actively engaged with cultural partners on an ongoing basis to assess the risk COVID-19 poses to programme delivery in light of the Government's public health guidelines and current restrictions. Due to the fluid nature of the public health situation, cultural partners are continually evolving and refining their project delivery plans, to respond and comply with government guidance.

### 3.2 Board and Audit Committee Meetings

The Board met on the following dates in the quarter:

1 April  
4 April  
8 April  
19 April  
29 April  
7 May  
28 May

The frequency of board meetings during this period increased significantly in response to the challenging situation.

The purpose of the Audit Committee is to monitor the integrity of the financial statements of the Company, reviewing significant financial reporting issues and judgements before submission to the Board. They assess the effectiveness of the Company's financial reporting procedures and review the adequacy and effectiveness of the Company's internal controls and risk management systems. The Audit Committee are obliged to meet at least three times per year and met on 30 June. Outside of the formal meetings, the Audit Committee Chairperson maintains a dialogue with key individuals involved in the Company's governance.

## 4. Finance and Audit

### 4.1 Financial Statements

<b>Galway Cultural Development and Activity Income and Expenditure</b>	<b>YTD 30/06/2020</b>
	<b>Total</b>
<b>Income</b>	
Local Authority Funding City	302,200
Local Authority Funding County	744,600
Government Funding	2,653,069
Sponsorship and Other	895,125
EU Prize	1,500,200
Box Office	14,949
Deferred Revenue and Capital Grants	(343,063)
<b>Total Income</b>	<b>5,767,080</b>
<b>Direct Programme Funding</b>	<b>1,786,531</b>
<b>Programme Related Salary Costs</b>	<b>412,216</b>
<b>Programme Related Direct Costs</b>	
Production	1,846,134
Professional Fees	211,221
Travel and Hotels	77,608
Tourism, Programme Promotion and Content Development	655,517
Office Costs	68,245
Other Costs	28,693
<b>Total Direct Programme Costs</b>	<b>5,086,164</b>
<b>Total Payroll Overheads</b>	<b>371,447</b>
<b>Non Payroll Overheads</b>	
Professional Fees	101,743
Travel and Hotels	38,278
Office Costs	
Depreciation	13,839
Insurance	54,728
IT Costs	29,502
Office Expenses	6,543
Other	-
Total Office Costs	158,553
Other Costs	10,895
<b>Total Overheads</b>	<b>680,916</b>
<b>Total Costs</b>	<b>5,767,080</b>
<b>Net Surplus/Deficit</b>	<b>(0)</b>

## 4.2 Internal Controls

There are internal and financial control systems in place which have been reviewed and tested as part of the Independent Accountant's Quarterly Review which accompanies this report.

## 4.3 Projected Cash Flows

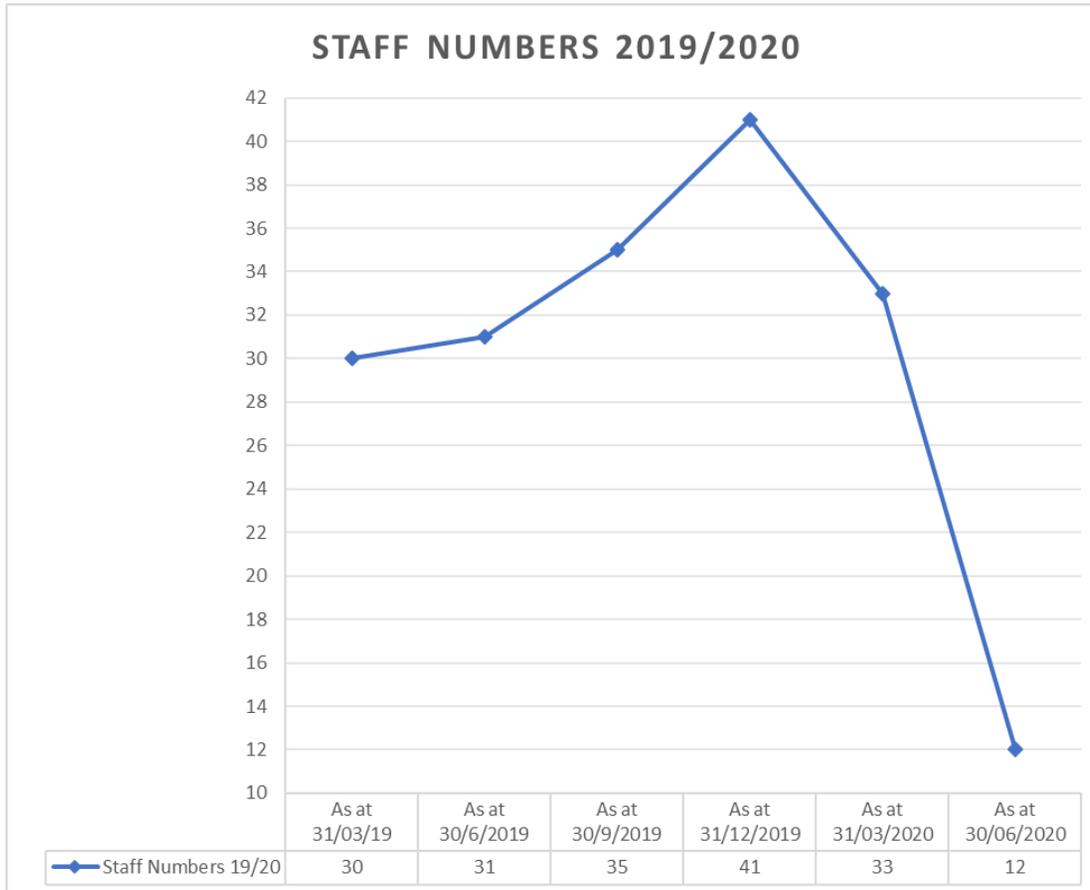
The projected spend of funding received from the Department under the PDA Agreement is set out below.

<b>July 2020 to Sept 2020</b>	
<b>Income</b>	
Cash Balance 30/6/2020	1,098,107
Govt Funding G2020	-
Govt Funding GCC	565,270
	<u><b>1,663,377</b></u>
<b>Expenditure</b>	
Programme Spend	863,909
Overheads	166,277
Monitoring and Evaluation	21,627
	<u><b>1,150,823</b></u>

## 4.4 Staffing

The Galway 2020 team is 12 at 30 June 2020. Due to the impact of COVID-19 Galway 2020 had to undertake a complete review of operations. As part of the review we undertook a Redundancy Consultation process with the staff of Galway 2020, which was completed at the end of May. The team outlined below consists of full and part-time positions, equating to the equivalent of 7 full time employees.

Department	Total
Creative and Cultural Programme	4
Finance and Operations	4
Communications	2
CEO	1
Volunteering	1
<b>Total</b>	<b>12</b>



## 5. Partnership Programme

As of the 31 March 2020, the number of confirmed corporate partners and sponsors was 100 organisations, with cash and in-kind commitments to the value of €2,278,112. Of which €1,076,417 had been realised to up to and including 31 March.

In light of the current health and economic crisis, Galway 2020 is currently reviewing the onward viability of fundraising and sponsorship income, and the activities of the partnerships functional area.

Throughout the pandemic Galway 2020 has continued to communicate with our corporate partners and sponsors and have continued to receive overwhelming support.

Over the period 31 March to 30 June 2020, Galway 2020 has processed refunds to the value of €6,185, and foresees additional refunds being made through to the end of year as a greater level of certainty is achieved. At present refunds are primarily to trusts and foundations whose commitments were made specifically towards international elements of the original cultural programme, and which no longer form part of the reimagined cultural programme.

In line with the announcement of our reimagined cultural programme, Galway 2020 intend to re-

engage each of our corporate partners and sponsors, re-confirming their commitments in light of the pandemic and re-establish future partnership opportunities as we move towards programme delivery.

The cash and in-kind sponsorship position as of 30 June 2020 is as follows;

	Cash (€)	In-Kind (€)	Total (€)
<b>Committed</b>	968,511	1,309,601	2,278,112
<b>Realised</b>	395,743	674,488	1,070,231
<b>Outstanding</b>	572,768	635,113	1,207,881

## 6. Monitoring and Evaluation Programme

The Audience Agency (TAA) are the appointed Monitoring and Evaluation Partner for the European Capital of Culture, Galway 2020. Since their appointment in Q4 2019, The Audience Agency have been actively working with our local Cultural Partners providing workshops and training in order to build capacity and develop a competency locally which will support local organisation in future with funding applications, through the provision of quantifiable data.

Due to the pandemic planned audience monitoring, and data collection activities were suspended. However, these activities are scheduled to recommence in September with the recommencement of the cultural programme.

During Q2, a detailed review of monitoring and evaluation scope of work and delivery programme was carried out by Galway 2020. This realignment or scope and delivery timelines will allow the monitoring and evaluation programme to better alignment and respond to the current health and economic crisis.

Also, during Q2 The Audience Agency delivered the first of the key deliverables under their programme of work. The draft Baseline Evaluation Report has been circulated and reviewed by the recognised stakeholder group. Observation and comments have been provided to The Audience Agency and the revised (final) report is due to be issued in August 2020.

## 7. Legacy Programme

Legacy is an important aspect of everything that we do for the European Capital of Culture project and remains as an agenda item for the Board of Galway 2020. Due to the significant impact of COVID 19 locally and nationally, the development of a legacy programme will require close alignment with emerging policies and revised priorities. We will continue to work closely with our local authorities, local stakeholders, national institutions and the DCHG on the development of a legacy programme.

## Approval

SIGNED for and on behalf of the Galway Cultural Development and Activity Company Limited by Guarantee T/A Galway 2020

By: Patricia Philbin

Name: Patricia Philbin

Title: CEO

3<sup>rd</sup> September 2020

By: Cepta O'Connell

Name: Cepta O'Connell

Title: Head of Finance

3<sup>rd</sup> September 2020