

Galway City Council
Service Level Agreement
Quarterly Status Report-Q2 2020

Quarterly Status Report

Service Level Agreement

Between

Galway City Council

and

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

T/A Galway 2020

Introduction

Galway 2020 has undertaken to provide a quarterly progress report (along with relevant documentation) on the day to day expenditure of the Company following presentation to and approval by the Board of Galway 2020. The Service Level Agreement was signed on the 8 May 2018. An addendum was added in March 2019. Financial information including year to date accounts to the 30 June 2020 are included here and have been presented and approved by the Board on 21 August 2020.

Part two of this status report focusses on progress made on the projects that are underway, that have received funding from Galway 2020.

1. Financial Statements and Reporting

Galway Cultural Development and Activity Income and Expenditure	YTD 30/06/2020
	Total
Income	
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)
Total Income	5,767,080
Direct Programme Funding	1,786,531
Programme Related Salary Costs	412,216
Programme Related Direct Costs	
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
Total Direct Programme Costs	5,086,164
Total Payroll Overheads	371,447
Non Payroll Overheads	
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
Total Overheads	680,916
Total Costs	5,767,080
Net Surplus/Deficit	(0)

1.1 Financial Reporting

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.

An Independent Accountants review was carried out for the period Q1 2020 as agreed under the Performance Delivery Agreement with the Department of Culture, Heritage and the Gaeltacht. The Independent Accountants Report has been submitted in line with reporting arrangements. The Q2 review is currently being scheduled.

1.2 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 Audit Committee met on 30 June.

1.3 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.

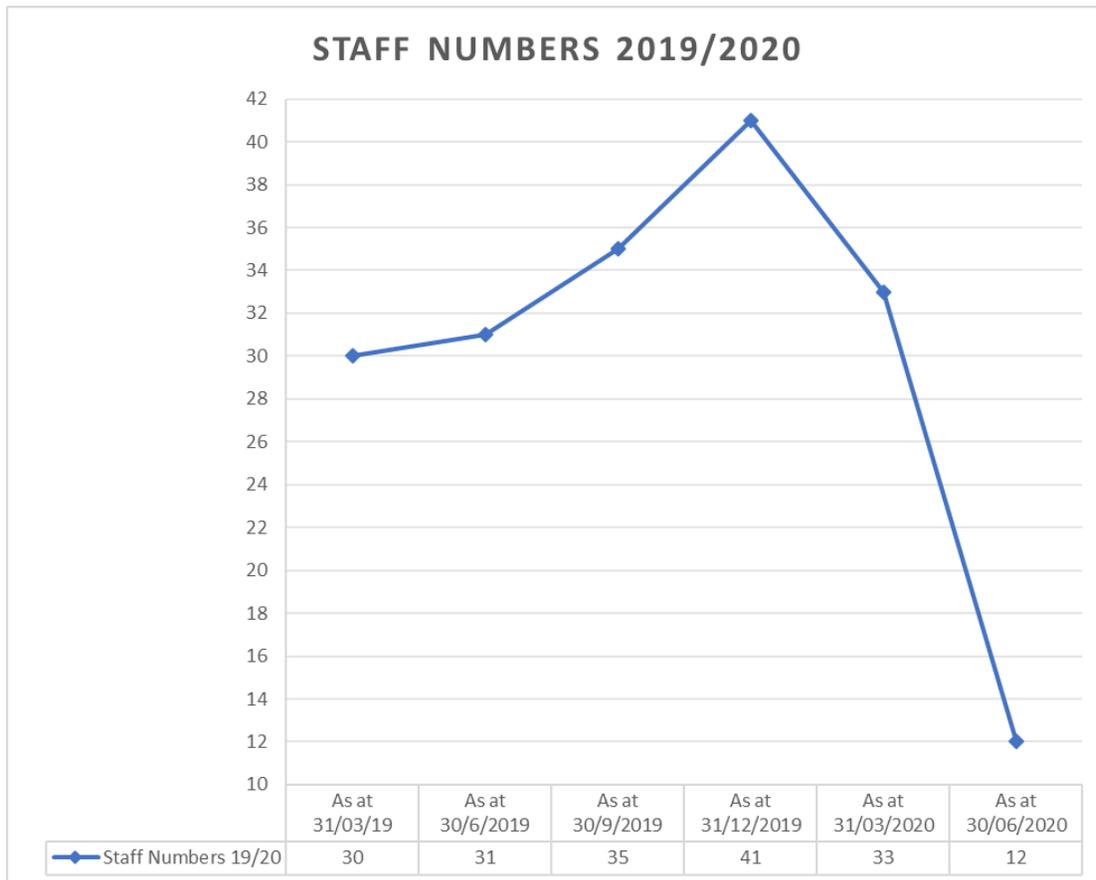
The cash and in-kind sponsorship position as of 30 June 2020 is as follows;

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

1.4 Staffing

The Galway 2020 team is 12 at 30 June 2020

Department	Total
Creative and Cultural Programme	4
Finance and Operations	4
Communications	2
CEO	1
Volunteering	1
Total	12



2. Galway 2020 Cultural Programme Update

2.1 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 28th 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 26th 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.

2.2 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

2.3 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

2.4 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.

2.5 Wave Makers 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 ECOOC 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.

2.6 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.

2.6.1 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.

2.6.2 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

2.6.3 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

2.6.4 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.

2.7 Galway 2020 Links to The Galway Cultural Strategy 2016-2025

	Cultural Strategy Strategic Aim	Galway 2020 Project
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
5	Culture Economy	Galway 2020 audit of venues/Legacy
6	Culture, Health and Wellbeing	Wires Crossed/Legacy
7	Culture Information and Knowledge	The Digital Programme/Legacy

3. 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.

4. Monitoring and Evaluation

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 of scope and delivery timelines will allow the monitoring and evaluation programme to better align 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.

5. Government Relations

Galway 2020 continues to have strong political support nationally. The Programme Delivery Agreement contains specific quarterly reporting requirements and quarterly independent accountants report requirements. An independent accountants report was submitted in relation to the period Q1 2020 and a funders meeting was held with the DCHG in June 2020.

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

3rd September 2020

By: Cepta O'Connell

Name: Cepta O'Connell

Title: Head of Finance

3rd September 2020