

Galway City Council
Service Level Agreement
Quarterly Status Report-Q3 2019

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 8th May 2018. Financial information including year to date accounts to the 30th September 2019 are included here and have been presented and approved by the Board on 1st November as agreed with the Chief Executive.

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 CLG Income and Expenditure	YTD Sep-19 Total
Income	
Local Authority Funding City	1,026,786
Local Authority Funding County	525,000
Government Funding	2,396,167
Sponsorship and Other	250,009
Deferred Revenue and Capital Grants	(89,251)
Total Income	4,108,710
Direct Programme Funding	1,358,340
Programme Related Salary Costs	608,650
Programme Related Direct Costs	
Production	104,388
Professional Fees	332,782
Travel and Hotels	38,878
Tourism ,Programme Promotion and Content Development	443,591
Office Costs	28,306
Other Costs	174
Total Direct Programme Costs	2,915,111
Total Payroll Overheads	447,348
Non Payroll Overheads	
Professional Fees	451,923
Travel and Hotels	39,260
Office Costs	
Depreciation	16,493
Insurance	32,308
IT Costs	50,733
Office Expenses	14,197
Premises Expenses	19,338
Rent and Rates	75,816
Total Office Costs	208,885
Other Costs	46,184
Total Overheads	1,193,599
Total Costs	4,108,710
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 Q3 2019 as agreed under the Programme Delivery Agreement with the Department of Culture, Heritage and the Gaeltacht. The Independent Accountants Report has been submitted in line with reporting arrangements.

1.2 Board and Audit Committee Meetings

The Board met on the following dates in the quarter:

12th July

6th September

The Board will continue to meet at least every six weeks throughout the remainder of 2019.

1.3 Partnership Programme

Artichoke continues to work on behalf of Galway 2020 to secure fundraising and sponsorship income in support of Galway 2020. Since their appointment, under the leadership of Development Director, Sarah Coop, contact has been made with over 500 companies and over 150 meetings have been held. The team has since expanded with two new Development Managers who will continue to engage local and national businesses to determine interest and capacity to support.

Since the programme launch in September the partnerships team have reported positive responses from both secured and potential sponsors, with new leads generated and everyone is currently being followed up with.

The total amount of partners is now c.50 organisations, totalling over €1.7m of new funding. As well as corporate partnerships they have developed an individual giving scheme which is currently being reviewed.

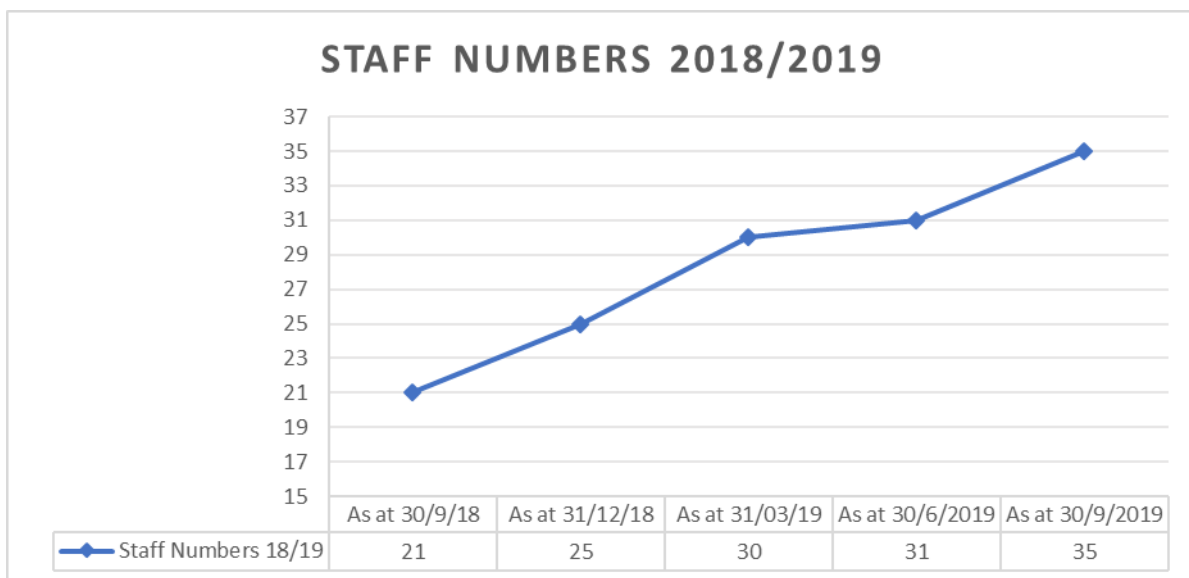
The team continue to work on delivering a series of cultivation events, which will include the

Programme Launch event at the Irish Embassy, London in October, and a cultivation event at the British Irish Chamber of Commerce, with more scheduled to take place before December in the run up to the Opening Event in February.

1.4 Staffing

The Galway 2020 team is 35 as at 30/9/2019. A new Director of Operations , a Financial Analyst, an Office Administrator and a Graphic Designer joined the team in the quarter.

Department	Total
Creative and Cultural Programme	9
Communications	5
Finance and Operations	5
Marketing and Promotion	4
Partnerships	4
Digital Programme	1
International Relations	1
Production	1
Human Resources	1
CEO	1
Community Engagement	1
Tourism	1
Volunteering	1
Total	35



2. Galway 2020 Cultural Programme Update

2.1 Cultural Programme

As part of the ongoing development of the Cultural Programme a number of artists and companies have been engaged to develop new work for Galway 2020. Site visits have been completed for ten new projects under development during this quarter.

The overall programme continues to be developed and is now in pre-production. There are 154 projects in total spanning 1,982 events.

2.1.1 Programme Launch

The programme was launched on the 18 September and attracted local, national and international press coverage. Approximately 4,500 people attended the live event in Eyre Square. Guests and friends of Galway 2020 were invited to a post-launch reception at the Galmont Hotel. The sponsors' pre-event reception at the King's Head was highly successful with a number of potential supporters coming forward.

French company Gratte Ciel's performance was the highlight of the evening. This has set the pattern for Galway 2020 events involving as it did a collaboration between this international company and local young musician and composer Anna Malarkey.

2.1.2 Opening Ceremony

Galway 2020 have engaged Wonder Works, the internationally-acknowledged experts in opening and closing ceremonies, (they have worked on opening ceremonies for several Olympics Games) to mastermind the event, working with a local community cast and local technical teams and suppliers where appropriate. They will work with local agencies and authorities to create a spectacular, memorable and safe event.

Detailed planning meetings are taking place between Wonder Works and the Galway 2020 team. Every member of the Galway 2020 team is involved in the delivery of the event from the selection of poets and performers, the recruitment of community cast and volunteers, marketing and communications, sponsorship agreements, site and event management.

The celebrations will start with a symbolic turf cutting ceremony on St Brigid's day and fiery

festivals will erupt in towns across the county over six consecutive nights from Sunday February 2 culminating in a final breath-taking open-air event in Galway city on Saturday February 8.

2.1.3 Small Towns Big Ideas

A number of Small Towns Big Ideas projects came to fruition during Q3 including:

- Skylight 47 publication launch event in Galway city
- Poetry showcase with young people at Shorelines Arts Festival in Portumna
- A week long programme of art and dialogue in Ballygar focusing on racism and exclusion
- Paving New Pathways community festival in Tuam
- Shot By The Sea and Telling Stories, Sharing Cultures both featured at Westside Arts Festival

All of these events were free and well attended. Over 30 different Small Towns Big Ideas projects have already been delivered since the programme commenced in 2018, and by the end of 2020 Small Towns Big Ideas will have supported the delivery of over 70 new cultural projects with local communities across Galway city and county.

Upcoming in October is *Connemara Songlines* which will present a weekend of choral music and visual art from 31 October to 2 November in Clifden.

The Small Towns Big Ideas programme is also creating links with and our sister European Capital of Culture Rijeka 2020 and their 27 Neighbourhoods programme and are currently identifying community projects that can be twinned between the two programmes.

Galway 2020 will host a writers' workshop with Skein Press in October for emerging writers from black and ethnic minority communities. Building on this we will seek to identify opportunities for some of these writers to engage with Small Towns Big Ideas projects and the wider Galway 2020 programme.

Planning continues with all of the 27 new Small Towns Big Ideas projects selected under Round 2 and capacity building workshops will be delivered to all of the projects on 29 & 30 October. This capacity building work will focus on critical areas for these projects such as communications & branding, engaging with artists, and audience development.

All information on Small Towns Big Ideas Round 2 is available on Galway 2020's website at <https://galway2020.ie/en/small-towns-big-ideas-round-2/>.

Galway City Based Small Towns Big Ideas Projects

City Area	Group	Project
Ballybane	Ballybane Taskforce	Music and food project
Knocknacarra	Knocknacarra 2020	Public art project celebrating local community
Salthill	Devon Park Residents Assoc	New community festival
City-wide	Galway Mother Tongues Festival	New festival celebrating multilingualism
City Centre	Galway Civic Trust	New medieval festival for Galway City
West End	Galway Arts Centre	Series of pop-up exhibitions, debate and food events
City-wide	Croí na Gaillimhe	Intercultural and intergenerational crafting project
City-wide	COPE Galway	New cross-community football project
Menlo	Menlo Scouts	New scouts and community cultural event
City-wide	Galway African Diaspora	African art exhibition and cultural event
Merlin Woods	Friends of Merlin Woods	Project celebrating history of the local area
Claddagh	Brú Theatre	Street theatre project
City & County	Doire Press	New literary project involving Galway writers
Ballybane	Oirthear Le Cheile	Dance project exploring diversity and identity
Westside	Westside Arts Festival	Programme of craft workshops and exhibitions
Shantalla	Scoil Bhríde Shantalla	Film project with local school and community
City & County	Galway Autism Partnership	Multisensory theatre and film project
Salthill	The Village Salthill	Community film making project and film festival
City & County	Galway Traveller Movement	New festival celebrating nomadic cultures
City-wide	Galway Integration Consortium	Storytelling workshops with new communities
City-wide	Skylight 47	Creative writing classes with local communities

City Area	Group	Project
Doughiska	ARD Family Resource Centre	Series of pop-up cultural café events
City-wide	Galway Arts Centre	New exhibition celebrating Galway's LGBT+ community
City & County	ATMOS Collective	Community workshops with new music collective
City & County	Super 8 Shots	Series of film workshops and screenings
City-wide	126 Artist Run Gallery	New art trail utilising underused and unexpected spaces
Ballinfoile	Ballinfoile Community	New community festival celebrating local area
City-wide	Galway Buskers Community	New project celebrating local busking community
City Centre	St. Nicholas' Market Traders	New exhibition celebrating the market and its people
Doughiska	ARD Family Resource Centre	Street spectacle celebrating cultural diversity

2.1.4 Wave Makers Volunteer Programme

The Wave Makers programme has been steadily growing and developing. We have seen the largest engagement of volunteers since the beginning of our activities last April on 18 September at the Programme Launch where 90 volunteers were integral to the delivery of the event

The feedback on the Wave Makers' roles and performance from the general public, stakeholders and team members has been extremely positive.

Our partnership with Fáilte Ireland in the delivery of bespoke Local Expert workshops started on 21 September with 2 workshops attended by nearly 80 Wave Makers and delivered by Fáilte Ireland specifically trained staff.

As part of a recruitment drive for the month of September, the Volunteer Manager attended three main Volunteer Fairs in NUIG and in GMIT and held 2 presentations in local language schools.

Wave Makers training will take place in NUIG during October.

Approximately 500 volunteers have been accepted and 300 applications are currently being processed. Almost 50 nationalities are participating in our Wave Makers programme.

Plans are underway to engage the Wave Makers in the opening ceremony
 The application process will remain open throughout the year and all information can be found on the Galway 2020 website at <https://galway2020.ie/en/volunteering/>.

2.2 European Dimension

International Relations continues to contribute to communications activities at Galway 2020 as well as supporting the programme team’s work. The Galway 2020 programme has a great variety of European and international partners across most projects which are summarised below.

EU	Europe (Non-EU)	Other	Total
21	5	7	33

2.2.1 European Cultural Foundations Cultural Capital Tandem

Galway partnered with the ECF and seven other European Capitals of Culture to support a Tandem programme specifically aimed at cultural practitioners from former, current and future European Capitals of Culture. The following three organisations have been selected to participate in the ECoC tandem programme:

- Branar
- Theatre 57
- Galway Film Centre

The programme started in Rijeka in a forum meeting in June 2019 – all three Galway representatives have been matched with partners in Leeuwarden, former European Capital of Culture in 2018. Theatre 57 and Film Fleadh had their mobilities and their tandem partners visited Galway. The final exchange for Branar will take place in Q4. The tandem will conclude with a project pitching session in November 2019 in Leeuwarden.

2.2.2 International Relations Key Dates

Some key events to be noted for international relations are the following:

Brussels (BE)

October 2019-Galway 2020, together with the North Western Regional Assembly, has successfully submitted a proposal to host a panel at the European Week of Regional on

European Capitals of Culture and Regional Development. The Panel will take place at the European Committee of the Regions. In addition to the panel, Galway 2020 is planning a stakeholder event to present the programme in Brussels.

London (UK)

October 2019-Irish Ambassador to the UK will host a reception at the embassy in London to mark the launch of Galway 2020.

Galway (IE)

October 2019 – the final EU monitoring panel meeting will take place in Galway on 15 October. Members of the EU monitoring panel are due to arrive in Galway on 14 October with an optional site visit. The presentations of both Galway 2020 and Rijeka 2020 will take place on 15 October. Following the meeting, the panel will announce the results of their review and will make a recommendation as to whether Galway 2020 and Rjeka 2020 are to be awarded the Melina Mercouri prize of €1.5m. We expect ten members of the EU panel, two EC representatives and eleven delegates from Rijeka 2020.

Rijeka (HR)

October 2019 – the informal ECoC network meeting is due to take place in Rijeka. Two members of Galway 2020 are due to represent the team in Rijeka.

Previous events/ activities – Overview

Events / activities abroad

Date	Event/ activity	Location
15 – 16 August	Milwaukee Fest – Galway Showcase Promotion of Galway 2020, artists showcase	Milwaukee (USA)

Events/ activities in Ireland

Date	Event / activity	Location
02 July	Meeting between City Council, French Consule in Galway and Galway 2020	Galway City
10 – 12 July	EU Japan Fest Visit to Galway Saori Hakoda, Senior Program Manager	Galway City and County

19 July	Presentation to British Embassy in Ireland Delegation, Galway 2020 programme	Galway City
19 July	Meeting with the French Embassy to Ireland	Galway City
30 August	Hosting of EuroDesk Meeting on TIME TO MOVE	Galway City
05 – 06 September	Leeuwarden 2018/ 2028 delegation in Galway 10 delegates, driving legacy in Leeuwarden. Galway 2020 presentation, STBI, visit to Galway 2020 project Óró	Galway
18 September	Galway 2020 Programme launch-hosting ambassadors to Ireland including French Ambassador to Ireland and embassy staff German Cultural Attaché, German Embassy to Ireland Director Goethe Institute Dutch Ambassador to Ireland	Galway City
20 September	Meeting with New Zealand Ambassador to Ireland	Galway City
27 September	Hosting Leargas Workshop at Galway 2020 office – Creativity for Change, Erasmus Plus workshop Presentation of Galway 2020, STBI projects participated in the workshop – free and open to all 15 participants	Galway City

2.3 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 is most successful when it has a cross organisational focus. Accordingly, a Galway 2020 Audience Development working group has been convened to include representatives from the Programme, Volunteer and Communications team, which will meet regularly to monitor and report back on audience engagement processes and outcomes. Audience engagement will also be part of the Monitoring and Evaluation process. Working with the Audience Agency who have been appointed to work with Galway2020 and NUI Galway on Monitoring and Evaluation, baseline data on existing Galway audiences is being collected. Volunteers will be trained up to collect audience data at specific events.

4. Monitoring and Evaluation

Following an evaluation and selection process, Galway 2020 appointed the Audience Agency. The Agency has submitted a successful tender leading a consortium of organisation including Nordicity and Golant Media. The Audience Agency is also bringing advisory experts to the work that have extensive experience in evaluation of mega events such as a European Capital of Culture, including

- **Dr Franco Bianchini**, Professor of Cultural Policy and Planning and Director of the

- Culture, Place and Policy Institute at the University of Hull, UK
- **Dr Steven Hadley**, Post-Doctoral Research Fellow, Culture, Place and Policy Institute, University of Hull, UK and Associate of The Audience Agency
 - **Niels Righolt**, Director of CKI Denmark, an organisation promoting and enabling cultural democracy that works extensively on a variety of European initiatives
 - **Dr Kruno Kardov**, Assistant Professor, Zagreb University, Rijeka 2020 ECOC lead evaluator
 - **Dr Adam Richards**, Social Value UK

The research framework is being finalised now and ready in Q4. Furthermore, an interim baseline study report was submitted to Galway 2020 following meetings with key personnel in September.

5. Government Relations

Galway 2020 continues to have strong political support nationally. A Programme Delivery Agreement for €15 million was signed with the Department of Culture, Heritage and the Gaeltacht in 2018. This contains specific quarterly reporting requirements and quarterly independent accountants report requirements. An independent accountants report was submitted in November in relation to the period Q3 2019 and a funders meeting was held with the DCHG in September 2019. The PDA also details the profiling of funding to Galway 2020 over the period 2018 to 2020. €6 million will be paid to Galway 2020 in 2019.

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

13th November 2019

By: Cepta O'Connell

Name: Cepta O'Connell

Title: Head of Finance

13th November 2019