

Galway City Council  
Service Level Agreement  
Quarterly Status Report-Q4 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 8 May 2018. An addendum was added in March 2019. Financial information including year to date accounts to the 31 December 2019 are included here and have been presented and approved by the Board on 17 January 2020 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

<b>Galway Cultural Development and Activity Income and Expenditure</b>	<b>YTD 31/12/2019</b>
	<b>Total</b>
<b>Income</b>	
Local Authority Funding City	1,251,065
Local Authority Funding County	642,672
Government Funding	5,110,185
Sponsorship and Other	480,413
Deferred Revenue and Capital Grants	(383,150)
<b>Total Income</b>	<b>7,101,185</b>
<b>Direct Programme Funding</b>	<b>3,121,292</b>
<b>Programme Related Salary Costs</b>	<b>849,822</b>
<b>Programme Related Direct Costs</b>	
Production	140,857
Professional Fees	544,088
Travel and Hotels	80,650
Tourism, Programme Promotion and Content Development	721,319
Office Costs	37,406
Other Costs	918
<b>Total Direct Programme Costs</b>	<b>5,496,352</b>
<b>Total Payroll Overheads</b>	<b>655,577</b>
<b>Non Payroll Overheads</b>	
Professional Fees	590,896
Travel and Hotels	51,784
Office Costs	
Depreciation	22,831
Insurance	32,308
IT Costs	60,900
Office Expenses	16,703
Premises Expenses	23,696
Rent and Rates	82,920
<b>Total Office Costs</b>	<b>239,357</b>
Other Costs	67,218
<b>Total Overheads</b>	<b>1,604,832</b>
<b>Total Costs</b>	<b>7,101,184</b>
<b>Net Surplus/Deficit</b>	<b>0</b>

## **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 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 Q4 review is currently underway.

## **1.2 Board and Audit Committee Meetings**

The Board met on the following dates in the quarter:

1 November  
13 December

The Board expects to meet at least six times in 2020.

## **1.3 Partnership Programme**

Artichoke continues to work on behalf of Galway 2020 to secure fundraising and sponsorship income in support of Galway 2020. 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.

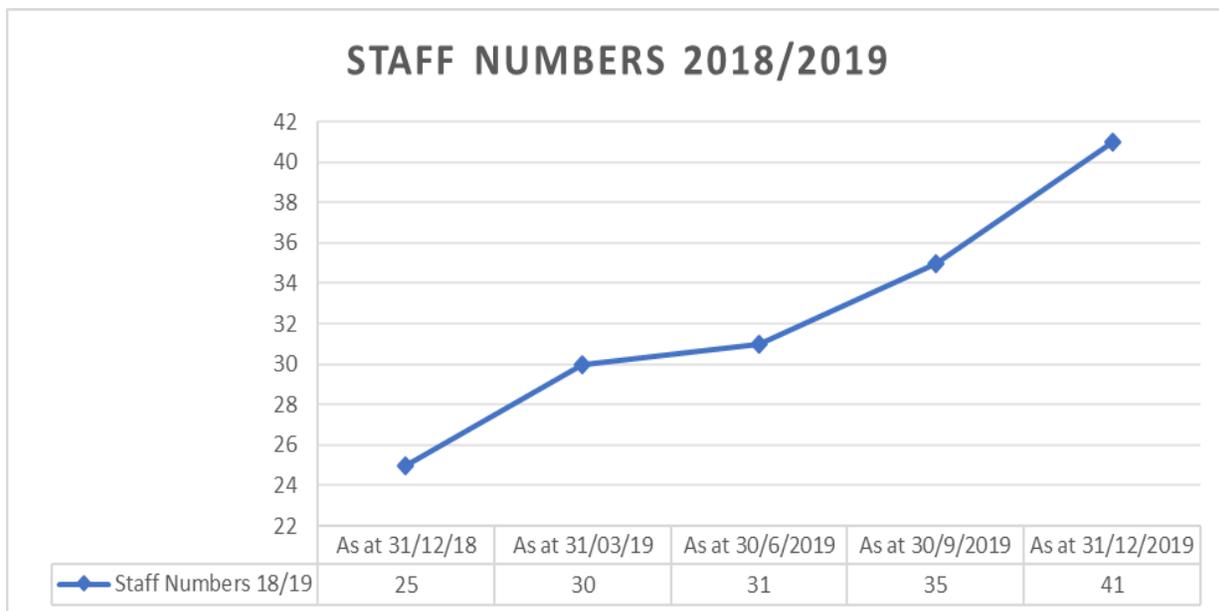
The total amount of partners is now c.90 organisations, totaling over €2m of committed new funding, this is a combination of cash and in-kind.

The team continue to work on delivering a series of cultivation events, which will include a special reception at the Opening Ceremony. A Business Club Breakfast was held on December 17<sup>th</sup> with another scheduled in February.

## Staffing

The Galway 2020 team is 41 as at 31/12/2019. A new Volunteer Co-Ordinator, Ticket and Box Office Manager, and two Partnership Development Managers joined the team in the quarter.

Department	Total
Creative and Cultural Programme	9
Partnerships	6
Communications	6
Finance and Operations	5
Marketing and Promotion	4
Production	2
Volunteering	2
Community Engagement	1
Human Resources	1
CEO	1
Digital Programme	1
Box Office	1
Tourism	1
International Relations	1
<b>Total</b>	<b>41</b>



## **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 Galway 2020 Imbolc Programme Brochure**

The Imbolc programme brochure is currently being finalised for distribution in early 2020. It is the first of several publications that G2020 will produce and will be accompanied by:

- Monthly bulletins throughout 2020
- Individual leaflets on aspects of the programme to include education, information etc
- Regular website and social media updates

#### **2.1.2 Opening Ceremony**

A week-long event is planned to coincide with the start of Imbolc at the beginning of February. The week will begin with a turf-cutting ceremony on St Brigid's Day (1 February) Fire ceremonies are planned on subsequent nights in six towns across Galway County from 2 to 7 February, gradually moving closer to the Galway City. Each night will see the lighting of specially commissioned spheres unique to each town. Local artists & musicians will be involved in the fire festivals with participants drawn from the local area. The six towns are:

- Clifden
- Spiddal
- Portumna
- Ballinasloe
- Tuam
- Athenry

The week's events will culminate in a large-scale event in Galway City on Saturday 8 February with participants from the County towns playing a central role.

Wonder Works are 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, free event.

Detailed planning is ongoing 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, to site & event management.

We are currently in discussions with our ECOC partner city Rijeka to establish what sort of reciprocal moments might be included in each other's Opening Ceremony

### 2.1.3 Cultural Programme Launches

The astonishing *Galway Tour* from Druid which sees Marie Mullen in a new one-act written by Colm Tóibín and will include plays from Galway playwright Tom Murphy, Sean O'Casey, Lady Gregory, Teresa Deevey and Brian Friel in open rehearsal in towns, villages and on the islands. Locations under consideration include Kinvara, Coole Park, Glenamaddy, Rosmuck, Claregalway Inish Meáin and Inishbofin. The Tour was launched at a press event on 27 November.

Blue Teapots also announced their project for Galway 2020-Crossing the Line on 4 December. The pan- European festival will take place from 20-23 May 202

### 2.1.4 Upcoming-Imbolc

2020 is expected to start strongly with several events in the Spring designed to capture the public imagination. These range from highest quality local events through to surprising and unorthodox moments from international artists. Highlights include:

- The Opening Ceremony where we are planning for an audience of a minimum of 28,000 on 8 February itself
- *Imagining Ireland* –Galway 2020 will host a collaboration between the National Concert Hall, Dublin and the Barbican, London
- The first of Tobias Hutzler's quiet but exquisite installations and the beginning of his documentation of the Galway landscape at night.
- Margaret Atwood in conversation during a weekend of activities celebrating International Women's Day
- Kari Kola's *Savage Beauty*
- Branar's *Sruth na Teanga* - an immersive installation of epic proportions creating a journey through five decades of the Irish language
- *Sea Tamagotchi* from Manchán Magan.

- Cellissimo – the first of the triennial Cello festivals from Music For Galway
- Laurie Anderson – both in concert and her VR piece *To the Moon* taking Galway 2020’s landscape theme to another realm. This is the first of the National Concert Hall series collaborations
- Druid;The Galway Tour – taking place across the county and city. There are many other events in the Imbolc period – some building capacity with our cultural partners, other taking place in more private locations such as UCHG or NUIG.

### **2.1.5 Small Towns Big Ideas**

A busy year for Small Towns Big Ideas came to a close with *Connemara Songlines*, a weekend of choral music and art exhibitions in Clifden. 2019 saw over 20 different Small Towns Big Ideas events delivered in communities across Galway City and County.

The main focus of activity for Small Towns Big Ideas in Q4 has been on preparing those Small Towns Big Ideas projects that will feature in next year’s first season Imbolc, such as *Shot By The Sea* and also the *Sea Swimmers* as part of the series of events programmed for International Women’s Day in March.

The Community Cast Call through all community networks has been continuous throughout Q4 with people from all communities and backgrounds signing up to participate in the Opening Ceremony events.

Team members have met with Claddagh Residents Association and full community engagement will take place between now and Opening Ceremony on 8 February in South Park. This will include an open community meeting at 7pm on Wednesday 8 January in Claddagh Community & Snooker Hall.

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/>.

### **2.1.6 Wave Makers Volunteer Programme**

The Wave Makers programme has been steadily growing and developing.

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

Approximately 700 volunteers have been accepted to 31 December 2019. Almost 55 nationalities are participating in our Wave Makers programme and over 77 languages

spoken.

Creative Training was held in the quarter aimed at promoting team building and gaining confidence with the public. It included a two- hour workshop facilitated by Galway Community Circus and local musical Donal McConnon. This will be held again in January 2020. Core training will be held again in January.

Our Volunteer Manager spoke about recruitment and retention of the Wave Makers at an event aimed at helping capacity building for small festivals and arts groups in the West of Ireland.

A Local Expert Workshop, offered in association with Fáilte Ireland, was offered for Wave Makers in December.

Galway 2020 Wave Makers participated in the Junior Film Fleadh, Bad Weather Play Day and the Medtronic Business Breakfast morning

Plans are underway to engage the Wave Makers in the opening ceremony. It is expected that over 300 Wave Makers will be involved in the opening ceremony spanning different and varied roles.

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**

### **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

Subsequent to activities in Q2 and Q3, the final tandem visit from Branar to Leeuwarden took place in November, followed by an overall project meeting of all tandems from across ECOCs. Tandem partners had the opportunity to share their ideas and networks with their peers in other ECOCs forming meaningful collaborations. Galway 2020 is awaiting the

overall evaluation of the tandem programme and is looking forward to continuing the collaboration with the European Cultural Foundation for continued European collaboration opportunities for cultural partners in Galway.

### 2.2.2 Upcoming International Relations Key Dates

Key dates for International Relations in Q1 2020 include the protocol and international delegation management for the Opening Ceremony on 8 February. Furthermore, the opening of Rijeka 2020 will take place on 1 February and Galway 2020 will be represented. Further international engagements include: the Rijeka Carnival and preparation for Europe day and other international delegations visiting Galway in 2020.

### Previous events/ activities – Overview

Events / activities abroad

Date	Event / activity	Location
08/10/2019	<b>European Capital of Culture Panel at the European Week of Regions</b> , hosted by Galway 2020 and NWRRA, with panellists from Aarhus 2017, Leeuwarden 2018, Matera 2019 and Galway 2020. The meeting was held at the Committee of Regions and approx. 100 delegates from local authorities across all over Europe attended.	Brussels, Belgium
08/10/2019	<b>European launch of Galway 2020 in Brussels</b>  Reception hosted in Brussels, approx. 140 delegates attended. Performance by Irish spoken word artist and DJ  Speakers included the Irish Ambassador to Belgium, Helena Nolan and Commissioner Phil Hogan	Brussels, Belgium
22 – 23/10/2019	<b>European Capitals of Culture Informal Network</b>  Participation in the ECOC network meeting, networking and discussing opening ceremony arrangements with Rijeka	Rijeka, Croatia
28/ 11/ 2019	Meeting with <b>Amateo Network</b> in London	London, UK
29/11/2019	<b>Screen Tourism Conference</b> , participation in panel on Culture in City Planning and attracting	

	international audiences. Hosted By Film London and the British Film Commission and Visit Britain.	
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### Events/ activities in Ireland

Date	Event / activity	Location
4/10/19	<b>German National Day</b> Celebration at the German Embassy. Networking with international embassy community including Germany, France, the Netherlands, the UK, Goethe Institute	Dublin
14-15/10/19	<b>Final EU Monitoring Panel</b> in Galway 10 EU experts, 2 representatives from the European Commission and 7 delegates from Rijeka 2020 team were hosted in Galway. Following a tour of Galway and visits to Cultural Partners on 14/10/19, the EU monitoring panel was hosted at the Marine Institute in Oranmore. Following this process the monitoring panel announced at the Marine Institute that both Galway and Rijeka are recommended to receive the Melina Mercouri Prize. of €1.5m	Galway city and county
8/11/19	Meeting with the French Embassy (cultural attaché) and consul in Galway on French / Irish Exchanges - EU Japan Fest – liaison with Irish Embassy in Japan	Galway City
8/11/19	Virtual Meeting with the Irish Embassy In Japan – EU Japan Fest protocol of 2020	Galway City
13/11/19	Meeting with Ambassador of Estonia, Estonian links in Galway 2020 programme and opportunities for collaboration	Galway City
18/11/19	Meeting with Head of European Parliament Office in Dublin	Galway City
19-22/11/19	ECOC Tandem in Leeuwarden – Forum meeting	Online / Galway
3/12/19	Meeting with the Ambassador of Belgium, Belgian partners in Galway 2020 programme	Galway City

### 2.3 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
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

The Audience Agency has been successfully appointed as the agency delivering the Monitoring and Evaluation work for Galway 2020. Galway 2020 continues to collaborate with NUI Galway on this work and the Moore Institute is delivering complementary academic work towards the evaluation work. A steering group has been initiated.

The monitoring and evaluation work of Galway 2020 is fast advancing. The research framework is finalised and research indicators are identified.

Data capturing systems at Galway 2020 are being set up to analyse data relevant and crucial for the evaluation work, including the online ticketing system, volunteering and programme data.

In December, The Audience Agency held a capacity building workshop for cultural partners on the evaluation of their Galway 2020 projects. 25 participants attended the workshop.

We have partnered with the Arts Council on their attendance and participation survey to include a booster survey for Galway City and County in addition to including Galway 2020 specific questions into the national survey around awareness of Galway 2020. The Audience Agency is undertaking the analysis of the data which will inform the baseline data for Galway 2020.

## **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 was 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

15 January 2020

By: Cepta O'Connell

**Name:** Cepta O'Connell

**Title:** Head of Finance

15 January 2020