# Galway City Council
# Service Level Agreement
# Quarterly Status Report-Q2 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. An addendum was added in March 2019. Financial information including year to date accounts to the 30th June 2019 are included here and have been presented and approved by the Board at a meeting held on the 19th July 2019 and 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<br>Income & Expenditure | YTD Q2<br>06-19 |
|---|---|
| **Income** | |
| Local Authority Funding City | 663,796 |
| Local Authority Funding County | 350,000 |
| Government Funding | 2,396,167 |
| Sponsorship and Other | 20,548 |
| Deferred Revenue and Capital Grants | (1,001,065) |
| **Total Income** | **2,429,446** |
| **Direct Programme Funding** | **(823,117)** |
| **Programme Related Salary Costs** | **(234,649)** |
| **Programme Related Direct Costs** | **(270,153)** |
| **Total Direct Programme Costs** | **(1,327,919)** |
| **Total Payroll Overheads** | **(452,929)** |
| **Non Payroll Overheads** | |
| Professional Fees | (349,993) |
| Legal and Audit Fees | (26,692) |
| Depreciation | (10,722) |
| Marketing and Promotions | (57,230) |
| Volunteering | (592) |
| Office Expenses | (10,506) |
| IT Costs | (43,859) |
| Training and Subscriptions | (6,394) |
| Bank Charges | (1,520) |
| Other | (23,071) |
| Board Expenses | (15,137) |
| Rent and Rates | (56,059) |
| Insurance | (32,308) |
| Premises Expenses | (14,514) |
| **Total Non Payroll Overheads** | **(648,599)** |
| **Total Expenses** | **(2,429,447)** |
| **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 2019 as agreed under the Programme Delivery Agreement with the Department of Culture, Heritage and the Gaeltacht. The Independent Accountants Report and Audited Financial Statements have been submitted to the project funders in line with reporting arrangements.

## 1.2 Board and Audit Committee Meetings

Q2 2019 saw the appointment to the board of Mr Jimmy McClearn as Cathaoirleach of Galway County Council and Mr. Mike Cubbard as Galway City Mayor. Dr. Moling Ryan was appointed as the representative of the Minister for Culture, Heritage and the Gaeltacht.

The Board met on the following dates in the quarter:

17th May
19th June

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

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 26th June 2019. Next meeting is scheduled for August 30th. Outside of the formal meetings, the Audit Committee Chairperson maintains a dialogue with key individuals involved in the Company's governance.

## 1.3 Sponsorship and Funding

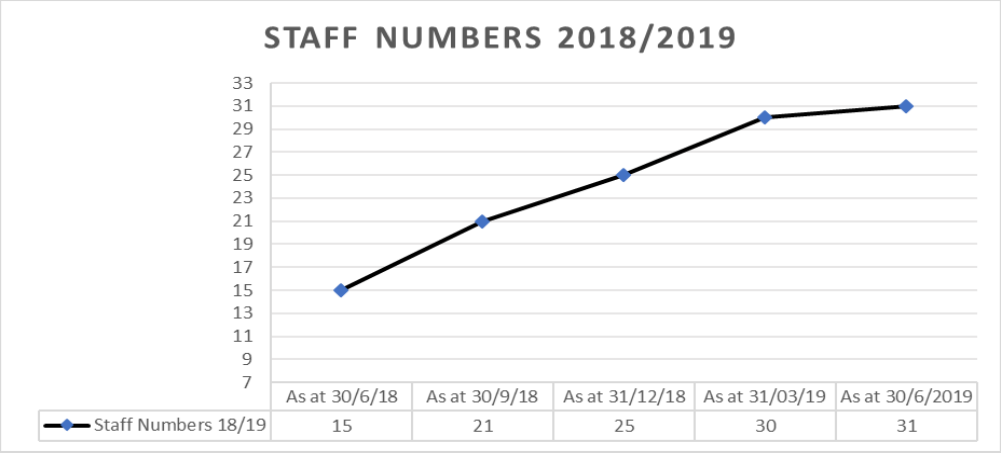
Artichoke continues to work on behalf of Galway 2020 to secure fundraising and sponsorship income in support of Galway 2020 and since their appointment, under the leadership of Development Director, Sarah Coop, contact has been made with over 300 companies and over 130 meetings have been held.

Galway 2020's fundraising team is engaging with local, national and international businesses very positively and effectively, following up on pledges of support made as well as contacting new businesses, to determine their interest and capacity to support. The process to negotiate and agree packages with fundraising partners continues to take time to finalise for each individual business, however the overall feedback from partners is positive and there is great interest from the business community in getting involved. A series of cultivation and stewardship events have been held in Galway and these will continue to be organised in support of the Galway 2020 project in the coming months.

## 1.4 Staffing

The Galway 2020 team is 31 as at 30/6/2019. An Irish Language Communications Officer and a Marketing Manager joined the team in the quarter.

| Department | Total |
|---|---|
| Creative and Cultural Programme | 8 |
| Communications | 5 |
| Partnerships | 4 |
| Finance and Operations | 3 |
| Marketing and Promotion | 3 |
| International Relations | 1 |
| Digital Programme | 1 |
| Production | 1 |
| CEO | 1 |
| Human Resources | 1 |
| Community Engagement | 1 |
| Tourism | 1 |
| Volunteering | 1 |
| **Total** | **31** |



## 2. Galway 2020 Cultural Programme Update

### 2.1 Contract Milestone Update

Approximately 65% of all contracts are now complete. All contracts and agreements are developed under the following headings;

- Agreed funds and funding schedules
- Ticketing
- Billing
- Production assistance
- Press and marketing supports
- Branding
- Volunteering

### 2.2 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 10 new projects, now under development during this quarter.

The overall programme continues to be developed in preparation for the launch of the programme in September 2019.

#### 2.2.1 Fresh Street 3

As a result of their partnership with Circostrada, the ISACS Network hosted the International conference, FRESH STREET#3 in partnership with Galway 2020.This event took place from 22 – 24 May 2019. 250 international delegates from all over the world attended. This included artists, practitioners, programmers, producers, festivals, stakeholders, policymakers, and journalists. The event was hosted by the National University of Ireland, Galway, with a one-day exploration of place and identity on Inis Oírr, Aran Islands and the events in Galway secured more local and national media coverage than either of the two previous Fresh Street conferences held internationally.

### 2.2.2 Symphonic Waves

The Symphonic Waves Orchestra has expanded to now include new sections. Ongoing auditions and performances are taking place for high-level progression pathways and performance opportunities for advanced young musicians aged between 13 and 21 years from Galway, Roscommon, Sligo, Leitrim, Mayo, Clare, and Limerick. Symphonic Waves is produced by Music Generation Galway. Monthly rehearsals will continue to build repertoire including newly commissioned work and continuing mentorship with the sectional leaders.

### 2.2.3 The Arts Council

The Arts Council and Galway 2020 signed an MOU to agree a programme of work, ensuring new opportunities for artists, and to help build a lasting legacy for the year-long cultural programme. The Arts Council will hold a series of events in Galway throughout 2020, including its Summer Plenary meeting; the announcement of the 2020 Laureate na nÓg; a Creative Schools celebration; and an Equality, Human Rights and Diversity initiative.

## 2.3 Capacity Building and Training

Galway 2020 continues to provide ongoing capacity and training opportunities as part of our ongoing programme of work.

### 2.3.1 Make a Move

The 'Digital Practices' Art Incubator was the first pilot Art Incubator of the 'Make a Move' project. It was organised and hosted by Galway Theatre Festival, and took place from April 25th – May 4th 2019 in Galway City and on Inis Oírr. Aims of this were to support the international and national artists to build new skills in the area of digital practices, to provide artists with the opportunity to learn new skills in the area of online audience development and develop artists' business skills by focussing on project producing and funding for co-production projects.

### 2.3.2 Future Landscapes

Future Landscapes was an intensive four-week programme in May created in conjunction with the Moore Institute at NUI Galway as a part of the Galway 2020 digital programme. Using technology to imagine unknown realities can inspire new ways of looking at the world.

Run by Rachel Uwa of the internationally-renowned 'School of Machines, Making and Make-believe' based in Berlin, the programme will focus on enhancing physical and social landscapes through technology and exploring the potentials of Mixed Reality (MR)

### 2.3.3 EU Networks Seminar

This seminar was hosted by the Arts Council and Galway 2020 in June 2019. Connecting with a European cultural network can open doors to new opportunities, co-creation, learning, information sharing, new ideas and much more. It can lead to partnerships and projects with like-minded organisations from across Europe and enable application for EU funding programmes including Creative Europe. There is a wide range of European cultural networks across many different activities and practices, from informal alliances of culture professionals to formalised membership bodies. The aim of this seminar was to present a few of these networks and to explore how they work and how they can contribute to the work of cultural organisations and individuals. The session also explored cultural mobility and the benefits and challenges of undertaking mobility opportunities and collaborations with partners in other countries.

### 2.3.4 Small Towns Big Ideas

Small Towns Big Ideas is a Galway 2020 flagship programme. The programme commenced in the summer of 2018 with 51 different community generated projects spanning Galway city and county with 24 city-based projects. Most of these projects are now well underway and many have already been realised with considerable success.

The assessment process for Round 2 of Small Towns Big Ideas is now complete. A total of 115 Expressions of Interest were received from which 27 projects across the county and city were selected to be supported. The total value of funds awarded is €211,000. With €300,000 being awarded in Round 1, this brings the overall investment from Small Towns Big Ideas in local communities to over €0.5m. Taking Round 1 and Round 2 together, over 70 new cultural projects will have been supported under the Small Towns Big Ideas programme by the end of 2020.

The selection process involved an initial assessment from the programme team and then assessment by an independent panel that included the county and city Arts Officers and a representative each from the Arts Council, Galway City Community Network and Artichoke. Meetings with all of the selected groups are now underway to discuss and agree the scope and detail of their projects and once this process is complete the full picture for Small Towns Big Ideas Round 2 will be presented.

Projects from Round 1 of Small Towns Big Ideas continue to culminate and host public events. Over 20 projects already completed with the remaining projects rolling out in 2019 and 2020. Over 4,000 people have already attended Smalls Towns concerts, exhibitions, street performances, workshops, walks & talks, and various other formats. Most recently was *Westside Arts Festival* where 3 different Small Towns Big Ideas projects featured in the festival. And next up for the city is *Misleór: Festival of Nomadic Cultures* which will take place in mid-October.

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 Area | Group | Project |
|---|---|---|
| City-wide | Galway Integration Consortium | Storytelling workshops with new communities |
| City-wide | Skylight 47 | Creative writing classes with local communities |
| 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 |

### 2.3.5 Wave Makers Volunteer Programme

The Galway 2020 *Wave Makers Volunteer Programme* was officially launched on 16th February .The Wave Makers programme is being developed in line with best practice from other European Capital of Culture volunteer programmes.

Since then, over 300 people registered with the Wave Makers programme, with over 250 of these having completed the face-to-face meeting and approval process.

Promotion and recruitment to the Wave Makers programme is now well underway and will continue for the rest of the year. Promotional activities include posters and brochures being distributed throughout county and city venues, participation at volunteer fairs, and presentations to community organisations. The programme is actively promoted on social media and has developed links with ALIVE, the NUIG student volunteer programme. We are also now also commencing promotional activities with larger private and public sector employers.

The existing Wave Makers are already supporting Galway 2020 projects including several Small Towns Big Ideas events, the recent Fresh Street programme, and we will be working with the Serve The City initiative on their next community clean up on 24th August.

Capacity building work with the Wave Makers programme is also well underway with 2 x Volunteer Meet Ups already hosted and the Wave Makers Training Programme currently being finalised. This training will commence in September with the delivery of a specifically tailored version of Fáilte Ireland's Local Expert Training programme.

European connections also continue to be developed. Our Volunteer Manager recently visited Aarhus to learn about how they developed the hugely successful Rethinkers volunteer programme as part of their ECOC 2017. One of our Wave Makers recently completed a volunteer exchange with Sibiu International Theatre Festival and discussions around other international volunteer exchange opportunities are ongoing with other ECOC's and also with Padova European Volunteering Capital 2020.

Work on identifying a suitable space for a volunteer hub for the Wave Makers programme is also ongoing.

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/.

## 2.4 European Dimension

International Relations continues to contribute to communications activities at Galway 2020 as well as supporting the programme team's work. Relationships with foreign embassy in Dublin were advanced and the following activity was delivered in Q2 .

### 2.4.1 Promotion of European opportunities

- The open Creative Europe call on Bridging Culture and Audiovisual content through digital was circulated to cultural partners
- The second round of i-portunus.eu – an individual mobility grant for artists and practitioners was circulated to cultural partners.
- Other opportunities are promoted to all cultural partners in the programme and via our social media channels

### 2.4.2 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. Participants are currently organising their individual mobilities. One is expected to take place in Q3, during the Galway Film Fleadh in July 2019. A second tandem visit to Galway will take place on 06 August. Galway partners are also due to visit their partners in Leeuwarden. The tandem will conclude with a project pitching session in November 2019 in Leeuwarden.

### 2.4.3 Upcoming 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.

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 thier recommendation to award the Melina Mercouri Prize to both European Capitals of Culture. We expect 10 members of the EU panel, 2 EC representatives and 11 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 |
|---|---|---|
| 26 April | Meetings in Brussels promotion Galway 2020 and exploring collaborations<br>Meetings with DG EAC, European Commission Cabinet for agriculture and rural development and Irish Embassy to Belgium | Brussels (Belgium) |
| 29 – 31 May | International Relations in the EU<br>2 day conference on EU external relations in culture. | Rijeka (Croatia) |
| 11 – 13 June | ECoC Tandem by European Cultural Foundation . ECoC Forum in Rijeka<br>Capacity building programme – supporting three cultural practitioners in Galway to participate in the Tandem programme, matching with other ECoCs from across Europe. Participation and contribution from Galway 2020 | Rijeka (Croatia) |
| 05 – 06 June | 3rd Culture and Ruralites Forum<br><br>Head of Programme, Marilyn Gaughan Reddan spoke at a panel to promote international panel to discuss cultural projects in rural settings - European Capitals of Culture in a Rural Setting. | Soria (Spain) |

*Events/ activities in Ireland*

| Date | Event / activity | Location |
|---|---|---|
| 08 – 10 April | European Capitals of Culture Network meeting in Galway, attended by 40 delegates from different ECoCs (former, current and future)<br>A total of 37 delegates attended the 2 day meeting from 20 different European Capitals of Culture. | Galway |

| | | |
|---|---|---|
| 11 April | European Commission visit to Galway | Galway |
| 9 - 11 May 2019 | General Secretary of EU Japan Fest, Shuji Kogi, visits Galway to meet with Galway 2020 personnel, cultural partners interested in working with Japanese artists and other organisations interested in connecting with Japan. | Various |
| 29 May | Ambassador of the Republic of Cuba visiting Galway 2020 offices<br><br>Briefing on Galway 2020 | Galway |
| 11 June | Students from Matera visit the Galway 2020 office | Galway |
| 12 June | Västra Götaland delegation<br>Five cultural managers from cultural institution of Vastra Gotaland Region in Sweden.<br><br>Presentation on Galway 2020 and Small Towns Big Ideas in particular. | Galway |
| 25 – 29 June | Rijeka 2020 – 27 Neighbourhoods team visiting Galway to collaborate on Small Towns Big Ideas.<br><br>Five delegates visiting Galway, visits and meeting with communities in Kinvara and Oughterard | Galway |
| 26 June | Galway 2020 presentation as part of the Croatian Statehood Day celebration in Dublin. Invitation by the Croatian Ambassador to Ireland. Audience: Ambassadors to Ireland and embassy staff based in Dublin | Dublin |
| 27 June | Culture In Motion - European Culture Networks. Organised by the Creative Europe desk<br><br>Galway 2020's Head of Programme moderated a panel on European Networks and the value of joining them. Many Galway | Galway |

| | | |
|---|---|---|
| | 2020 projects have joined these networks and have benefited from participating in them | |
| 27 – 29 June | Rijeka delegation visiting Galway, co-hosted with Galway City Council. A hugely successful visit to Galway by representatives from Rijeka City, Tourism Board, University of Rijeka and Rijeka 2020. Total delegation: 15<br>Programme included<br>• Opening of Laval Nugent Exhibition at NUI Galway<br>• Bilateral meetings with respective counterparts in the delegation and Galway City<br>• Mayoral Civic Reception at City Hall<br>• Tour of Galway<br>• Statehood Day Celebration in Galway at NUI Galway | Galway |

## 2.5 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 G2020 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

In the advancement of the monitoring and evaluation framework, an invitation to tender was published on 21 June 2019 (on e-tender and on Galway 2020's website) inviting suitably experienced organisations to collate and assess baseline data, data collection and analysis in the areas of audiences and participation, economic impact and media. The deadline of submission of tenders was 11 July 2019.

The successful tenderer will work in collaboration with Galway 2020 and the National University of Ireland Galway.

## 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 May in relation to the period Q1 2019 and a funders meeting was held with the DCHG in May 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:** _____

Name: Patricia Philbin

Title: CEO

9th August 2019

**By:** _____

**Name**: Cepta O'Connell

**Title**: Head of Finance

9th August 2019