

Galway City Council Funding Scheme

List of Questions to aid completion of your online registration

There are 41 questions in this application form.

SECTION A –

ORGANISATION DETAILS to be completed by all applicants

Name of organisation/group/club

Address of organisation/group/club

Eircode

Locate Eircode at: finder.eircode.ie

Contact telephone number for the organisation/group/club

Name of contact person for correspondence

Address of contact person

Contact telephone number (if different to above)

What is your official position in this organisation/group/club?

(Please note this form needs to be signed by one of the officials in the Organisation/Group/Club)

Contact email for the organisation/group/club

Please provide details on any website operated by your organisation/group/club

Please provide details on any social media sites operated by your organisation/group/club

SECTION A - BANK ACCOUNT DETAILS

Name of organisation/group/club on bank account

Address of organisation/group/club on bank account

SECTION A - ORGANISATION STRUCTURE

Are you a not for profit organisation - Possible answer Yes/No

Please indicate your organisation's legal status

- Un-incorporated club or association
- Trust
- Registered charity
- Company limited by guarantee
- Other (specify)

Please provide your registered charity number

Please provide your cro number

SECTION A - BOARD OF DIRECTORS

Please provide details of your board of Directors

Name of Director

Position of Director (e.g. Chair, Secretary, Term of Office

Please note that you must immediately notify Galway City Council of changes in Board Membership throughout the year.

SECTION A - MEETINGS & MEMBERSHIP

How frequently does the board/committee meet?

(E.g. weekly, monthly, bimonthly) *

How long has the organisation been established?

Date of last AGM

If a membership based organisation, how many members do you currently have?

Does the group have a membership fee?

Please outline if different rates apply to Students, OAPs, etc.

SECTION A - AFFILIATIONS

Is your group affiliated to any national body or organisation? Possible answer Yes/No

Please give contact details on this national umbrella body

Is your organisation/group/club a member of the Galway City Public Participation Network? Possible answer Yes/No

SECTION A - CHILDREN

Does your club cater for children? Possible answer Yes/No

Please identify the relevant officers

Children's Officer (CO) name and cert number

Designated liaison person (DLP) name and cert number

Does your club have a written child protection policy? Possible answer Yes/No

Please upload a copy of the written child protection policy

SECTION A - FUNDING

Please provide details on all the funding received by your group from Galway City Council in previous years

2019 Amount (€)

2020 Amount (€)

2021 Amount (€)

PLEASE STATE THE TOTAL INCOME AND EXPENDITURE OF YOUR ORGANISATION FOR THE YEARS BELOW

Projected 2022 Income (€) Expenditure

Actual 2021 Income (€) Expenditure

Actual 2020 Income (€) Expenditure

PLEASE NOTE: Certified/Audited (if applicable) Statement of Accounts or latest Annual accounts submitted to an AGM of your organisation must be submitted with this application.

SECTION B - ACTIVITIES

Please give a brief description of the activities of our organisation over the past year (200 words max)

SECTION C - STAFF

DOES THE ORGANISATION/GROUP/CLUB EMPLOY STAFF? Possible answer Yes/No

NUMBER OF STAFF EMPLOYED

Please indicate for each

Number of Full Time Staff

Number of Part Time Staff

Number of Temporary Staff

SECTION D - FINANCIAL AND LEGAL INFORMATION

To be completed by all applicants

ACCOUNT DETAILS

Please note: the only method of payment of any grant approved will be Electronic Funds Transfer. If you are a first time applicant or have not already received payment from Galway City Council by EFT you will be requested to complete the official Supplier Set Up Form.

If you have previously received payment from Galway City Council but have changed details i.e. Bank account, address etc., you will need to complete and return the official Supplier Set Up Form and your details will be updated on our system, if your application is deemed acceptable.

Each organization must ensure that the information provided to Galway City Council for payment of a grant is correct.

FINANCIAL SUMMARY

Please provide an up to date, Certified/Audited (if applicable) Statement of Accounts with this application. If your organisation is tax registered you are required to provide a copy of a valid Tax Clearance Certificate. This is not necessary if you can quote a Charity Number.

LEGAL

Breaches of the terms and conditions of the grants scheme may result in sanctions including disbarment from future grant applications

Applicants registered under the Companies Act 2014 or previous equivalent legislation may be required to provide copies of all or any documents submitted to the Companies Registration Office.

FOI

Please Note that the Freedom of Information Act applies to all records held by the Local Authority.

GDPR

In order to process your application it may be necessary for Galway City Council to collect personal data from you. Such information will be processed in line with the Local Authority's privacy statement which is available to view on <https://www.galwaycity.ie/privacy-policy>

SECTION E - APPLICANT STATEMENT

I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Breaches of conditions may result in future exclusion from funding applications.

Possible answer Yes/No

Name:

Official Position in Organisation/group/club

Please select the funding scheme(s) under which you intend to apply

- Creative Ireland Community Led scheme 2022
- Galway City Marketing Fund 2022
- Galway City Creative Communities Scheme 2022
- Arts Grants Scheme
- Band Grants
- Sports Clubs Grants
- Community Festivals Fund