

Re: Community Action, Inclusion, Regeneration, Development & Environment (CAIRDE) Grant 2025

A Chara,

I am pleased to inform you that funding of €XXXX has been approved by Galway City Council under the CAIRDE Grant 2025 for the **description of project approved funding for.**

Please fill out the attached **Letter of Acceptance** to certify that the funding will be utilised as described and that it will be expended by **31st October 2025.** In order to move forward, please fill out, sign, and send back attached **Letter of Acceptance and Funding Agreement to candc@galwaycity.ie by 2025.**

On completion of your project please complete, sign, and return the attached **Expenditure Report** no later than **31st of October 2025.** The Expenditure Report **must include a breakdown of vouched expenditure incurred**, adding up to the total value of the claim and must include all marked paid receipts/invoices for items purchased/works carried out and bank statements as proof of payment. You must also complete the enclosed **case study report** which should include **photos to demonstrate the project has been completed** and may also be used for promotion purposes by Galway City Council.

I wish to advise your group that you must ensure that all necessary statutory permissions or consents have been obtained before any works commence, if applicable. This includes but is not confined to planning permission.

Please note that payments under the above scheme are conditional on vouched expenditure being in accordance with the details in your application form. All grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform *Circular 13/2014 – Management of and Accountability for Grants from Exchequer Funds* [Download Circular](#)

All grant allocations will be paid based on certified vouched expenditure and on the basis that:

- The expenditure relates only to the project that is funded under CAIRDE 2025 Grant.
- The invoices have not and will not be used in support of another claim for reimbursement from any other funding sources (i.e. no duplication of funding).
- The Organisation/Group has put in place appropriate and adequate financial control systems to manage the grant allocation.
- The expenditure has been certified as correct by the Chairperson, Secretary or Treasurer and a declaration to this effect will be submitted with the grant claim.

- Proper records will be maintained by the Organisation/Group of all vouched expenditure under this fund, including paid invoices and other relevant supporting documentation.

Galway City Council reserve the right to carry out an audit of expenditure or conduct inspections from time to time to verify compliance with the scheme terms and conditions.

Galway City Council must be credited on all promotional materials related to the funded project. Any information, signage, or other publicity associated with this project should recognise Galway City Council's support through the use of logos or other written acknowledgments. Logos in all formats can be downloaded from page 2 of the Galway City Council Branding Guidelines [here](#)

Finally, please note that all payments made by Galway City Council are by Electronic Fund Transfer (EFT). If you have not previously received a payment from Galway City Council, or the previous payment was over 12 months ago, or you have changed bank, the attached Supplier Set Up form Up must be completed in order to receive your grant award payment and returned directly to the Accounts Payable Section in Galway City Council, City Hall, College Road, Galway or preferably emailed direct to accounts@galwaycity.ie [Download Supplier Setup Form](#)

Please note that if total payments reach the €10,000 threshold within a 12-month period, payments cannot be made until a Tax Clearance Certificate is forwarded to Galway City Council.

Please do not hesitate to contact this office for guidance on 091-536400 or by email to candc@galwaycity.ie.

Wishing your group every success with your project and continued success for the future.

Yours sincerely,

Community Department
Galway City Council