

An Chomhairle Oidhreachta  
The Heritage Council



## An Chomhairle Oidhreachta The Heritage Council

### Community Grant Scheme 2018: European Year of Cultural Heritage *Making a Connection*

ÁR nOIDHREACTH:  
MAR A CHASANN ÁR SEANCHAS  
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This booklet tells you about deadlines for when we must receive applications from you for EYCH Community Heritage Grants in 2018. It also contains other relevant information.

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## Introduction

To mark the European Year of Cultural Heritage (EYCH) in 2018, the Heritage Council is focusing its Community Heritage Grant Scheme on the theme, *Make A Connection*, to encourage communities throughout Ireland to build heritage connections that will last long beyond next year.

One of the main objectives of the EYCH 2018 is to promote a bottom-up approach to managing our heritage. This scheme is intended to enable communities and heritage non-governmental organisations (NGOs) to continue their work in this area or to start new initiatives.

## How to apply

You must apply online for our grant scheme. You can apply from Friday 15 December 2017 through our [website](#). We only accept forms submitted online. We do not provide **or** accept paper forms. To consider your application, we must receive your online application along with supporting documents by: **Friday 9 February 2018 at 5pm**. Applications received after this time cannot be considered.

We will let you know whether your application is success or not in the second half of April 2018.

## Project specific information

When you apply for a grant for specific types of projects, you will need to give us additional technical information. We list the additional information you need later in this notice.

## Aims of the EYCH Community Heritage Grant Scheme 2018

The scheme aims to:

- promote appreciation and enjoyment of heritage, to make a lasting difference to heritage, people and communities,
- promote a bottom up approach to heritage management, and
- reach out to new audiences by telling heritage stories in innovative ways to stimulate public interest and engagement.

We are looking for creative, engaging projects that provide a way for the public to learn about and manage our natural and cultural heritage. We want you to share your knowledge, project ideas and experiences more widely.

## Funding available

The Heritage Council has allocated €750,000 to this scheme in 2018. The most you may ask for is 75% of the funding of the total project expenditure, up to a maximum of €8,000. We expect the scheme to be very competitive. We expect to fund about 150 projects this year.

## Grant scheme criteria

### Who can apply?

The scheme is open to:

- not-for-profit voluntary and community groups, and
- heritage-related non-governmental organisations (NGOs).

Applications from other organisations or individuals will not be accepted.

## What types of project does this scheme cover?

Here are some examples of projects that the scheme covers.

1. **Initiatives designed to support community efforts to learn about and manage heritage, to build up local heritage networks and to attract new participants in heritage projects, and to encourage under-represented groups to share their heritage too.**
  - Seminars
  - Demonstrations days
  - Training
  - Interpretation
  - Community heritage websites

## **2. Community/NGO-led surveys and audits**

- Local heritage audits including wildlife, botany, archaeology, folklore.
- Graveyard surveys.
- Surveys of monuments and their surrounds.

## **3. Community/NGO-led conservation reports and plans**

- Conservation reports.
- Conservation plans.<sup>1</sup>
- Conservation management plans to inform future works for heritage places.

## **4. Community/NGO-led conservation works**

- Work on habitats and natural sites.
- Work to publically owned buildings for essential, small-scale repairs.
- Works to stabilise medieval and ruined structures.
- Work on objects and collections.

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<sup>1</sup> A 'Conservation Plan' is a plan prepared in line with the process set out in *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance*, 2013

# What must my application show?

Your general application must show evidence of seven items.

## 1. Good heritage practice

You must show that the project will be guided by good practice in:

- research,
- heritage management, and
- conservation.

## 2. Public engagement

Your project must also show strong public engagement and participation. You must use social media to promote events where members of the public are invited in to learn about the project, and where possible to take part. Examples of how you might do this include **one or more** of the following:

- demonstrations,
- volunteering,
- training,
- community or NGO-management, and
- encouraging under-represented groups to take part or to share their heritage.

## 3. Suitable project timelines and costs

You must show that your project will be completed by:

- **16 November 2018.**

Work carried out on your project before an offer of support has been made, will not be funded.

You must also show that your project is:

- fully costed,
- well-organised, and
- good value.

You must include quotations or evidence for each cost listed in your project budget. You must upload copies of these quotations, estimates or other evidence to support the figures and costs you provided with your budget.

Where relevant, you must show us that your project considers future maintenance.

#### **4. Clear communication about the project**

As well as having a strong public engagement aspect to your project, your application must show us that you are clear about:

- the audience you want to communicate with,
- how these audiences will find out about your project, and
- how you plan to attract new participants into your project.

If your application is successful, we will offer you training in social media and other communications tools.

#### **5. Plan to hold a Heritage Week Event**

You **must** show us that you will hold an event about your project during Heritage Week, 18-26 August 2018. The theme for the week this year is *Sharing Stories*. For example, if your project is focused on a local archaeological site, please hold an event about your project, and the site itself.

**You can include the costs of running an event for Heritage Week into your project budget.**

If your initiative has already taken place earlier in the year, please consider another action for Heritage Week such as an article in the local press, a small exhibition or talk. You may also want to consider how this action might help recruit new participants into your project too.

*Please note that this scheme is not intended to support small-scale heritage week events that are not associated with a larger project.*

## **6. Approvals, permissions, licences and consents**

You must upload copies of all relevant approvals, permissions, licences or consents needed for your project. Upload these copies with your application form.

## **7. Letter of support (if required)**

Where the involvement or help of another party is critical to the success of your project, you must upload a document confirming their agreement to participate and outlining the extent of their participation.

## **What other items must my application show if organising specific initiatives?**

If you are organising specific initiatives such as events or conferences, training, setting up a website, interpretative materials and particular conservation projects, please read the following paragraphs carefully to learn about the information we will need.

### **What information is required for events and conferences?**

If you are applying for funding support for an event or a conference, please include a detailed outline of:

- proposed speakers, venue, and audience, and
- how you will communicate about your proposed conference or event including informing the public about it and any follow up activities such as papers, video, or presentations arising from it.

### **What information is required for training?**

If you want to show how you are actively going to engage the public through training activities or if the focus of your project is a training event, you must include the following information:

- who the training is for,
- who will carry out the training and their qualifications,
- what aspect of heritage the training will demonstrate and why is it needed, and
- what you expect the participants in the training to learn.

## **What information is required for websites?**

You must include the following information:

- the structure of the site: sitemap, description of the main sections,
- draft text and visual content,
- hosting arrangements,
- domain name, and
- your arrangements for long-term maintenance and updating.

We strongly advise that community heritage websites are set up as part of a larger network such as the Irish Community Archive Network (I-CAN) or your local authority local history library service.

## **What information is required for interpretative materials such as sign boards or leaflets?**

For interpretative materials, you must send us:

- draft text for the sign board or leaflet,
- an outline of graphic layout,
- photographs of the proposed locations of signs (if planning to put up boards),
- the design of interpretative boards, and
- your arrangements for long-term maintenance – who and how.

## **What information is needed for building conservation works including roof repairs?**

For building conservation works, please send the following documents with your application:

- a document showing that a suitably qualified practitioner has been approached to provide advice on good heritage practice,
- a description of the building's current and intended occupancy and use,
- evidence of the building's protection status (Protected Structure, Architectural Conservation Area, Recorded or National Monument) and a note as to why you think it is of special interest,
- clear photographs of the building in its setting and of the main frontage, other elevations and problem areas,
- a location map or maps so we could get to your individual building from a national road,
- a specification of the proposed building conservation works or a statement of the repairs required, with drawings if possible, and
- a statement telling us if there is any use of the building by bats and birds.

**For roof repairs, please also provide** clear photographs of the attic interior where the roof is in poor condition and so that we can see that the roof is safe to access.

## **What information is required for the conservation of objects or collections?**

For these projects, please include the following documents with your application:

- treatment or survey proposals from a conservator, or advice made in earlier reports, and
- photographs of objects, or storage areas and so on.

## **Habitat and species conservation projects**

Please include the following documents with your application:

- location maps and photos,
- relevant permissions,
- detailed specification of works, and
- evidence of conservation advice or advisor.

## **What is not covered in this grant scheme?**

### **Public sector responsibilities**

We do not fund projects that carry out any part of any public-sector body's statutory or core responsibilities. This includes work relating to the European Directives on habitats, birds, Water Framework or Marine Strategy Framework.

### **Third level Projects**

We also do not give grants to people in undergraduate or postgraduate education who are seeking support for work that forms a part of their academic studies (including PhD).

### **Museum Standards Programme for Ireland (MSPI)**

We do not give these grants to people taking part in the MSPI who are looking for funding to care for collections.

### **Archaeology**

We are not able to fund archaeological excavations or post-excavation analysis and reporting.

### **Memorials**

We do not fund the creation of new memorials including the erection of plaques.

### **Amenity Landscaping Works**

We do not fund amenity landscaping works. Examples of this include tarmacking or landscaping of car parks, the installation of benches or litter bins.

## **Publications**

We do not fund the writing or production of publications under this scheme.

## **Primary School Projects**

We do not fund projects aimed at primary schools under this scheme, for example school gardens.

## **Retrospective projects**

We do not fund projects retrospectively – work that has already been done before we offer a grant.

## **Remember...**

We must receive your online application along with supporting documents by: **Friday 9 February 2018** at 5 pm. We wish you the best with your application.

## **Heritage Council contact details**

Heritage Council

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