



JPICH Heritage in Changing Environments CALL: Guidelines for applicants: Ireland

Introduction

1. The Heritage Council is Ireland's representative in an EU project to assess priority areas for cultural heritage research across Europe. This project is known as the *Joint Programming Initiative on Cultural Heritage and Global Change: a new challenge for Europe* (JPICH).

2. As an element of this, in partnership with other countries, the JPICH has launched the Heritage in Changing Environments research call. The Heritage Council has allocated €50,000 towards this research call. This document provides details on the eligibility requirements for applicants seeking monies from Ireland in their project application. Further details on applications and FAQs can be found on the JPI Cultural Heritage website (www.jpiculturalheritage.eu) as well as a link to the online application system.

3. The Italian Ministry of Cultural Heritage, Tourism and Activities (MIBACT) will act as Handling Partner, managing the call and selection process on behalf of the JPICH. Applications are to be made via the online system.

Expected projects

4. Funding will be offered to excellent research projects involving Irish researchers. The project must have a maximum duration of 36 months.

Application Procedure

5. Applicants need to take into account the respective national eligibility criteria and funding conditions as set out here. All consortium partners must prove sufficient financial stability to conduct the project properly. The project leader has to make sure that all consortium partners provide the necessary information as requested from the funding agencies/ministries to ensure the eligibility of the project. The deadline for submitting the project proposals is **30 November 2017, 14:00 CEST**. The latest starting date for successful projects is 1 December 2018

6. Hard copy or digital applications will **not** be accepted by the Heritage Council.

Eligibility and Evaluation

7. Details on the application and assessment process can be found at www.jpiculturalheritage.eu

Guidelines and further information

8. Further details on the *JPICH Heritage in Changing Environments call* are available at www.jpiculturalheritage.eu/

9. The Heritage Council must receive a formal written assurance from the institution/company/organisation of its willingness to support the project for its duration and of its readiness to provide accommodation and facilities appropriate to the project. This will be sought when initial grant agreements are signed between the Heritage Council and the grantee.

10. The application process requires a clearly outlined financial plan stating in particular the overall budget, expenditure and other commitments which must be imputed in the online form. Each application should include a breakdown of costs per participating country.

11. Support will not be granted for ongoing projects funded by other bodies, for example the Higher Education Authority, the Royal Irish Academy or the Irish Research Council. Project Co-ordinators must demonstrate that proposed work is separate and distinct from previously/currently funded research.

Best practice

12. Any research proposal which requires access to private property, museum collections and /or other archives, or which requires destructive sampling or analysis of objects, must have the prior written agreement of the relevant institution or individual. Any such written permission(s) should be appended to the Project Proposal document. All conditions of Ireland's National Monuments Acts and other relevant legislation must be followed and all work must be carried out in accordance with the principles of good heritage practice

Allowable Costs

13. Applications will be accepted from researchers in recognised higher educational institutions, commercial, charitable and voluntary organisations and private individuals. Support will be available to cover reasonable travel costs associated with collaboration.

14. Please note that the research areas for which graduate or post-doctoral funding is being sought must be clearly specified in the application. Applicants should also be aware that the Heritage Council is not in a position to pay for the 'buy-out time' of full-time academic staff. Please note commercial or 'charge-out' rates are not eligible.

15. Where applicants are uncertain at the time of submitting an application as to the exact identity of personnel to be involved in the project, then rates based on specified salary grades or pay scales may be used. The category of staff required should be indicated. This rate must be verifiable and where an application is successful, must be adjusted to the actual rate of pay for each individual at the time of submitting a claim for reimbursement of expenditure. Evidence of time allocated to any project funded under this Programme must be evidenced by payroll printouts/timesheets.

16. Grants will not exceed 75% of final costs to individual projects and projects will be evaluated on a value for money basis. The cost of institutional overheads may be included as a contribution in kind. A detailed breakdown of any overheads must be presented in any financial drawdown. Capital costs must not exceed 10% of the overall project costs.

17. For applications submitted by staff of third level institutions, the Heritage Council will not cover institutional overheads. However, these overheads can be submitted as a contribution from the institution towards the overall cost of the project. The purchase of computer hardware or software, or professional equipment which experts in a particular area should already possess, will not be grant-aided. Small equipment, fieldwork, data collection, archival and digitisation costs may be included but justification must be provided, illustrating that these costs are absolutely necessary to carry out the research work and that such facilities are not available through other means to the applicants.

18. Provide an estimate of the travel and subsistence costs based on the proposed number of trips, the destinations and rates charged (the Heritage Council will not pay in excess of the following rates: mileage €0.40c per mile/€0.25c per km, subsistence: €10 five hour rate, €20 ten hour rate, €80 twenty-four hour rate, i.e. overnight).

19. The Heritage Council's decision on whether to award a grant under this Programme shall be final.

General conditions of offer

20. If you do not comply with these conditions, the Council will withdraw its grant; you must repay any money you have received under that grant.

21. The Council's decision to offer you a grant will have been made in good faith, based on the information you supplied. If any of that information was misleading, whether deliberately or accidentally, the Council reserves the right to withdraw its grant; you must repay any money you have received under that grant.

22. Once awarded, grant amounts cannot be increased.

23. In accepting the offer of a grant for your project, you undertake to ensure that:

- if your project involves children, you will comply with the national child protection guidelines
- all your activities will be carried out in accordance with the law
- you have obtained all necessary approvals, permissions, licences or consents
- all your work will be carried out in accordance with the principles of good heritage practice
- you will license the Heritage Council to use project reports and photographs for educational or promotional purposes (with appropriate credits to the authors and photographers)
- only expenditure on the agreed work will be funded by the Council's grant
- contributions from sources other than the Council will be secured and expended as provided in the project budget.

24. All publicity, including public lectures, publications, monographs, print materials and press releases, television and radio advertisements, websites, film, video and audio recordings associated with, or arising from, the research undertaken for a project must contain acknowledgement of funding by inclusion of the Heritage Council logo and the JPICH logo and a

written acknowledgement in any reports/publications or promotional materials which should read:

'This project was supported by the Heritage Council of Ireland under the Joint Programming Initiative for Cultural Heritage research call Heritage in Changing Environments.'

Payment of the Grant

25. In consideration of the payment of the grant by the Heritage Council, you will covenant with and undertake to the Council to indemnify and keep fully indemnified the Council from and against any claims, actions, proceedings, judgments, decrees, orders, directions, liabilities, damages, losses (including but not limited to consequential losses and loss of profits, revenue and/or goodwill) costs and expenses (together with any amount in respect of value added tax thereon arising) suffered or incurred as a direct or indirect consequence of the publication of statements in connection with the project (to include, without limitation, statements in any books, publications, reports or other outputs funded by the grant issued by the Council) which are alleged to be libellous or defamatory (including, without limitation, any professional fees, charges or expenses (together with value added tax thereon as aforesaid) incurred in investigating, obtaining advice with respect to or resisting or appealing any such fines, penalties, awards, claims, actions, proceedings, judgments, decrees, orders, directions, liabilities, damages, losses, costs or expenses).

26. The Heritage Council attaches considerable importance to procedures for monitoring and renewing grants. Those in receipt of grants under this research call will be required to submit written reports to the Heritage Council. It is the responsibility of the Project Co-ordinator to ensure that such reports are filed by the due dates. Failure to file these reports by the required dates, or the filing of an unsatisfactory report, may oblige the Heritage Council to cancel a grant. Where a grant is cancelled, the Heritage Council will have leave to seek recovery of monies which have been awarded under this Programme. The timely submission of satisfactory reports by the grantee) will be regarded as a condition of holding a grant. The project may be subject to a final review on completion of the expenditure programme as part of the Heritage Council's review procedures.

27. Unless the Council relieves you of the obligation by applying a specific condition to your project, you must make a progress report to the Council within six months of commencement. The Council will issue a reminder, drawing your attention to any specific topics to be covered in the report and to the documentary evidence to be submitted. You may request an interim payment of your grant, up to a maximum of 50% at that time: your request must be supported by copies of invoices or receipts for your expenditure. Further reporting intervals will be devised depending on the duration of approved projects.

28. If the interim payment exceeds €10,000, you must supply a copy of a current Tax Clearance Certificate unless the Revenue have issued you with a CHY (charity) number or unless your organisation is a public sector body as defined in Department of Finance Circular 44/2006. This

requirement applies to applicants from both outside and inside the state. See www.revenue.ie for details of Tax Clearance Certificates: search the site for "tax clearance certificate".

29. You must make a detailed final report to the Council no later than by **30th November 2018** in accordance with specifications to be provided by the Council beforehand. You must also provide a copy of a current Tax Clearance Certificate in the Applicant's name if the grant is of €10,000 or more, unless the Revenue have issued you with a CHY (charity) number or unless your organisation is a public sector body as defined in Department of Finance Circular 44/2006. This requirement applies to applicants from both outside and inside the state.

30. You will receive the balance of your grant after the Council has assessed the project work and found it to be satisfactory. That decision will be based upon your detailed final report and upon any inspection of the work that the Council may have carried out at any stage during the lifetime of the project.

31. For grantees who produce financial statements, details of your grant award must be recorded - the name of the grant making agency i.e. The Heritage Council, the title of the relevant grants programme (i.e. Joint Programming Initiative -Heritage in Changing Environments), the amount and term of the total grant. This is a requirement from Ireland's Department of Finance Circular No. 17/2010.

32. All payments shall be made to the institution or employer of the Project Co-ordinator as agent for the other partners.

33. Payments related to any expenditure on the project prior to the agreed start date or after the works have been satisfactorily completed shall not be made under any circumstances. The Council cannot fund projects retrospectively, i.e. funding cannot be used to pay for any activities undertaken before the acceptance of a letter of offer.

34. On completion of the expenditure programme, a full audited account shall be provided to the Heritage Council on request. The statements of expenditure may be subject to audit by an independent auditor appointed by the Heritage Council. In the event of expenditure being less than projected, any under-spend shall be refunded to the Heritage Council at the date which has been designated for the completion of the project. You must keep all your records, including your bank statements and original invoices, for each grant for three years from the date of the first payment you receive under that grant.

Dissemination of outcomes

35. The Heritage Council funds not-for-profit research intended to generate knowledge for public good purposes and as such expects that outputs and findings should be widely disseminated and made publicly available. As part of this Programme the applicants will be expected to make an annual report, and a final report, available on the Heritage Council website. In circumstances where the researcher wishes to restrict access to intellectual property, the Heritage Council should be consulted. Project Co-ordinators will be required to comply with the Heritage Council requirements for open access as per the *National Principles for Open Access Policy Statement* of October 2012.

Other

36. Should a project participant holding a grant from the Heritage Council be unable for any reason (including medical reasons), to pursue the research agenda which has been the basis of the award, they must inform the Heritage Council as soon as possible.

37. It is the responsibility of the relevant project participant to inform the Heritage Council in writing of any change of address, telephone, or e-mail address within four weeks of such a change.

38. The Heritage Council reserves the right to revise the Terms and Conditions of this Programme.

39. **Queries regarding applications under this Programme should be made to Ian Doyle at: idoyle@heritagecouncil.ie or 353 56 7770777.**