



HERITAGE EDUCATION, COMMUNITY & OUTREACH GRANTS PROGRAMME
IRISH WALLED TOWNS NETWORK (IWTN)

APPLICATION FORM 2010
(DAY EVENTS ONLY)

INTRODUCTION

This is a nationally coordinated programme in which the participating walled Towns located within the north and south of Ireland holds an event of heritage themed activities on the same day in each location. The rationale for the event is to increase awareness and enjoyment of Irelands unique 'heritage product' to visitors and residents, with a particular emphasis on towns which have historic town walls or fortifications or where it is evident that town walls in the past have helped to create unique historic town fabric/settlement pattern, a unique 'sense of place' and upstanding monuments for visitors to explore and interpret all events are medieval in nature.

This scheme is only open to current members of the Irish Walled Towns Network (IWTN).

All programmes must be medieval in nature

TO APPLY

Applicants must fill in the APPLICATION FORM online through our website before 5.00pm on 21st May 2010. Fax/Email or Hard Copy Applications cannot be accepted.

Go to the Council website at **www.heritagecouncil.ie** and go to the Grants section. Double click on the Online Grants System button. If this is your first time applying you should click on the New Applicant button to register and apply for a grant. If you have already registered then you should click on the Existing Users Login button. The user name and password will be sent to your email address. You can complete your online application in stages before submitting it to the Heritage Council. You can check and amend the application at any stage before you submit it; the system won't accept the application until the form is complete.

Additional information is to be supplied in electronic format; by uploading documents under Section 6 of the online system. (further information below)

Compiling an application is a time-consuming process: planning the project, completing the application form and providing supporting documentation will all require quite a lot of time and effort . Please read this whole booklet before you begin completing your application. There are 6 sections on the Online application to be completed and these are outlined in greater detail below.

The online system will not accept an application unless it is complete. Fields filled only by terms such as "see attached" will not be accepted.

Please Note: Canvassing on behalf of any applicant will automatically disqualify an application.

The deadline for submissions/applications to the IWTN Fund 2010 is **Friday 21st May 2010 at 5pm (applications received after the deadline will not be considered)**.

Applications received by post fax or by email will not be considered.

The IWTN Selection Panel will assess the project list in May 2010 and recommendations presented to for approval at Council's June board meeting.

The Heritage Council will notify applicants in writing thereafter.

GUIDANCE NOTES

Applicants must fill in the APPLICATION FORM online.

Budget

You are required to submit a project budget; the application form includes suggested headings. However, if they do not suit your project, you may use your own headings.

You are not expected to list every individual item but, if the cost of any item or heading comes to more than 10% of total project value, you should supply copies of quotations, estimates or other evidence to support the figures given. The Council may require successful applicants to seek revised estimates for certain items of expenditure.

The Council is particularly concerned to ensure that all projects apply good heritage practice. If you do not have the appropriate expertise within your team, you may need to undergo training or seek professional advice. That should be reflected in your budget.

Proportion of expenditure to be funded

The Council may fund different proportions of different projects. It may decide to fund only some of the costs of a project and may refuse to fund others. The Council will not cover expenditure on:

- travel abroad
- subsistence and accommodation
- office equipment
- overheads.

However, if you pay for them, you may count their cost as part of your contribution to total costs.

Covering your costs

In drawing up your budget, you should have contingency plans to enable your project to proceed even if the Council funds less than the proportion you apply for. Your other sources of income may include:

- fund-raising
- sponsorship
- grants or funding from other sources
- payments you make from your own resources to cover costs of travel abroad, subsistence and accommodation, office equipment and overheads
- voluntary work (see below).

Valuing voluntary work

You are encouraged to put a value on the unpaid work contributed to the project by members of your organisation, by your project team or by other volunteers. Here are some maximum rates to guide you in costing voluntary time:

- €300 a day for professional fees
- €150 a day for skilled labour (eg stone mason, shipwright, cabinet maker, blacksmith, mechanic)
- €80 a day for unskilled labour.

Tips

Plan your application well in advance. Allow ample time to complete the form and to scan documents or turn them into PDFs.

Have a clear and realistic idea of what you want and how much your proposal costs.

Read the **Conditions of offer** section of this document and ensure you are in a position to comply with them.

Read all questions thoroughly before you answer them.

Be aware that all information submitted to the Heritage Council is subject to the **Freedom of Information Act, 1997**, so you should not assume that information in your application will remain confidential.

Database and data protection

The Heritage Council intends to build a computerized database of people and organisations interested in heritage matters. This database will be used to communicate with such people about the Council, its activities and its interests; information on the database will not be made available to anyone else save in accordance with the law.

We would like you to consent to having your details added to this database. However, you are free to refuse consent.

THE ASSESSMENT PROCESS

This tells you what the Council will be looking for when assessing applications. There are three sets of requirements. The first set covers procedural requirements: for example, if your application is late, or incomplete, it will be rejected. The second covers basic criteria: for example, if you haven't shown that your project will have lasting benefits, your application will be rejected. Compliant applicants get to the final stage, where the Council has to weigh up the competing applications and select those who will receive grants.

The staff and members of the Heritage Council and its committees assess all the applications under the criteria relevant to each scheme. Applicants will be notified of the outcome in late June 2010.

There are three stages to the assessment process:

- first, we check that you have completed the application procedures properly. Some applications may be rejected at this stage
- second, we check that you have complied with the basic criteria

- third, we compare all of the applications to select the best.

The procedural requirements

This section explains the checks the Council will make to determine whether you have completed the application procedures properly. You can use this section as a checklist to ensure that you have got all the basics right.

Was the application submitted in the specified way?

- Your application **must** be submitted **online**, through the Heritage Council website www.heritagecouncil.ie
- Handwritten, faxed or emailed applications **will not be accepted**.

Was the application submitted within the time limits?

- Your complete application must be submitted by 5.00pm on 19 February 2010.
- If your application is not complete by 5.00pm on 19 February 2010, it will be rejected: you will not be allowed to complete it, or to submit extra information, after that deadline.

Has anyone canvassed the Heritage Council on behalf of the Applicant?

- The Heritage Council has always stated that canvassing on behalf of any Applicant will automatically disqualify an application. This is indicated clearly on the application form and in previous years a very small number of applications have been rejected for this reason.
- The canvassing rule does not preclude TDs or county councilors from distributing application forms to their constituents.

Has the application been completed in full?

- The online system will not accept an application unless it is complete. Fields filled only by terms such as "see attached" will not be accepted.
- The main sections on the form are:
 - Applicant
 - Project
 - Budget
 - Capability
 - Communication
 - Declarations.

Has the essential documentary evidence been provided?

- Certain questions on the application form require that you provide documentary evidence:
- uploaded in PDF format
- Such evidence is required if your project involves:
- activities for which planning permission, or a declaration from the local authority allowing works on a protected structure, is required: you must give us a copy of the grant of permission
- access to private property, museum collections, archives or lands: you must give us a copy of the written permission of the owner
- work on archaeological sites, objects or wrecks: you must give us a copy of the written approval of the National Monuments and Historic Properties section of the Department of Environment, Heritage and Local Government or the National Museum of Ireland, as appropriate
- destructive sampling or analysis of objects: you must give us a copy of the written agreement of the relevant institution or individual
- work on a foreshore for which a licence is required from the Coastal zone section of the Department of Agriculture, Fisheries and Food: you must give us a copy of the licence
- work on designated lands (Special Areas of Conservation, Special Protection Areas and Natural Heritage Areas): you must give us a copy of a letter of consent from the National Parks and Wildlife Service
- work with flora and fauna requiring a licence under the Wildlife Act, 1976: you must give us a copy of the licence
- the involvement or help of any other organizations or individuals: you must give us copies of letters of support
- a survey: if the area to be surveyed is smaller than a county, you must give us the Irish grid coordinates or a map of the area
- developing a recreational route, a website, printed material, signage or information boards, a conference, seminars or training programmes: you must give us a document giving details of the output in question
- any budget heading that accounts for more than 10% of the total project expenditure: you must provide estimates, quotations or other evidence.

- This list is not definitive: if other approvals, permissions, licences or consents are required for your project, it is your responsibility to identify and obtain them.

Has supplementary documentary evidence been provided?

- You may need to supply supplementary documents (eg maps or photographs) in order to explain your proposal fully or to support your methodology or working methods. You may also wish to include supporting information, which should be comprehensive but brief.
- Any such supplementary or supporting information must be supplied with your application, as the Council cannot seek additional information from Applicants after the deadline.
- When applying online, you should create PDF files from your maps, photographs or documents and attach them to your application: there is guidance in Appendix 6.

Is the information in the application accurate?

- We accept your application and make our decisions in good faith based on the information you give us. So any misleading statements included (whether deliberate or accidental) in your application, or any information knowingly withheld, could mean your organisation's application is not valid. In that case, the Council will stop assessment and reject the application.

The basic criteria

There are four basic criteria that your project must meet. However, these are not simple YES or NO criteria: for example, two projects might both provide for communicating and engaging the public, but one project might have a better proposal for doing so. Both projects might qualify for consideration on that criterion, but one might rate more highly than the other.

Fitting a scheme

First, your application must show how your project fits the objectives of your chosen scheme, all IWTN Day Event projects fall under Council's Heritage Education, Community and Outreach scheme:

- Heritage Education, Community and Outreach: to support initiatives linking heritage to communities through education and outreach, promoting active engagement with and raising public appreciation of heritage.

Good practice

Second, your application must show that you will use good heritage practice. Two questions on the form are particularly relevant (although you are encouraged to take all opportunities to support your contention):

- What working methods or methodologies will you be using?
- Why have you chosen those methods or methodologies?

Your answers should show that

- you have a clear and robust methodology or set of working methods
- you are aware of, and intend to apply, relevant good heritage practice.

If you do not have the appropriate expertise on good heritage practice within your team, you may need to undergo training, seek professional advice or engage external assistance. That should be reflected in your budget. In **Section 4 Capability** of the application form you should list the people who will supply relevant advice. Appendices 2, 3 and 4 of this document list sources of information. A need to seek external advice or assistance is not a weakness: because it spreads knowledge of good practice, it enhances the project's lasting impact (see below) and is therefore a commendable element of a project.

Communicating and engaging the public

Third, your application must show that your project will include activities that reach out beyond the members of the project team. That applies to all three schemes, not just to the Heritage Education, Community and Outreach scheme.

Section 5 of the application form asks you about your plans for communicating your project's outcomes and engaging the public. There are several possible audiences and many ways you can communicate with them, from formal papers aimed at the scientific community to exhibitions or talks in the local library, from using the local media to organizing Heritage Week events.

As the Council is keen to promote active engagement with and raise public appreciation of heritage, a good strategy for communicating and engaging the public will help your project's chances.

Lasting impact

Fourth, to provide lasting benefits, your project must include activities to ensure that the results or outcomes will last for about five years after the project has ended. The nature of those activities will vary depending on the nature of the projects. For example:

- demonstrating the viability of a museum or other institution
- provision for communicating data or results to others and storing it safely and accessibly
- introducing new skills to a community

- showing how a collection will be cared for in the long term
- showing how a pilot scheme may be funded after its first year
- sending copies of conservation reports or biodiversity surveys to organisations who may be able to build on them in the future
- setting up a management system for a graveyard or wildlife area for the next five years, including a steering group to oversee the project.

Clearly, the greater and the longer-lasting the impact of a project, the better the return on the Council's grant.

One of the questions in **Section 2 Project** of the application form is:

- How will the project outcome be maintained over the next five years?

That question addresses this issue directly, but you should take other opportunities to show the expected impacts of your project.

THE APPROVAL STAGE

The Heritage Council will inform you of the outcome of your application by letter in late June 2010.

Approval of applications is subject to the Council's **Conditions of Offer**. You should read the Conditions to make sure that you will be able to comply with them. The Council may also attach specific conditions to an offer of grant assistance for your project.

Conditions of offer

- 1.** 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.
- 2.** 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.
- 3.** Once awarded, grant amounts cannot be increased.
- 4.** In accepting the offer of a grant for your project, you undertake to ensure that:
 - if your project involves children, you must comply with the child protection guidelines that are available on www.heritagecouncil.ie/education
 - 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 submit full drafts of all the project's text outputs to the Council for approval before publication
 - your publications, reports and other outputs include the Heritage Council logo and state that
 - your project was funded by the Heritage Council under the appropriate Grant Scheme in 2010
 - 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.
- 5.** As the Council cannot fund projects retrospectively, the work to be funded by the Council must begin after the Council's offer is accepted in April 2010. And, as the Council cannot roll over funding from one year to the next, all projects must be

completed by 24 September 2010. If the work is not completed on time, the Council reserves the right to withdraw the offer of grant.

6. All programmes must be completed and returned to The Heritage Council by 23thJuly 2010. All projects must be completed and funding drawdown by 24th September 2010.

Your request must be supported by a detailed final report to the Council & should include:

- a summary of the project (no more than 500 words)
- a description of the activities undertaken
- an account of the benefits of the works
- a comparison of the actual outcomes with the expected outcomes the lessons you learned from the project
- a statement of how you complied with all the conditions set out in the Council's letter of offer
- minimum of **five** photographs (for use on the Council's website)
- a summary of your expenditure, certified and signed by the Project manager, with copies of invoices or receipts for any items of expenditure amounting to more than 10% of the total grant and for any other items that the Council may specify
- 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. (Not required for Public Bodies). This requirement applies to applicants from both outside and inside the state.

Useful sources of information: Appendix 1

Many of the websites listed have links to other sites that may be of interest to you. In addition, the Heritage Council site www.heritagecouncil.ie has information and publications that could be useful:

- Working with biodiversity - the law and you
- Conserving hedgerows
- Conserving and enhancing wildlife in towns and villages: a guide for local community groups
- Ireland's historic church and graveyards
- Farming and archaeology: Ireland's Historic landscape: useful points on management and sources
- Waterway corridor studies database and reports
- Care of stained glass
- Care and conservation of collections
- Traditional buildings on Irish farms

Heritage officers

Many of the local authority heritage officers and conservation officers have produced useful resources for their counties.

Other sources

Central Fisheries Board www.cfb.ie: information on licences required in relation to work on fish or on rivers

Department of Agriculture Fisheries and Food www.agriculture.gov.ie: information on foreshore licences etc in the Coastal Zone Management section

Institute for the Conservation of Historic and Artistic Works in Ireland www.ichawi.org: list of members

Institute of Archaeologists of Ireland www.iai.ie: list of members

Invasive Species Ireland Initiative www.invasivespeciesireland.com: how to identify invasive species; codes of practice to stop their spread and best practice guidance on how to eliminate certain species

Irish Architectural Archive www.iarc.ie

Irish Georgian Society www.igs.ie: register of people experienced in traditional building skills

Irish Museums Association www.irishmuseums.org

Irish Professional Conservators and Restorers Association www.ipcra.org: list of members covering many types of heritage objects and also buildings

Museum Standards Programme for Ireland www.museumsireland.ie

National Archives of Ireland www.nationalarchives.ie

National Biodiversity Data Centre www.biodiversityireland.ie: information and maps on the distribution of biodiversity, as well as guidance on the format in which your data should be submitted to the NBDC

National Botanic Gardens www.botanicgardens.ie

National Inventory of Historic Buildings in Ireland www.buildingsofireland.ie

National Library of Ireland www.nli.ie

National Monuments Service www.archaeology.ie: information on legislation for archaeology and on archaeological sites

National Parks and Wildlife Service www.npws.ie: guidelines and information on relevant legislation

Restoration Network Ireland www.restorationnetworkireland.com: a website where those working on restoration projects in Ireland can share information and discuss relevant issues

Royal Institute of Architects of Ireland www.riai.ie: search for architects experienced in building conservation

Society of Archivists www.archives.org.uk: Irish region lists archivists in Ireland

Society of Archivists Ireland www.learnaboutarchives.ie

The Tree Council of Ireland www.treecouncil.ie

Waterways Ireland www.waterwaysireland.org

Good Heritage Practice: Appendix 2

Good heritage practice is the approach you should take in treating heritage within your project: proven activities, advice, ethics and methodologies that, if followed, should result in heritage being treated appropriately. That means that it should not be damaged and, where possible, its condition should be improved; that in turn should be central to ensuring that a project meets its desired outcomes.

The principles behind the practice may vary from one field of heritage to another. For example in building conservation, the concept of restoration is discouraged, while in a wildlife project restoration is central to particular habitat management projects. For research projects, good practice means using the most robust methodology available and appropriate to your project. But all heritage projects require access to sound advice and information before a project starts up, and all require the heritage element to be at the centre of the project. This is likely to require the use of a professional in a relevant field of heritage, either to advise or to supervise.

Principles of good practice and sources of advice for specific fields of heritage

<p>Buildings</p> <p>Minimal intervention Reversibility Building materials: replace like with like Use an architects and engineers training in building conservation See websites of the RIAI and Irish Georgian Society</p>	<p>Objects or documents</p> <p>Minimal intervention Reversibility Materials: replace like with like Work to be carried out by a qualified or experienced conservator See websites of ICHAWI, IPCRA and the Society of Archivists</p>
<p>Biodiversity</p> <p>Use scientifically proven methods Use proven methodologies in restoring habitats or removing invasive species In general, work with, not against, natural processes especially on the coast and rivers Work to be supervised by a qualified, experienced ecologist See websites of NPWS, National Biodiversity Data Centre, National Botanic Gardens, Central Fisheries Board</p>	<p>Archaeology</p> <p>Seek help and advice from the National Monuments Service or your local Heritage Officer Understand through research before carrying out any works Minimal intervention Record by least destructive method Report finds to the National Museum of Ireland See websites of National Monuments Service and Institute of Archaeologists of Ireland</p>

Institutions to which copies of the project results or data must be sent: Appendix 3

Results or data must be shared or deposited with relevant institutions, such as these:

- National Biodiversity Data Centre www.biodiversityireland.ie
- Irish Architectural Archive www.iarc.ie
- National Library of Ireland www.nli.ie
- National Museum of Ireland www.museum.ie
- Archaeological Survey of Ireland www.archaeology.ie
- National Archives www.nationalarchives.ie
- County Archives or Libraries www.nationalarchives.ie/contactus/agencies.html

Appendix 3: The Basics

We have tested the system using Internet Explorer 6 and Mozilla Firefox 3.5.3 but it will work with earlier versions . Your browser should have cookies and javascript enabled, at least for the Heritage Council website.

If you use security software (eg a firewall program or a spam filtering system), please either whitelist <noreply@heritagecouncil.ie> or check regularly to ensure that no email from the Council has been caught by your filters.

You will need anti-virus software so that you can be sure that any documents you upload are free of viruses and other malware. If the online system finds any malware, it will reject your application.

Completing the online application form

The application form is lengthy and it is unlikely that you will be able to complete it in one session. The system allows you to save your work, log out and then log in again, for another session, as often as you want. You can add new material or change what you have already entered. You should save your work regularly; always do so before logging off.

There is guidance on the completion of the form both in this booklet and in the online help system.

When you have completed and checked your application, press the **Submit** button. Once you have done that, you won't be able to change your application. Make sure you submit before the deadline (5.00pm on 19th February 2010); the system will not accept applications after that date.

A single applicant can make several applications, but the form will have to be completed separately for each application.

Drafting your application

Because the application form is so long, you might like to draft your application on your word-processing program before you start entering the information online. That might also make it easier for you to discuss the draft with colleagues, to seek advice and to make improvements.

You can then copy and paste the material, item by item, into the online form. It won't accept anything other than plain text, so don't do any fancy formatting.

You can keep a copy of your final draft to remind yourself what you entered on the application form, but you will also be able to print or save a copy of your application from the online form:

- press the Print button at the bottom of the screen and you will see your entire application, with the information you have entered so far
- there will be another Print button at the top right: press that to print
- you can also Save the application to your own computer, using your browser's Save, Save As or equivalent command.

Documents

You will see that the online system provides for you to upload documents to support your application. The number of documents to be uploaded will depend on the nature of your application. Each document is limited to 5MB but you may upload several documents.

Tab 6 **Upload Documents** of the online system is where you upload. That page will provide a reminder of the documents you will need . It allows you to enter a title for File Path field and press **Choose** to find the document or file on your own computer. Once you have chosen and named all the documents you want to upload, press the **Upload Documents** button.

Any documents found to carry viruses or other malware will be rejected.

The only document formats that will be accepted are:

- PDF
- Microsoft Word DOC (not DOCX)
- Microsoft Excel XLS (not XLSX)
- Microsoft Powerpoint PPT (not PPTX)
- JPG

You can upload documents individually, but it would be better to put all the documents into a single file in the PDF format. The best way to do that is to use your wordprocessing program to assemble all the elements and then to translate the file into PDF format. Here's how.

Translating your file into PDF Format

To translate a word-processing file into PDF format, you may need to install a PDF creator or converter program (some modern word-processing programs have a built-in method of creating PDFs). There are several PDF creators or converters available from download sites like www.tucows.com, www.butterscotch.com, downloads.zdnet.com or www.cnet.com. Some are free, some are cheap and

some are free to try (for a limited time or limited number of uses). There is a list of free software at <http://www.4xpdf.com/2008/10/create-pdfs-for-free-a-list-of-free-pdfcreation-and-pdf-generation-software/>.

If you haven't used such software before, do try it out and get used to it: don't wait until just before the submission deadline to try it for the first time.

Before you translate your word-processor file, save a copy of it under a (slightly) different name, so that you won't lose your data if anything goes wrong. Most PDF creators or converters work by adding a virtual printer to the list of printers installed on your computer. So when you want to make your PDF, just go to your print menu, choose the PDF printer and tell the computer to print.

It won't actually print a physical copy on paper: instead it will print to (create) a PDF file from your word-processing file. You will be able to give the file whatever name you choose, but the simplest choice is to keep the same name but with the .PDF extension.

It would be a good idea to check your new file against the word-processing file; if there is any problem, you may need to select a different PDF creator or converter.

Naming files or documents

Tab 6 Upload Documents allows you to give a title to each file or document you intend to upload. It will already have a filename, and you can use that, but you may want to give it a more self-explanatory title: something that will make sense if you need to look at it again later. You could for instance include the applicant's name (your own or your organisation's) in the name of your file, perhaps calling it something like "<applicant name> HC grant 2010". If you have several documents, you could try to say what is in each one: "<applicant name> HC grant 2010 maps", "<applicant name> HC grant 2010 photos" and so on.