



## HERITAGE MANAGEMENT GRANTS PROGRAMME

### IRISH WALLED TOWNS NETWORK (IWTN)

#### APPLICATION FORM 2010 (CAPITAL PROJECTS ONLY)

#### 1. Background and Overview to the Irish Walled Towns Network (IWTN) and the IWTN Fund 2010

The Heritage Council established the *Irish Walled Towns Network* in April 2005 to unite and co-ordinate the strategic efforts of local authorities involved in the management and conservation of historic walled towns in Ireland, both North and South. The Irish Walled Towns Network is formally linked to the International Walled Towns Friendship Circle (WTFC), which is the international association for the sustainable development of walled towns, walled cities and fortified historic towns. There are currently 23 Members in the Network (21 walled towns in the south, 2 in the north).

The IWTN Fund in 2010 aims to support the implementation of the suite of Conservation and Management Plans (CMPs) prepared in previously, etc., through capital works to conserve, preserve and promote the historic town Walls and their settings. The preparation/completion of Conservation and Management Plans for new entrants and conservation works to Walls will be supported through this fund in 2010.

The IWTN Fund will be available to Northern members of the IWTN in 2010.

The selection criteria for IWTN projects in 2010 is set out in the following section.

#### 2. IWTN Fund 2010 – Project Selection Criteria

##### Core Criteria:

1. Applicants must be current members of the Irish Walled Towns Network (IWTN). The IWTN membership fee must be returned with the acceptance of any offer of funding.
2. For capital works projects, a Conservation and Management Plans (CMPs) must be in place and adopted/to be adopted by the local authority
3. Preference will be shown to projects that have public access and have a plan on how to illustrate the educational benefits of the Walls to the general public.
4. An identified officer who will act as a project manager with experience in managing large-scale and complex conservation and construction projects, e.g. conservation officer and or heritage officer, archaeologist;
5. Grant applicants must provide **10%** towards costs. Voluntary contributions will be recognized, but they must be clearly identified.
6. All necessary permissions and consents must be secured from DoEHLG for archaeological or other works proposed.

### **Further Criteria:**

7. How intact or complete are the Walls or circuit of Walls?;
8. The number of unique features, e.g. towers, gateways, carved stone doors or loop;
9. Potential of the proposed works to yield significant historical or archaeological evidence
10. Proportion of surviving Walls that are accessible for works to be carried out (i.e. in public ownership, adjacent to public walks or public places) versus inaccessible (Walls located in private back yards, etc.) Measured in metres length – based on IWTN ownership maps;
11. It is desirable, but not essential, that Architectural Conservation Area (ACA) and Landscape Conservation Area (Section 204 P&D Act 2000)<sup>1</sup> policies be in place, or proposed, that give recognition to the contribution of the historic Walls and associated features to the character/distinctiveness of the area; and
12. Presence of policies in any relevant local area plan (LAP) or development plan to conserve, protect or preserve the Town Walls and their settings.

### **3. IWTN Fund 2010 – Selection Programme**

- The deadline for submissions/applications to the IWTN Fund 2010 is **Friday 19<sup>th</sup> February 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 early March 2010. Selected projects, listed in order of priority, will then be submitted to Council for consideration at Council's March meeting (25<sup>th</sup> March 2010).

The Heritage Council will notify the successful applicants following its March meeting and confirmation of the IWTN Budget in 2010.

***Funding is subject to the availability of an allocation to the Heritage Council from the Department of Environment, Heritage & Local Government in 2010.***

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<sup>1</sup> The designation of ACAs and LCAs is a 'reserved function' for local authorities under the provisions of the *Planning and Development Act 2000*.

## 4. IWTN Fund 2010 Application Form – Guidance Notes

Applicants must fill in the APPLICATION FORM online.

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### Budget

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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.

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### Proportion of expenditure to be funded

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In recent years, most projects funded by the Council have received grants of between 30% and 50% of total project value. A small number of exceptional projects received up to 75%, which is the maximum proportion that the Council will cover.

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.

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### Covering your costs

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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).

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## Valuing voluntary work

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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.

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## Phases

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If a project falls into separate phases, and earlier phases have already been completed, you can apply for a grant to complete the next phase of the project. Similarly, you may design a new project such that it falls into separate phases.

Each such phase must result in the completion of a stand-alone body of work. For instance, a research project in a particular field could be followed by a heritage management project based on that field and, in turn, by an education and outreach project disseminating information from the research phase or promoting engagement with the heritage items or site in question. Again, each phase must result in the completion of a stand-alone body of work.

However, even if the Council funds one or more of the early phases, it cannot guarantee that it will fund any or all of the later phases. The Council cannot fund projects retrospectively. Its funding cannot be used to pay for any activities undertaken before the acceptance of a letter of offer in late March 2010.

The Council cannot fund projects retrospectively. Its funding cannot be used

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## Conditions of offer

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The Conditions of offer describe the financial reports that will be required of you and the system for payment of grants.

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## THE APPLICATION PROCESS

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### ONLINE

Applications must be submitted **ONLINE** through our website before 5.00pm on 19 February 2010.

Go to the Council website at [www.heritagecouncil.ie](http://www.heritagecouncil.ie) and go to the Grants section. Double click on the Online 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.

Supplementary information can be supplied in electronic format; **Appendix 3 Online applications: technical aspects** provides guidance.

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

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## Tips

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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.

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## Database and data protection

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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.

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## THE ASSESSMENT PROCESS

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The next section of this document, **the assessment process**, 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 March 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.

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## **The procedural requirements**

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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](http://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.

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## 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:

- **Heritage Research:** to provide assistance for data collection and research relating to Ireland's heritage
- **Heritage Management:** to promote the application or implementation of good heritage practice to the management of sites, collections or objects
- **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.

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## THE APPROVAL STAGE

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

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### Conditions of offer

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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](http://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 12 November 2010. If the work is not completed on time, the Council reserves the right to withdraw the offer of grant.
6. You must make a progress report, including a summary of expenditure, to the Council by 20 August 2010. You may request an interim payment of your grant at that time:  
your request must be supported by copies of invoices or receipts for your expenditure. 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 your organization is a Public Body. This requirement applies to applicants from both outside and inside the state. See [www.revenue.ie](http://www.revenue.ie) for details of Tax Clearance Certificates: search the site for "tax clearance certificate".

**7.** You must make a detailed final report to the Council by 12 November 2010. Your report 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 three 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.

**8.** 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.

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## Useful sources of information: Appendix 1

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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](http://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](http://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](http://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](http://www.ichawi.org): list of members

**Institute of Archaeologists of Ireland** [www.iai.ie](http://www.iai.ie): list of members

**Invasive Species Ireland Initiative** [www.invasivespeciesireland.com](http://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](http://www.iarc.ie)

**Irish Georgian Society** [www.igs.ie](http://www.igs.ie): register of people experienced in traditional building skills

**Irish Museums Association** [www.irishmuseums.org](http://www.irishmuseums.org)

**Irish Professional Conservators and Restorers Association** [www.ipcra.org](http://www.ipcra.org): list of members covering many types of heritage objects and also buildings

**Museum Standards Programme for Ireland** [www.museumsireland.ie](http://www.museumsireland.ie)

**National Archives of Ireland** [www.nationalarchives.ie](http://www.nationalarchives.ie)

**National Biodiversity Data Centre** [www.biodiversityireland.ie](http://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](http://www.botanicgardens.ie)

**National Inventory of Historic Buildings in Ireland** [www.buildingsofireland.ie](http://www.buildingsofireland.ie)

**National Library of Ireland** [www.nli.ie](http://www.nli.ie)

**National Monuments Service** [www.archaeology.ie](http://www.archaeology.ie): information on legislation for archaeology and on archaeological sites

**National Parks and Wildlife Service** [www.npws.ie](http://www.npws.ie): guidelines and information on relevant legislation

**Restoration Network Ireland** [www.restorationnetworkireland.com](http://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](http://www.riai.ie): search for architects experienced in building conservation

**Society of Archivists** [www.archives.org.uk](http://www.archives.org.uk): Irish region lists archivists in Ireland

**Society of Archivists Ireland** [www.learnaboutarchives.ie](http://www.learnaboutarchives.ie)

**The Tree Council of Ireland** [www.treecouncil.ie](http://www.treecouncil.ie)

**Waterways Ireland** [www.waterwaysireland.org](http://www.waterwaysireland.org)

## Useful sources of information: 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.

So for example:

- the conservation of a stained glass window should not involve re-painting parts of the window or storm glazing
- in conserving buildings, it is best to use materials that match the original technologies used. For example, if lime mortar was used in a wall, repair it with lime mortar, not concrete
- the restoration of a wetland should not result in the destruction of another habitat
- the method chosen to eradicate rhododendron and other invasive species should follow the Best Practice Management Guidance from Invasive Species Ireland.

Good heritage practice can mean particular practice on the ground, eg in repairing a building or restoring a habitat. It can also mean the way you plan to manage heritage, for example:

- carrying out a conservation report on a building or heritage object
- drawing up a conservation management plan for a site of cultural and wildlife interest
- drawing up conservation plans for special places and landscapes.

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

<b>Buildings</b>	<b>Objects or documents</b>
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	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
<b>Biodiversity</b>	<b>Archaeology</b>
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	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

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

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

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

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## The Basics

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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.

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## Completing the online application form

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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 19<sup>th</sup> 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.

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## Drafting your application

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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.

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## Documents

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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.

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## Assembling the elements

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Use your word-processing program to put together a single file containing all your uploads. You can download a Microsoft Word file called **Online applications: template for documents** from [www.heritagecouncil.ie/grants](http://www.heritagecouncil.ie/grants). It contains headings for all the documents that are mentioned in the application process: no one application will need all of those documents, so just

- delete the headings you don't need
- paste copies of your documents into place under the headings that you do need.

There may also be material you can type in yourself, directly into the template. Most such items will be fairly short, like the list of proposed speakers for a conference.

The documents you have to paste in are likely to be of three types:

- material you already have in a word-processing file on your computer, such as a sitemap for a website or the text of printed material. You can just copy and paste or insert such material into the appropriate place in the template
- material you already have in some other electronic form on your computer, such as a digital photograph, an emailed estimate of costs or a digital map. Again, you can just copy and paste or insert such material into the appropriate place in the template
- material you have on paper, such as a letter, a photograph or a licence. You will have to scan these items into digital JPEG format and then copy and paste or insert them into the template.

Many modern inkjet printers can scan (and copy) as well as print, and some cost less than e100. If you cannot get access to such a printer, you may have to go to a print or copy shop to get your documents scanned. Ask for them to be scanned as JPEGs. You may have to bring a blank CD or a USB flash drive (memory stick) to store your new files.

It is sometimes hard to find scanners that can handle A3 pages or indeed anything larger than A4. If you have such a large document, scan it in sections.

To keep down the size of the file, reduce the size of any JPEGs (or other large files) before inserting them. Your submission does not have to contain high-quality images or scans.

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### Translating your file into PDF Format

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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](http://www.tucows.com), [www.butterscotch.com](http://www.butterscotch.com), [downloads.zdnet.com](http://downloads.zdnet.com) or [www.cnet.com](http://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.

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### Naming files or documents

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**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.