



# Significant Places of Public Worship

## Grant Application

Structure must be of at least **national** importance

### Significant Places of Public Worship Grants Scheme Criteria

The Fund for Significant Places of Public Worship is a scheme of grants for the major conservation works to churches and places of public worship of any denomination of *national or greater importance* which are protected structures and generally open to the public. The scheme is not intended to assist in carrying out routine maintenance, alterations or improvements and is intended to be offered to a maximum of 6 large scale projects annually. The grant scheme operates to complement the legal responsibilities of owners of protected structures for their upkeep under the Planning and Development Act 2000.

The applicant must make the case for their conservation project on the basis of the following criteria:

1. Significance of structure (generally of national or greater importance)
  - Value of the fabric as historic evidence – whether medieval (in the case of the Church of Ireland), of composite periods or pre-emancipation (in the case of the religions suppressed in the eighteenth century)
  - Social and cultural historical value of fittings surviving from an earlier period, indicating the aesthetic norms, social conventions or the patronage of the community
  - Architectural quality of the building as a work of art
  - Scenographic value of the buildings as contributing to the townscape, churchyard or landscape (designed or undersigned) in which it is situated
  - Social and spiritual significance to people, perhaps as a pilgrimage destination
2. Urgency of, and demonstrable need for, conservation works to be carried out
3. Best practice Conservation Management Plan or a considered and informed Conservation Report written, which demonstrates that careful consideration has been given to the prioritisation of works.
4. Best practice conservation standards apparent in the specification of works
5. An assessment of the positive or negative impact of proposed works on the Cultural Fabric/Collections of the church (Perhaps cross-related to the Heritage Council's survey of church objects).
6. Capacity to deliver within the grant-year timeframe, or phased if it is necessary to carry out works over several years
7. Applicant to indicate how the project is to be funded, it being necessary that the recipient contributes funding from its own sources. Applicant must contribute at least 20% towards project costs.

#### **Building contractor requirements:**

Please note that the following information/documentation may be required to be submitted by the person or body carrying out the conservation works in respect of applications **if** an offer of grant is made:

Address of Contractor

Tax Reference No.

C2 Certificate No.:

Tax Clearance Certificate Reference No.:

Expiry Date:

Copy of the contractor's Tax Clearance Certificate:





## Significant Places of Public Worship Grant Scheme Explanatory Notes

**Applicants must fill in the APPLICATION FORM online** through our website before 5.00pm on 7<sup>th</sup> May 2010. Fax/Email or Hard Copy Applications cannot be accepted.

Go to the Council website at [www.heritagecouncil.ie](http://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 5 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.

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### SECTION 1 – APPLICANT DETAILS

**Under which Scheme are you applying:** Please ensure to tick the box for Significant Places of Public Worship Grant Scheme

**Name of building:** Please provide Official name of Place of Public Worship. If local name is different, please add in brackets after to official title.

**Is the Applicant an Individual or An Organisation:** The full name and address of the organisation which owns the structure should be provided here. This will be the name and address used by The Heritage Council for day to day correspondence on the project.

**Contact Person's Details:** We want the name and contact details of one person within the organisation, with whom we can deal throughout the project.

**Type of Organisation:** From the drop-down list, choose the description that most closely matches your organisation.

**Conservation Consultant:** Provide details of a competent and accredited conservation expert (architect, consultant or engineer) advising on project. Their name and address and contact details should be supplied. It is assumed that, on receipt of the application by The Heritage Council, that its agents will be able to communicate with the nominated conservation expert.





## SECTION 2 – PROJECT DETAILS

**Description of the works for which grant is sought:** Please provide a clear & concise outline of works proposed to be carried out, max 50 words. More detailed information should be uploaded under Section 5 of the online system ie

(1) The tender documentation for the proposed conservation works, if available

OR

(2) an outline specification/description of the proposed works to be undertaken on the premises e.g. making good roofing/plastering/windows/flooring works, etc. This should include, where necessary, a method statement identifying how the project or phase of the project is to be carried out. The method statement should indicate how the work is to be undertaken, what materials will be used and how the fabric of the building is to be conserved. In the case of windows, panelling, staircases, roofs, chimneys, etc. the emphasis should, as far as possible, be on repair of existing elements rather than facsimile replacements. In this regard, the work being undertaken should conform with best practice conservation principles.

**Description of the condition of the building:** Please provide as clear and descriptive an analysis of the condition of the building as possible. A conservation report, if available, giving details of present condition of premises and outlining works proposed to be carried out should be uploaded under Section 5

**Date of Construction:** If the date of construction of the place of public worship is not known, an estimate will be acceptable. If it has fabric of many periods, state the date that describes the character of the most substantial part of the building.

### **Have you secured all approvals, permissions, licences or consents needed for your project?**

**Protected Structures:** For buildings of National significance, it is likely that approval from the planning authority will be required for the proposed works. A copy of all the documentation relating to the planning permission or declaration should be uploaded under Section 5 of the online application. Grants will not be paid in cases where the requirements of the Local Government (Planning and Development) Act 2000, the Building Control Act, 1990 or any regulations made under these Acts and the provisions of the relevant local authority's Development Plan are not adhered to.

**National Monuments:** If any protections under the National Monuments Acts 1930-2004 apply, consent from of the Minister for the Environment, Heritage and Local Government for any proposed works affecting the monument will be required. A copy of Ministerial Consent or approval should be uploaded under Section 5 of the online application.

**Other Statutory Approvals:** If any bats or protected birds are present in the part of the building where works are proposed, it is a requirement that a license from the National Parks and Wildlife Service be obtained. Please note that this may impose restrictions on the timing of the works. You are strongly advised to consult with the local National Parks and Wildlife Service ranger prior to making your application. A copy of NPWS consent should be uploaded under Section 5 of the online application

**Please Note:** If you have applied for any of the listed approvals, permissions, licences or consents, but have not yet received it, you can explain the circumstances in the Comments field provided.

**Explain how the place of public worship is of national importance:** Please note that the inclusion of the structure in the Record of Protected Structures only indicates the local significance of the building, but not necessarily its national significance. The National Inventory of Architectural Heritage survey is accessible on the web at <http://www.buildingsofireland.ie/>. It provides an objective account of the building and a 'Rating' of its architectural heritage importance. Cross-referring to this information makes appraisal of the building easier



**Major steps within your project?** The proposed date for the commencement of the project and the timescale for completion of the project should be indicated here. If the project is to be phased, details of the proposed phasing should be provided here. Please note projects (or relevant phase) must be completed by 15<sup>th</sup> November 2010.

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

- provision for communicating data or results to others and storing it safely and accessibly
  - introducing new skills to a community
  - sending copies of conservation reports or surveys to organisations who may be able to build on them in the future
- Clearly, the greater and the longer-lasting the impact of a project, the better the return on the Council's grant.

### SECTION 3 – 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 (ie either quantity surveyor's estimate or building contractor's quotation). 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.

Individual Professional Fees should not account for more than 15% of the cost of project works.

#### Covering your costs

In drawing up your budget, you should have contingency plan to enable your project to proceed even if the Council funds less than the proportion you apply for. **Grant applicants must provide 20% towards costs**, which cannot be from other State sources.

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.



## SECTION 4 – COMMUNICATING AND ENGAGING THE PUBLIC

Your application must show that your project will include activities that reach out beyond the members of the project team. This applies to all grant schemes administered by the Heritage Council. 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. There are several possible audiences and many ways you can communicate with them

- Permitting limited public access to the building, perhaps during Heritage Week or the Irish Architecture Foundation's Open House days
- Referring to The Heritage Council's support for the work through an existing website, if one is clearly connected to the building
- Demonstrating the contribution that the building makes to the landscape or streetscape by the submission of suitable photographs as part of their application
- Where works are specialist, innovative or are likely to result in the discovery of new information, by the publication of the results in a journal (for example, a local newspaper, the Journal of the Building Limes Forum, Historical Societies' Proceedings, etc.)

## SECTION 5 – UPLOADING DOCUMENTS

- Photographs must be submitted of the overall character of the structure to demonstrate its national importance, and of the present condition of the elements of the structure that are a cause of concern. Photographs should be recent, dated and colour copied
- The written consent of the owner of the property to the carrying out of the proposed works;
- Conservation Report (or Conservation Management Plan if available) that documents the condition of the building;
- Copy of outline specification for works (and conservation method statement if available);
- A copy of the planning permission, declaration and any other statutory approval required for the proposed works (for example under the National Monuments or wildlife protection legislation), and any related relevant correspondence;
- A detailed and comprehensive breakdown of the costs of the project, or phase of the project, for which a grant is sought; to include copies of quotations or quantity surveyor's estimate
- Map showing the curtilage of the Places of Public Worship for which grant aid is being sought, and in addition, the boundary of the property if it is more extensive than the cartilage
- Any other relevant information (Any supplementary information not requested above and which is considered to be relevant to the project application, can be enclosed. For example, a pamphlet outlining the history of the building)

## SECTION 6 - DECLARATION

The Heritage Council requires that you make some declarations and give some undertakings; this section enables you to do that online.



## THE ONLINE SYSTEM

### 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 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.

### 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 5 **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

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.

## 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](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.