



Heritage Management Grant Scheme

2016 Guidelines for Applicants

Deadline: 5.00pm, Monday 7th March 2016.

The Heritage Council intends to allocate the sum of €700,000 to its Heritage Management Grant Scheme in 2016.

1. Objective of the scheme	The objective of this scheme is to support projects that apply good heritage practice to the management of places, collections or objects (including buildings).
2. What can you apply for?	<p>This scheme covers:</p> <ul style="list-style-type: none">a) The preparation of a conservation report, conservation plan or conservation management plan to inform future works (a 'Conservation Plan' is a plan prepared in accordance with the process set out in <i>The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance</i>, 2013)b) The carrying out of actions that are in accordance with a fully developed conservation plan or a management plan that applies good heritage practice.c) Works to buildings and structures where the special heritage interest of the building or structure is demonstrated to be at risk.d) Conservation of heritage collections and objects, including documents.e) Conservation or management of a wildlife site where a conservation/management plan exists. <p>Please Note: Due to funding constraints, applications for Protected Structures may be afforded a lower priority as a separate fund has been made available through the local authorities 2016 Built Heritage Investment Scheme.</p>
3. Capabilities	Applicants must identify a competent person with knowledge, skills and expertise and a proven track record in the relevant field of heritage to supervise the project.
4. Fields	The Council can consider applications only in the fields of national heritage specified in the Heritage Act 1995: monuments, archaeological objects, heritage objects, architectural heritage, flora, fauna, wildlife habitats, landscapes, seascapes, wrecks, geology, heritage gardens and parks and inland waterways.

<p>5. Who can apply?</p>	<p>The scheme is open to individuals, non-profit organisations such as environmental NGOs, local community groups, heritage and preservation societies, local authorities, statutory organisations, academic institutions and private companies. If the scheme is over subscribed, priority may be given to applications from not-for-profit voluntary groups and heritage related nongovernmental organisations (NGOs)</p> <p>5.1 Who is the Applicant? The Applicant is the organisation or person that will receive any grant offered and that will be required to accept the terms and conditions of that grant.</p> <p>Any grant offered will only be paid into a bank account held in the name of the applicant.</p> <p>5.2 Submitting an application on behalf of the Applicant An application may be completed by a professional or other advisor on behalf of their client, but the client must be named as the Applicant. The client is deemed to be the Applicant and all communication from the Heritage Council will be with the Applicant.</p> <p>An Application MUST BE REGISTERED IN THE NAME OF THE APPLICANT (this means you will have to set up new log-in details for your client if you haven't previously done so). The advisor must provide the Applicant with the log-in details for using the Council's online grants system. Failure to comply with this will deem the application ineligible.</p>
<p>6. How to apply</p>	<p>Applications must be submitted through our Online Grants System located at http://www.heritagecouncil.ie/grants/grants/ . If your application is not submitted by 5.00pm on Monday 7th March 2016, you will not be allowed to complete it, or to submit extra information, after this deadline.</p> <p>6.1 What supporting material must you submit with your application? You will be expected to attach specific items to your application, details of which are set out in detail on Pages 4 and 5.</p>
<p>7. Criteria of the scheme</p>	<p>Priority will be given to projects that demonstrate:</p> <p>7.1 Good practice</p> <ul style="list-style-type: none"> a) That the project will be guided by good practice in research, heritage management and conservation. b) That the project demonstrates strong public benefit. <p>7.2 Cost and sustainability</p> <ul style="list-style-type: none"> c) That the project can be completed between May 2016 - 18th November 2016. d) That the project is fully costed and offers reasonable value for money. e) That the project is sustainable e.g can be maintained up to 5 years, and/or will form the basis of another project.

	<p>7.3 Communication about the project</p> <p>a) That the applicant will take measures to engage a broad audience, and has identified ways to reach these audiences.</p> <p>b) That the applicant will hold an event during Heritage Week, 20th - 28th August 2016.</p> <p>Please refer to the 'Advice on Communicating and Engaging the Public' document available to download at www.heritagecouncil.ie/grants/grants/</p> <p>Please Note: Preference may be given to projects that are capable of encouraging involvement with heritage at a local level, e.g. by recruiting and using volunteers. Preference may be given to projects that promote the Heritage Council's own policies and objectives; all policy documents are available on www.heritagecouncil.ie</p>
<p>9. Examples of projects we may fund</p>	<p>Here are some examples of possible projects under the Heritage Management scheme:</p> <ul style="list-style-type: none"> • conservation plan for a historic building or monument, including its setting • carrying out actions recommended for in an earlier conservation report or management plan • habitat restoration works following on a conservation management plan • conservation work on a statue or document collection • archival boxing for vulnerable documents. <p>Note that these are examples, not suggestions.</p>
<p>10. Projects we do not fund</p>	<p>a) Projects that carry out any part of any public sector body's statutory or core responsibilities. That includes work relating to the implementation of the Habitats, Birds, Water Framework or Marine Strategy Directives. However, projects complementary to those responsibilities will be considered.</p> <p>b) Individuals currently in undergraduate or postgraduate education who are seeking support for work which forms a part of their academic studies (including PhD)</p> <p>c) The Heritage Council is not in a position to fund archaeological excavations or post-excavation analysis and reporting.</p> <p>d) The Heritage Council is not in a position to support projects that focus on education & awareness including signage, publications, digital/multimedia eg website/apps development, exhibitions, conferences, seminars or training programmes etc.</p> <p>e) The Heritage Council does not fund the creation of new memorials including the erection of plaques nor amenity landscaping works.</p> <p>f) The Heritage Council does not fund projects retrospectively i.e. works that have been carried out in advance of any letter of offer.</p>

<p>11. How much funding can you apply for?</p>	<p>The maximum amount you may request is 75% funding of the total project expenditure up to a maximum sum of €10,000</p> <p>The Council does not specify the number of projects to be funded or the size of projects that can apply. However, due to the limited funding available to the scheme, the maximum amount to be awarded by Council to any one project will not exceed €10,000.</p> <p>IMPORTANT</p> <p>In previous years, many projects supported by Council were awarded amounts sizably lower than requested by applicants. Most projects received grants of between 30 – 50% of the total project value. In very rare cases, projects were awarded up to 75% of the project value.</p> <p>Further details on preparing your budget are outlined on Page 7.</p>
<p>12. What supporting information must be submitted with to my application? (These items must be uploaded to your application in PDF/JPEG format, further details on Page 8)</p>	
<p>12.1 Items that are Mandatory for ALL applications</p>	<ul style="list-style-type: none"> a) Project location map – scale of map to be appropriate to project. e.g. Bing Maps , Google Maps, Heritage Maps. b) Current photographs of the project e.g. the collection to be conserved; the building to be repaired and problem areas, the wildlife site to be conserved c) Quotations or other proof of costs that explain the expenditure costs entered into the budget section of your application
<p>12.2 Additional items that are Mandatory for certain applications</p>	<ul style="list-style-type: none"> d) Appropriate permissions, licences or other consents (this will be relevant to most applications but not all) <p>Depending on your project you must also attach other specific items as listed below:</p> <ul style="list-style-type: none"> e) Preparation of a conservation report, conservation plan or conservation management plan you must attach <ul style="list-style-type: none"> i. a full and adequate description of the place ii. an outline of any conservation dilemmas facing the place f) Carrying out of actions that are in accordance with a fully developed Conservation Plan or a management plan you must attach: <ul style="list-style-type: none"> i. relevant excerpts from the Conservation Plan and links to the web published online plan if available. g) Conservation or management of a wildlife site where a conservation/management plan exists you must attach <ul style="list-style-type: none"> i. relevant excerpts from the Conservation/Management Plan and links to the web published online plan if available.

	<p>h) Carrying out of works to a structure you must attach:</p> <ul style="list-style-type: none"> i. a conservation specification for the proposed works or a statement of the repairs required, ii. any drawings you have of the structure, or place under consideration. <p>i) Roof repairs to a thatched building you must attach</p> <ul style="list-style-type: none"> i. photographs of the attic interior of the building where the roof is in poor condition (as well as photographs of the exterior of the buildings and its roof), ii. a signed undertaking that you will use local materials, iii. a signed undertaking that you will permit the Council's inspectors to visit and assess the buildings concerned. <p>j) Conservation of heritage collections and objects, including documents you must attach:</p> <p>a report from a conservator on the object and its proposed treatment (Professional conservators must carry out the conservation works to ensure best conservation practice)</p>						
13. Timeframe	<ul style="list-style-type: none"> i. Closing date for submission of applications through the Heritage Council's online grants system is Monday 7th March at 5.00pm ii. Applicants will be notified, in writing, of the outcome of their application during the week of 25th April 2016. iii. If your application is successful, you will be sent a letter of offer detailing the amount of funding and the terms and conditions of the grant. You will also be told how to go about the stages of drawing down your grant. iv. Projects must be completed by Friday 18th November 2016. 						
14. How will my application be assessed?	<p>All applications received are processed by the Heritage Council as set out in the steps below:</p> <table border="1" data-bbox="349 1268 1479 1814"> <tr> <td data-bbox="349 1268 391 1577">1</td> <td data-bbox="391 1268 1479 1577"> <p>ALL applications are Screened to ensure eligibility as follows:</p> <p>(a) Is the application registered in the name of the Applicant? (b) Are the following mandatory items attached to the application? ie. (i) Location Map, (ii) Photographs and (iii) Quotations.</p> <p>Important: Applications that do not meet the above requirements will be rejected on these grounds and will not be assessed further.</p> </td> </tr> <tr> <td data-bbox="349 1577 391 1696">2</td> <td data-bbox="391 1577 1479 1696"> <p>All eligible applications then progress to the assessment stage and are checked for completion to determine if all essential information has been attached that is relevant to the type of project you wish to carry out (see No. 12.2)</p> </td> </tr> <tr> <td data-bbox="349 1696 391 1814">3</td> <td data-bbox="391 1696 1479 1814"> <p>Applications are staff will evaluated and recommended shortlisted or not shortlisted based on whether the application is complete and if the criteria outlined on Page 2 has been met.</p> </td> </tr> </table>	1	<p>ALL applications are Screened to ensure eligibility as follows:</p> <p>(a) Is the application registered in the name of the Applicant? (b) Are the following mandatory items attached to the application? ie. (i) Location Map, (ii) Photographs and (iii) Quotations.</p> <p>Important: Applications that do not meet the above requirements will be rejected on these grounds and will not be assessed further.</p>	2	<p>All eligible applications then progress to the assessment stage and are checked for completion to determine if all essential information has been attached that is relevant to the type of project you wish to carry out (see No. 12.2)</p>	3	<p>Applications are staff will evaluated and recommended shortlisted or not shortlisted based on whether the application is complete and if the criteria outlined on Page 2 has been met.</p>
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	5	Recommendations are presented to the Heritage Council Board for final approval.
	6	Decisions are communicated in writing to applicants at the end of April 2016.
13. Canvassing		<p>Canvassing by TDs, Senators or City/County Councillors on behalf of any Applicant will automatically disqualify an application. In previous years some applications have been rejected for this reason.</p> <p>This does not preclude applicants from seeking advice or letters of support from their local Heritage Officer, Conservation Officer or any other relevant body.</p>

TIPS AND ADVICE

- Compiling an application is a time-consuming process: planning the project, completing the application form and providing supporting documentation will require a lot of time and effort.
- Have a clear and realistic idea of what you want and how much your proposal costs — and a fallback position in case you don't get as much money as you would like.
- Be realistic in your schedule: projects must be completed within six months.
- Seek help. For example, most local authorities have Heritage Officers and Conservation Officers, who may be able to assist you with your application. Contact information is available to download at: www.heritagecouncil.ie/grants/grants
- Read the **Conditions of offer** document, available on the grants page of www.heritagecouncil.ie, and ensure you are in a position to comply with them should your application be successful.
- Read all questions thoroughly before you answer them.
- As your online application is on a 'live' system please Save after every entry.
- If you are experiencing technical issues please contact the Heritage Council mailto:aryan@heritagecouncil.ie or 056 7770777 well in advance of the deadline.
- 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.

14 ADDITIONAL NOTES

14.1 Register with the Heritage Council's Online Grants System

All applications must be made through the Heritage Council's Online Grants System. If this is your first time to use the Online Grants System, select **New Applicant** and register as an individual or an organisation. The basic data you enter will create a record for you; on later visits, you will be able to log in, with your User Name and Password. If you have previously registered on the system please select **Existing User** and enter your Username and Password. Further details on the **Technical Advice Notes** document available at www.heritagecouncil.ie/grants/grants

14.2 Preparing your Budget

The budget section of the application form asks you to present the total cost of your project, and the amount of the grant you would like from the Council.

You **must attach** copies of quotations, estimates or other evidence to support the figures entered into the Budget section of your application. The Council may require successful applicants to seek revised estimates for certain items of expenditure.

14.2.1 Restrictions

- a) The Heritage Council will **not** cover expenditure on the following:
- travel abroad
 - office equipment
 - overheads
 - in-house costs for existing staff (excluding non-profit non-government organisations)
 - self payment for work on own property
- b) Subject to certain conditions, and with the submission of satisfactory evidence and to limits on daily rates set out below, grant funds may be used by applicants to claim payment for their own time.

Payment Rates

Unskilled labour	€80 per day
Skilled labour	€150 per day
Professional labour	€300 per day
Management, administration and support labour	€300 per day

- c) Heritage Council grant funding can be used towards travel, subsistence and accommodation within Ireland (reasonable rates only). Travel rate is set at .53 per mile or .33c per km
- d) Professional fees in relation to supervision of repairs to a structure should not account for more than 15% of the cost of project works. Funding from the Heritage Council cannot be used for amounts relating to fees that exceed this threshold.

14.2.2 Other sources of funding

In drawing up your budget, you should have contingency plans to enable your project to proceed 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 from your own resources.

14.2.3 Voluntary work or in kind donations

You are encouraged to put a value on any unpaid work contributed to the project by members of your organisation, by your project team or by other volunteers. Voluntary work (except in fundraising) won't usually bring in cash that can be used to meet project costs, but well-planned use of volunteers shows commitment, widens participation and gets useful work done. The application form allows you to value this work, using the rates shown above. Valuing voluntary labour or in kind donations* can be used to demonstrate your 25% contribution towards the project value.

***In kind donations** refer to goods/services that are provided at no charge to the project e.g. use of a local hall for meetings, use of specialist equipment etc.

14.3 Supporting information

Supporting information is **mandatory for all applications**, please refer to 12.1 and 12.2 on Page 4 and 5 of this document for the items required. *(additional information not included in this list can also be submitted if you consider it to be relevant to your project)*

Supporting information **must be uploaded in PDF/JPEG format and be less than 10mb per document**

Further details on how to upload documents are available on the Technical Advice Document, located at www.heritagecouncil.ie/grants/grants

Please note: supporting information must be uploaded and submitted with your online application. It cannot be accepted after the deadline.