



Grants Scheme Appeals Process

How to Appeal a Funding Decision

Applicants may appeal against a funding decision on the basis of an alleged unfair application of or deviation from the Heritage Council's published procedures.

This means that the applicant must show that they have reason(s) to believe that their application was assessed or dealt with in a way incompatible with the standard procedures for administration and assessment outlined when the applicant applied for funding.

1. If you wish to appeal a funding decision, you should firstly contact the Heritage Council to discuss the subject matter of your potential appeal.

Submitting an Appeal

2. If after having discussed the matter with a Heritage Council member of staff you still wish to appeal a funding decision, you must write to the Chief Executive Officer of the Heritage Council within eight working weeks from the date of the letter of notification. The letter of appeal must state:
 - The grounds on which you believe your application was not properly dealt with or assessed.
 - Specific reasons or evidence you may have to support your appeal,

Validity of Appeal

3. On receipt, your appeal request will be checked to ensure it falls within the scope of the appeals procedure and that sufficient grounds for the appeal have been detailed. You will receive a written acknowledgement from the Chief Executive

Officer, or from a person delegated to represent the Chief Executive Officer in his absence, noting the outcome of the validity check within three working days. Invalid appeals will be rejected at this stage of the process.

Appeal Review Process

4. Within twenty working days of receiving a valid appeal request, the appeal will be considered by the Chief Executive Officer and the Chairperson of the Heritage Council. Their decision will be binding and will not be subject to any further appeals. Their conclusions and recommendations will be communicated to the applicant within seven working days of this meeting. Where any delay is anticipated, we will inform the applicant in writing of the extended timescale expected.

Note: A decision in favour of the applicant does not automatically provide for the awarding of funding or additional funding to replace or supplement the original decision that has been appealed. The possibility of securing funds subsequent to an appeal will be dependent on Council's own financial position.

The Heritage Council is committed to providing open, accountable and accessible systems and procedures in relation to all areas of its work.

Any suggestions on how we might improve our services should be directed to mail@heritagecouncil.ie