



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

An Chomhairle Oidhreachta
The Heritage Council



GLAS TRADITIONAL FARM BUILDINGS GRANT SCHEME

Tranche 5 2020

APPLICATION FORM

The full Terms and Conditions of the Scheme under Tranche 5 **MUST** be read before completing this application form. The grant scheme is highly competitive and there is no guarantee of funding as a result of application. IT IS **ONLY OPEN TO APPROVED GLAS BENEFICIARIES**. **It should be possible to make a complete application at minimal cost.**



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union



'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.

The GLAS Traditional Farm Buildings Grant Scheme is managed by the Heritage Council on behalf of the Department of Agriculture, Food and the Marine and is funded by the 2014-20 Rural Development Programme - The European Agricultural Fund for Rural Development in Europe.

Please complete this official application form. If handwritten, please use **BLOCK CAPITALS** or ensure script is legible.

1. APPLICANT DETAILS

Name of Applicant(s)*

Herd
No

Address

Phone
Number

Email

Mobile

* Applicant **MUST** be the approved GLAS beneficiary.

2. BUILDING/OTHER RELATED STRUCTURE DETAILS

BUILDINGS AND OTHER RELATED STRUCTURES MUST BE LOCATED ON A PARTICIPATING HOLDING IN GLAS

Where is it?
(include EIRCODE if applicable)

When was it built and what
was its original use? (if known)

What is it used for now?

What is its proposed use?
(if different)

What is its condition?

Good

Fair

Poor

Bad

3. WORK DETAILS

What **ESSENTIAL** repairs are required?

Finish date of proposed works? _____

Please note that works must be completed by end October 2020 (or later if wildlife considerations apply e.g. bats).

4. DETAILS OF CONSERVATION CONSULTANT WHO WILL SUPERVISE THE PROJECT IF SUCCESSFUL

You are **not** required to employ this person at the application stage but this question must still be answered.

Name: _____

Conservation Qualification/Accreditation: _____

Address: _____

Telephone number: _____

E-mail: _____

5. COSTS/FUNDING

PROJECT COSTS	Contractor carrying out works	AND/OR	Doing works yourself
Builder's quotation	<input type="text"/>	Cost of Materials	<input type="text"/>
		Costs of Labour	<input type="text"/>
Professional Fees	<input type="text"/>	Professional Fees	<input type="text"/>
Any Other Costs	<input type="text"/>	Any Other Costs	<input type="text"/>
Total Cost	<input type="text"/>	Total Cost	<input type="text"/>

You **MUST ALSO** include a quotation, or cost breakdown, detailing materials and costs with your application.

Please explain the need to incur "any other costs" _____

Is VAT recoverable? Yes No

Have you applied for other EU/Exchequer funding? Yes No

If 'yes', please provide details _____

Have you, the owner, or has the building/other related structure, received funding previously under this scheme?

Yes No

If 'yes', please provide details _____

6. STATUTORY PROTECTIONS AND PERMISSIONS

PROTECTION

Does your project involve works:

to a Protected Structure? Yes No

to a Recorded Monument? Yes No

to a habitat for protected species? Yes No

within an SAC, SPA, NHA or other designated wildlife area? Yes No

PERMISSION

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

Planning Permission or Declaration Yes No Not Needed

If 'yes', please provide reference number: _____

National Monuments Yes No Not Needed

If 'yes', please provide copy of permission. _____

Wildlife Acts Yes No Not Needed

If 'yes' please specify the species affected: _____

We need some further information to assess how your project can best fulfill the selection criteria as outlined in Appendix 1. Please also read Appendix 1 in Terms and Conditions which provides further detail on the selection criteria. No answer is to exceed 150 words.

7. WHAT IS THE HERITAGE INTEREST OF YOUR BUILDING/OTHER RELATED STRUCTURE?

8 (A) IS THERE A PUBLIC VIEW OF YOUR BUILDING/OTHER RELATED STRUCTURE?

8 (B) WHAT WILL BE THE PUBLIC BENEFIT OF YOUR PROJECT?

9 (A) DO BIRDS NEST IN THE BUILDING? DO BATS ROOST IN IT? IS THERE ANY OTHER WILDLIFE USING IT? PLEASE TELL US MORE.

9 (B) **IF** THERE IS NO WILDLIFE CURRENTLY USING IT HOW DO YOU THINK WORKS WILL HELP WILDLIFE? WHAT WILL YOU DO TO HELP WILDLIFE?

10. HOW WILL YOU ENSURE YOUR PROJECT IS ENVIRONMENTALLY SUSTAINABLE?

11. PLEASE TELL US ABOUT ANY PAST MAINTENANCE YOU HAVE CARRIED OUT.

12. DECLARATION BY APPLICANT/OWNER:

1. I/we certify that the information provided in the application form and supporting documents is correct and I/we will notify the Heritage Council if there is any change in that information.
2. I/we have read the terms and conditions of the GLAS Traditional Farm Buildings Grant Scheme and wish to confirm that if my/our application is successful, I/we will adhere to the conditions of the scheme as outlined in the terms and conditions and accept that failure to meet the requirements may result in forfeiture of all or part of the grant.
3. I/we understand that payment of any grant under this scheme does not imply a warranty on the part of the Heritage Council or the Minister for Agriculture, Food & the Marine in relation to the suitability or safety of the works concerned or the state of repair or condition of all or any part of the structure concerned or its fitness for use.
4. I/we understand that the Heritage Council or the Department of Agriculture, Food & the Marine may make any enquiries that it considers necessary to establish my/our eligibility for funding under this scheme, and that the Heritage Council's and the Minister of Agriculture, Food & the Marine's decisions are final.

Signature:

Date:

Signature of Owner (if
different from
applicant):

Date:

CHECKLIST

The following **MUST** be included in your application:

1. A fully completed signed application form
2. A location map so that we could get to your building/other related structure from a Regional road
3. A quotation, or cost breakdown, detailing materials and costs
4. Clear photographs of the exterior of the building/other related structure
5. Clear photographs of it in its wider surroundings in the countryside
6. Clear photographs of any parts in need of repair
7. Clear photographs of the interior (**required** where a building is applied for)
8. ***If answer to Question 8(A) is yes*** Clear photographs of this public view

Additional information not included in this list can also be submitted if you consider it to be relevant.

ANY ADDITIONAL INFORMATION SUBMITTED MUST NOT EXCEED 10 A4 PAGES IN TOTAL.

Please return completed application by **HARD COPY** to:

GLAS Traditional Farm Buildings,
The Heritage Council
Áras na hOidhreachta
Church Lane
Kilkenny
R95 X264.

Before 5pm, Tuesday 18th February 2020.

Late or incomplete applications will **NOT** be accepted.

Applications made by fax or email will **NOT** be accepted.

Applications not completed on the official application form will **NOT** be accepted.

**YOU MUST READ THE ACCOMPANYING TERMS AND CONDITIONS
BEFORE COMPLETING THIS APPLICATION FORM.**

PHOTOGRAPHS

Please attach clear and recent photographs here and on the following page. Paste any further photographs to cardboard/A4 paper and enclose with the application. PLEASE PROVIDE A CAPTION FOR EACH PHOTOGRAPH. LOOSE PHOTOGRAPHS WILL NOT BE ACCEPTED.

PHOTOGRAPHS

GLAS Traditional Farm Buildings Grant Scheme

Scoring Matrix for Tranche 5

All eligible applications will be reviewed by a selection committee, which will make its decisions based on the following criteria and assign scores accordingly. 60 is the **minimum** qualifying mark. This is a competitive application process. **The highest priority projects will be chosen in line with the available funding budget.** Weightings may be applied to the criteria in order to promote those applications with the highest biodiversity, landscape and environmental benefit.

GLAS TRADITIONAL FARM BUILDINGS GRANT SCHEME – TRANCHE 5	
Selection Criteria	Score
Heritage interest of the building/other related structure	20
Project that will best demonstrate public benefit, including landscape value	20
Habitat value or potential	20
Climate Change, Mitigation/Environmental Sustainability	20
Best Value <i>including</i> Value for money	20
Total	100
Minimum Qualifying Mark	60



GLAS TRADITIONAL FARM BUILDINGS GRANT SCHEME TRANCHE 5 2020 TIMELINES (*ESTIMATED*)

Mid-January 2020	2020 GLAS Traditional Farm Buildings Grant Scheme announced by Minister of Agriculture, Food & the Marine Heritage Council advertises scheme and invites applications
February 2020	Applicant completes form and submits hard copy application along with other relevant information to Heritage Council by deadline of 5pm 18th February 2020 .
End of February 2020	Acknowledgment letters issued
March 2020	Heritage Council screens and assesses all eligible applications using specified criteria Heritage Council notifies all applicants of outcome Information seminar held for shortlisted applicants on 12th March 2020 Conservation specification submitted
End April 2020	Grant offers issued subject to satisfaction of the Heritage Council and Department of Agriculture, Food & the Marine.
May/June 2020	Heritage Council carries out initial inspection
June/July 2020	Grantee ensures bat/bird survey (where required) is carried out
September/October 2020	Grantee submits interim report to Heritage Council <i>subject to wildlife considerations</i> Possible interim inspection by Heritage Council Heritage Council issues grantee checklist for grant drawdown
October 2020	Grantee completes work <i>subject to wildlife considerations</i> and submits final documentation to Heritage Council
October/November 2020	Final inspection by Heritage Council Snagging to be carried out if needed
November 2020	Heritage Council certifies projects to Department of Agriculture, Food & the Marine for payment
November/December 2020	Grantee paid grant by Department of Agriculture, Food & the Marine





An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

An Chomhairle Oidhreachta
The Heritage Council



2020 GLAS TRADITIONAL FARM BUILDINGS GRANT SCHEME

TRANCHE 5

TERMS AND CONDITIONS

JANUARY 2020



Ireland's European Structural and
Investment Funds Programmes
2014-2020

Co-funded by the Irish Government
and the European Union



'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.

THIS SCHEME IS FUNDED BY THE 2014-20 RURAL DEVELOPMENT PROGRAMME -THE
EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT IN EUROPE

INTRODUCTION

The Heritage Council administers the GLAS Traditional Farm Buildings Grant Scheme for the conservation and repair of traditional farm buildings and other related structures on behalf of the Department of Agriculture, Food and the Marine. The Heritage Council has prepared this document as an aid to ensure that applicants are aware of the requirements and conditions attaching to grants, and to assist in completing applications for this grant scheme.

BACKGROUND

The GLAS traditional farm buildings grant scheme continues to build upon the success of the REPS4 Traditional Farm Buildings Grant Scheme (2007-2013) when more than 350 buildings throughout Ireland were conserved for agricultural use and over 140 previously unknown roosts of protected species were discovered and conserved. The first tranche of the GLAS traditional farm buildings grant scheme in 2016 supported 49 applicants to conserve 72 buildings and other related structures. A selection of projects supported under the grant scheme can be viewed here: <http://www.heritagecouncil.ie/projects/traditional-farm-buildings-grant-scheme>

Grants will be made available to GLAS participants to carry out approved conservation works to traditional farm buildings, including roofs, walls, structural repairs, windows and doors. Grants will also be available for other related structures such as historic yard surfaces and landscape features around the farmyard such as walls, gate pillars and gates. To be eligible for the scheme, buildings and other related structures must have architectural or vernacular heritage character, make a contribution to their setting and not be overwhelmed by large-scale modern buildings. **The grant scheme is highly competitive and it is expected that 50 - 70 projects a year can be supported. It will be an objective of the scheme that a reasonable geographical spread of projects is achieved.**

OBJECTIVE

The principal objective of this scheme is to ensure that traditional farm buildings and other related structures that contribute to the character of the landscape, and are of significant heritage value, are conserved for agricultural use.

FUNDING AND FINANCING

The Scheme is jointly funded by the Department of Agriculture, Food & the Marine and the European Union. The financial allocation to the Scheme is €6million for the lifetime of the 2014-2020 Rural Development Programme. Grants awarded will not exceed 75% of the cost of the project, with a maximum grant of €25,000 and a minimum grant of €4,000 being made. Applicants who receive the maximum grant of €25,000 are not eligible to reapply under this scheme. All eligible applications will be individually assessed using the selection criteria outlined, and the highest priority projects will be accepted for grant aid.

WHO CAN APPLY FOR THIS SCHEME?

The Scheme is **ONLY** open to farmers who

- (i) Have a GLAS contract with the Department of Agriculture, Food and the Marine and who are approved for participation in the GLAS scheme; and
- (ii) Are the owner of the building/other related structure for which funding is sought or are acting with the permission of the owner (in which case the owner must sign the application form).

WHAT YOU CAN APPLY FOR

Eligible Buildings and Other Related Structures

NB: BUILDINGS AND OTHER RELATED STRUCTURES MUST BE LOCATED ON A PARTICIPATING HOLDING IN GLAS

- Traditional farm buildings constructed before 1960 for a use associated with agriculture, **and** built using traditional methods and materials such as timber, brick, stone, earth, slate or thatch and which were, or still are, used for an agricultural purpose;
- Other traditional buildings **ONLY** where it is clearly demonstrated they are in long established active agricultural use;
- Reinstatement of previously existing features which were removed (such as a building which has lost its roof) will **ONLY** be considered where the Heritage Council deems exceptional circumstances apply **and** if there is strong evidence, e.g. old photographs, of their former appearance **and** is necessary **and** they complete an otherwise intact environment.
- The buildings and other related structures should be in fair condition. If in poor condition they must be repairable and have surviving materials that contribute to their character.
- Other related traditional farm structures, such as historic yard surfaces, landscape features around the farmyard – walls, farm gates and piers, millraces etc.

Ineligible Buildings and Other Related Structures

- Farmhouses, residential or domestic buildings, currently in occupation or intended for occupation;
- Buildings already converted to a non-agricultural use, for example, to a residential or non-agricultural business use;
- Traditional farm buildings which are intended to be converted to a non-agricultural use during the life of the current GLAS agreement or within 5 years of payment of grant;
- Traditional farm buildings/other related structures that will not be in the applicant's ownership or control for the life of the GLAS agreement;
- Buildings in ruinous condition
- Corrugated iron hay barns;
- Post 1960 farm buildings such as slatted sheds or milking parlours.
- Entrance Gates and piers to House

Eligible Works

Conservation works are those that maintain the character and integrity of the built heritage using compatible repair or construction techniques. The works should not be designed to modernise the appearance of the buildings or other related structures as, in many cases, the wear and tear of the years contributes to their character. Instead the works should be the minimum necessary, carrying out a repair to fix what is wrong but not setting out to do too much work. Works should be carried out using traditional building techniques and materials. For further advice on conservation works please consult the *Built Heritage Policy Advice Series* available here: <https://www.chg.gov.ie/heritage/heritage-publications/>

The following is a list of the types of work envisaged:

- Repair of a slate, thatch or small-scale corrugated iron roof including its structure;
- Re-pointing of stone walls in earth or lime mortar;
- Re-plastering of stone walls in lime plaster;
- Repair of stone and earthen walls, or parts of walls;
- Structural repairs to prevent walls leaning over/ensure structural stability;
- Repair or re-instatement of timber doors or windows where necessary;
- Repair or renewal of lintels;
- Repair of loft where it is required to ensure structural stability;
- Repair of rainwater goods where they are pre-existing;
- Drainage works where they are necessary to ensure structural stability;
- Repair of other related farm structures and features such as dry stone or lime mortared stone boundary walls around the farmyard, wrought iron farm gates and stone-paved or cobbled farmyards or trackway surfaces.

Ineligible Works

- Internal works, other than those that are required to ensure structural stability;
- Alterations and improvements unless the Heritage Council deems them necessary;
- Routine maintenance and minor repairs;
- Replacement of functioning elements of any date
- Works already carried out or underway;
- Works that cost below the threshold of the minimum grant.
- Any works resulting from an event which would normally be insurable.
- Reinstatement/restoration works unless Heritage Council deems exceptional circumstances apply.

THE APPLICATION PROCESS

Applications – How to apply

Applications will be invited over several advertised tranches, which will continue until the end of the Rural Development Programme period. A copy of the application form can be obtained in advance of each tranche from The Heritage Council website: www.heritagecouncil.ie. Completed applications must be submitted in **hard copy format only** to The Heritage Council, Áras na hOidreachta, Church Lane, Kilkenny by

the stated closing date. Late applications shall be rejected and returned to the applicant as ineligible. Applications submitted by fax or email shall be rejected and deemed ineligible as will applications not made on the official form. Applications that do not have **all** required supporting documentation will be deemed ineligible and rejected. Full responsibility for the information contained in the application and supporting documentation submitted and for the receipt of applications by the closing date rests with the applicant.

Required Supporting Documentation to be submitted:

The following documents **MUST** be submitted in support of an application by the stated closing date:

1. A signed completed application form;
2. A location map so that we could get to your building/other related structure from a Regional road
3. Photograph(s) of the exterior;
4. Photograph(s) of the interior (**if applying for building**);
5. Photograph(s) of any parts in need of repair;
6. Photograph(s) of building or other related structure in its wider surroundings in the countryside.
7. Photograph(s) of public view (**if answer to Question 8(A) on application form is yes**)
8. A quotation, or cost breakdown, detailing materials and costs
9. Written consent of owner (as appropriate).

Additional information not included in this list can also be submitted if relevant but must **NOT** exceed 10 A4 pages in total. **Please retain a copy of your application as unsuccessful applications will NOT be returned.**

The timeline for the 2020 scheme can be viewed here: <http://www.heritagecouncil.ie/projects/traditional-farm-buildings-grant-scheme>

SCREENING

All applications are screened first to ensure eligibility and any that do not meet the requirements listed are rejected and will not be assessed for a grant.

THE ASSESSMENT PROCESS

All eligible applications will be initially assessed by the Heritage Council and then by an expert panel comprising internal and external expertise along with an officer from the Department of Agriculture, Food and the Marine. All eligible applications will be assessed under the following weighted selection criteria:

1. *Heritage interest of the building/other related structure*
2. *Project that will best demonstrate public benefit, including landscape value*
3. *Habitat value or potential*
4. *Climate Change Mitigation/Environmental Sustainability*
5. *Best Value including value for money.*

Please see Appendix 1 for further information on the selection criteria.

If any of the supporting documentation submitted raises queries, clarification will be sought in writing from the applicant. If there is no response within four weeks of the date of the letter from the Heritage Council, the application will be closed unless agreed otherwise. The recommendations of the expert panel will be presented to the Heritage Council Board for final approval. The Department of Agriculture, Food and the Marine will be reported to, following which all applicants will be notified in writing. Successful applicants will have two weeks to inform the Council of their decision to accept or reject a grant. **Unsuccessful applications will not be carried through to following years of the grant scheme.**

INFORMATION ON CONDITIONS

Detailed conditions attaching to approvals will be published on The Heritage Council website www.heritagecouncil.ie in advance of each tranche.

Funding

The minimum grant amount offered will be €4,000 and the maximum, €25,000. The grant will not be for more than 75% of the cost of the approved works. (Some grants will be for less than 75% of the cost of the approved works). The balance of funding may not be from any other State source. Leader funding cannot be obtained for the conservation works in addition to a grant under this scheme. The smallest project that could be funded would cost in the region of €5,400. The cost of VAT is eligible only in circumstances where such VAT is not recoverable by the grantee by any other means. For grants of €10,000 and over the registration number and certificate number of current Tax Clearance Certificate in the name of the grantee will be required prior to payment of grant.

Conservation Supervision and Specification

It is important that an appropriately qualified conservation consultant provides advice and oversees the works to be carried out and all **successful** applicants must employ a conservation consultant to supervise the works. **Applicants are not required to employ this person at the application stage.** The cost of supervision can be included in the overall costs of the project for grant aid.

The conservation consultant will, on behalf of the successful applicant, be required to submit a conservation specification on the works proposed, to inspect and supervise the project as it progresses, to provide an interim report during progress of the project and on completion a final report. Upon completion the conservation consultant will also sign off on the costs claimed and the standard of works carried out.

Works cannot commence until the conservation specification is submitted and agreed with the Heritage Council. It should be agreed at least four months prior to end-date for completion of works unless agreed otherwise. The conservation specification must adhere to best conservation practice and should demonstrate the maximum works needed to secure the survival of the building or other related structure whilst, at the same time, being the minimum necessary to solve its problems. Replacement of original or historic material should be kept to a minimum and should only be carried out where necessary and only if agreed.

The conservation specification will include such information as:

- A concise description of the building/other related structure, noting its significance, appearance, setting, condition, present use, floor area (if building applied for), brief architectural history (if available), and the materials it is made of;
- A concise description of the works proposed identifying the issues that are causing risk or decay, what remedial repairs are proposed, how they will be done, what materials will be used and how the fabric will be conserved;
- Photographs and/or other illustrations;
- Details of on-site supervision and monitoring.

Wildlife

Many farm buildings and farmyards provide roosting sites for bats, and nesting sites for birds that are protected by law. A bat/bird survey may be required to identify which species are present and how to carry out the works without affecting them - for example altering the timing of the repair work or the material used. Where a wildlife survey is required, a report of the survey will need to be submitted to the Heritage Council before works commence. Up to 75% of the cost of the wildlife survey may be allowed in the grant allocation.

NB: If bats or nesting birds are present, a derogation licence from the National Parks and Wildlife Service may have to be obtained before works can commence.

Statutory Permissions

Repair works are usually considered exempt from the planning process but for grant aid to be considered, applicants may need written confirmation from the Local Authority, or other agency, that the works are exempt. If the works relate to a protected structure, applicants should consult the Local Authority prior to making a grant application. If a building was built prior to 1700, it is likely to be protected under the National Monuments Acts 1930-2014. If so, the Local Authority and the National Monuments Division of the Department of Culture, Heritage & the Gaeltacht need to give consent to the plans before grant aid can be considered. As noted above if bats or nesting birds are present, a licence from the National Parks and Wildlife Service may need to be obtained before works can commence. All grant aided works must meet all statutory requirements as noted above and including the Safety Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work (Construction) Regulations 2013-2019 and employment law. The onus of obtaining all consents, permissions, etc. rests with the applicant.

Use

The building must be maintained in agricultural use while the applicant continues to have a GLAS contract with the Department of Agriculture, Food and the Marine and, in all cases, for a period of not less than five years after payment of grant. If the building being grant-aided is used for another purpose or sold within a period of 5 years from payment of grant, the Department of Agriculture, Food and the Marine reserves the right to claw-back some or all the grant monies.

Reporting

As noted above, an interim report prepared by a conservation consultant, **must** be submitted during progress of the project. This should be a concise report with photographs detailing date of inspection, works

carried out to date and noting any unforeseen issues that arise. Upon completion, a final report will be required, containing date of inspection, a short summary on works carried out, photographs, details on floor area and employment benefit, and reference to the implementation of the bat/bird survey (if required).

Inspections

The Heritage Council will carry out a pre and final inspection of every project. Works cannot commence until the prior inspection takes place and the conservation specification is agreed. The Heritage Council may also carry out an inspection while works are underway. No inspection will take place by the Heritage Council without the express prior consent of the applicant. The Department of Agriculture, Food and the Marine reserves the right to carry out inspections at any time on approved works with or without prior notice at any reasonable time(s) and without prejudice to public liability.

Publicity and Public Awareness

The Heritage Council will have a photographic record made of the buildings or other related structures and/or the works being grant-aided and may wish to use such photographs in promoting the support and work of The Heritage Council and the Department of Agriculture, Food & the Marine.

The grant-aid given must be suitably acknowledged by the applicant in the form of a plaque, written acknowledgement or other agreed form. The Heritage Council may wish to represent the project by a symbol on Heritage maps: <http://www.heritagecouncil.ie/maps/welcome-to-heritage-maps/>. You may also be requested to allow a sign to be erected on site during construction acknowledging the support of the Heritage Council, The Department of Agriculture, Food and the Marine, and the European Agricultural Fund for Rural Development.

The Heritage Council is keen to promote active engagement with and raise public appreciation of heritage. You may be requested to organise an event, communicating and engaging with the public on your project.

Applicants must ensure that any new archaeological discoveries will be reported to the National Monuments Service and/or the National Museum of Ireland. Any biodiversity data collected may be submitted to the National Biodiversity Data Centre and any bat/bird survey may be forwarded to National Parks and Wildlife Service by the Heritage Council.

Completion of Works and Payments

On submission of the interim report a checklist will be sent to applicants outlining that the following documents must be submitted in support of a claim for payment: -

1. Signed Completed Checklist;
2. Final report by the conservation consultant on the project;
3. Costs certified by the conservation consultant including receipts (see below);
4. Own labour timesheets signed by the conservation consultant (as appropriate);
5. Confirmation that statutory consents have been received (as appropriate);
6. Signed declaration on VAT status;

7. The registration number and certificate number of current Tax Clearance Certificate in applicant's name for grants over €10,000.

All works must be completed and claim for payment with documentation received in the Heritage Council offices by the date specified in the letter of offer unless agreed otherwise. The Department of Agriculture, Food and the Marine will make all payments in relation to this scheme upon receipt of certification from the Heritage Council that the works are complete, and the applicant has complied with the terms and conditions of the scheme. Grants will be paid in a timely manner in accordance with the Farmer's Charter. In accordance with EU regulations, all EU scheme payments to farmers can only be made to a bank, building society or credit union accounts held with the State.

Requirement for receipts /Proof of Payment

Clear proof of payment in the form of receipts for all costs associated with the approved works must be submitted. The receipts submitted must be in the name of the applicant and should at least include the name, address and VAT number of the supplier/contractor (if registered) and be dated. Invoices marked paid are not sufficient – a separate official receipt, signed and dated by a company employee, must be furnished. Where details are not printed on a receipt using headed paper, a hand-written receipt for items purchased is acceptable provided it is signed, dated and marked by a company employee. Cash sales not showing the applicant's name are ineligible. The contents and layout of each receipt must show itemised purchases, the actual cost of each item excluding VAT and total amount paid and any discount given. Where the invoice/receipt is not denominated in Euro, evidence of the exchange rate used for the purposes of payment must also be provided. **Receipts will NOT be returned.** Additional proofs of payment may also be required, including copies of bank records and account transactions.

Applicant's Own labour and/or use of own machinery

Applicants who intend to carry out some or all the works themselves must maintain timesheets of the hours and days worked and the works carried out. Own labour timesheets will be available on request from the Heritage Council. Only approved conservation works will be eligible. If you do not have experience in the use of certain traditional materials (e.g. lime mortar) you must undertake training in it, the cost of which is grant eligible. The rates for own labour and use of own machinery to be costed within current Department of Agriculture, Food & the Marine reference costs, available here:

<https://www.agriculture.gov.ie/farmerschemespayments/tams/tamsiisupportdocuments/> Payment shall only be made where the timesheets have been signed off by the conservation consultant **and** where the work and hours claimed and rates charged are deemed appropriate by the Heritage Council.

Penalties

Failure to comply with the Scheme's terms and conditions and eligibility criteria will result in an appropriate penalty/sanction. Serious breaches of the scheme terms and conditions may lead to the grant being refused or withdrawn in full.

Data Protection

The Heritage Council and the Department of Agriculture, Food and the Marine operate in accordance with both the Freedom of Information Acts and the Data Protection Acts.

The Heritage Council and the Department are committed to protecting and respecting your privacy and employ appropriate technical and organisational measures to protect your information from unauthorised access. The Heritage Council or the Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

The information submitted on application forms will be stored on a database held by the Heritage Council and will be treated as a public record. Applicants agree that the Heritage Council may request or access data held externally which is required for the purpose of assessment or verification of their application under this Scheme. The Heritage Council will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with the Heritage Council and Department policy.

Appeals

The decision of the Heritage Council and the Department of Agriculture, Food and the Marine regarding funding awarded under this scheme is deemed to be final. However, the applicant has, by virtue of the Agriculture Appeals Act, 2001, the right to appeal that decision to the Agriculture Appeals Office. The appeal must be made, in writing, within three months of the date of the decision. The appeal must include the facts and contentions upon which the applicant intends to rely together with such documentary evidence that the applicant wishes to submit in support of his/her appeal. In the event of any oral hearing an officer of the Heritage Council may attend with an officer of the Minister of Agriculture, Food and the Marine.

Scoring Matrix for Tranche 5

All eligible applications will be reviewed by a selection committee, which will make its decisions based on the following criteria and assign scores accordingly. 60 is the **minimum** qualifying mark. This is a competitive application process. Applications will be ranked highest to lowest and **the highest priority projects will be chosen in line with the available funding budget**. Weightings may be applied to the criteria in order to promote those applications with the highest biodiversity, landscape and environmental benefit.

1. Heritage Interest

If you have any information on the building or other related structure that you think is important please let us know. It may, for example, be typical or rare, curious, or an outstanding example of a local type in the area in which it is located. Perhaps it is ornamental or architecturally designed for example, found on a model farm, or in parklands or designed landscapes. The heritage interest of a building or other related structure may be adversely impacted if it has not been regularly and well maintained. Although the grant scheme can generally not include works to the interior of a building, there could be internal features (such as loose boxes for horses) that contribute to its unique nature. A wrought iron gate may have the signature of the blacksmith who forged it; a stone pier may be of a distinctive local type. The Heritage Council is particularly interested in farm buildings with thatched roofs. Photographs can help highlight aspects that are of interest and where previous maintenance has been carried out.

2. Project that will best demonstrate public benefit, including landscape value

The grant scheme endeavours to raise public appreciation of heritage and your application must show that your project will have strong public benefit. It may be in a view of the countryside that is accessible to the public. It should add to the area's landscape character. If your farm has hosted a regular series of public events over the years and continues to, please let us know. You may be willing to host a traditional skills demonstration day on your farm or an event for heritage week. If so, please say so. Are you willing to contribute an article or an interview to your local or national newspaper or other media source, or write a blog or feature in a short film? Are you prepared to host an event during heritage week? If so, please let us know. Further advice on communicating and engaging the public and planning events can be found here: <https://www.heritageweek.ie/register-an-event/plan-your-event> Applications that best demonstrate **all** the above will score highest.

3. Habitat Value or Potential

Traditional farm buildings often provide important wildlife habitats that are not easily replicated if the old buildings are destroyed. Bats and owls are often found in farmyard buildings. Please tell us about the birds that nest in your building or if bats roost in it. It may be in an area designated as a natural heritage area, a special protected area, a special area of conservation, a nature reserve or have a wildlife designation. Have you carried out any pollinator friendly actions? If so, we would like to know. If you have done anything to enhance the habitat value of your building or farm (such as installed bat/bird boxes, retained birds' nests in a building or any other wildlife friendly work) please let us know. Photographs can help highlight any wildlife friendly work you have carried out. **Actions that go above and beyond the measures specified in GLAS plans will score higher.**

4. Climate Change Mitigation/Environmental Sustainability

Keeping, using and repairing existing buildings reduces waste generation, conserves the energy embodied in the original building materials and construction, and so is in the wider interests of sustainability. Good use of the building or other related structure for the farm matters. Perhaps you have long used an old byre or dwelling as a farm workshop. The continued use of old space makes excellent use of frugal resources. A comparatively high proportion of the materials used in conservation are sourced in Ireland. Stone should always be taken from the nearest appropriate source, and fat lime and earth can be sourced in Ireland. Thatching materials can also be sourced locally. Virtually all new slate used in Ireland for roofing is imported but the reuse and repair of much of the roof slate on the existing farm building is often possible. The reuse of existing materials where this can be done is generally an excellent use of existing resources and will be preferable to replacement. **Actions that go above and beyond those noted here will score higher.**

5. Best Value including value for money

Those projects which best represent the above four criteria and the principle objective of the scheme will score highest here. The principal objective of this scheme is to ensure that traditional farm buildings and other related structures that contribute to the character of the landscape, and are of significant heritage value, are conserved for agricultural use. Buildings that have fallen into disrepair and/or have an uncertain use may require larger sums of money in the future. The benefit of the initial funding may thus be lost very quickly and not represent good value for money. A well used building is more likely to be looked after. Such buildings can be sustained in the long term with limited funds and represent a good investment for grant aid. The Heritage Council will also consider whether the GLAS scheme is the most appropriate grant for conserving the building/other related structure.