

An Chomhairle Oidhreachta  
The Heritage Council



## Heritage Capacity Fund 2022

Supporting heritage-focused organisations with a demonstrated national relevance

### An information guide for applicants

This document tells you relevant information about the Heritage Capacity Fund 2022. Who can apply, the grant scheme criteria, what your application must show, assessment process and deadlines for project delivery.

**We will host an Information Clinic about this scheme via Zoom on 1st December 2021 at 11.30am**

Registration Link for the webinar:

[https://us02web.zoom.us/webinar/register/WN\\_VqhzCeT3QNa6h3xqxAOGww](https://us02web.zoom.us/webinar/register/WN_VqhzCeT3QNa6h3xqxAOGww)

**The scheme is subject to confirmation of the level of funding available to the Heritage Council for 2022.**

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## **Introduction**

Over the past twenty-five years the Heritage Council, has worked to protect, promote and support access to Irish heritage in all its expressions – built, natural, cultural, intangible, archaeological and scientific.

A key element of the Heritage Council’s Strategic Plan 2018-2022 is to foster a stronger heritage sector through the continued support and development of bodies who can provide additional vital heritage services to communities and professions.

The Heritage Capacity Fund scheme builds upon and replaces the 2021 Heritage Sector Support fund which supported organisations with a national remit.

## **Objectives of the scheme**

The 2022 Heritage Capacity Fund aims to build the capacity of organisations, with a demonstrated national relevance, working in the heritage sector by providing funding towards their core costs:

- a. to build capacity in the heritage sector by developing and strengthening the skills, processes, and resources that heritage organisations need to survive, adapt, and thrive following the Covid-19 pandemic.
- b. to support heritage organisations who play a key role in the heritage infrastructure of Ireland and are vital to the delivery of national policy and plans

## **Who can apply**

Not for profit, heritage-focused organisations with a demonstrated national relevance.

- ◆ The purpose of the organisation must relate to one of the aspects of heritage mentioned in the Heritage Acts 1995 - 2018, or organisations engaged in the protection of intangible cultural heritage as part of Ireland’s commitments to the 2003 UNESCO Convention for the Safeguarding of the Intangible Cultural Heritage.
- ◆ Demonstrated national relevance – the organisation must carry out work that has application at a national scale or, its work is being used to inform policies at a national scale.
- ◆ Work plan - the organisation must be undertaking innovative small to medium scale actions that provide clear outcomes that assist in the delivery of one or more of the following - the Heritage Council’s strategic plan 2018 -2022; the National Biodiversity Action Plan; and the emerging national heritage plan Heritage Ireland 2030.

## **Community Heritage Grant Scheme**

A separate Community Heritage Grant Scheme will be advertised in January 2022 for community/voluntary and not for profit organisations to apply for funding for heritage projects. Further details will be available in the New Year.

## Funding Available

An allocation of approximately €1,000,000 will be made available in 2021 under this scheme. The maximum amount available per organisation is €50,000. We envisage the average offers to be in the €15,000 - €30,000 range and that approximately 30 organisations will be supported by this scheme. Funding will be allocated on a competitive basis, in accordance with the assessment criteria set out on Page 5.

## How to apply

You must apply online for our grant scheme. You can apply from 25th November 2021 through our website <https://www.heritagecouncil.ie/funding/on-line-grants-system> We only accept forms submitted online. We do not provide **or** accept paper forms.

To consider your application, we must receive your online application along with supporting documents by: **Tuesday 11th January 2022 at 5pm**. Applications, or additional information will not be accepted after this time. We will let you know, in writing, whether your application is successful or not at the end of February 2022.

**NOTE: Only one application can be made per organisation.**

## What can organisations apply for:

Costs to help organisations increase capacity and to deliver on heritage priorities at a national level.

Applicants are asked to provide **a costed work plan for 2022** covering at least one of the following:

1. Plans which assist their recovery from the economic impact of the Covid-19 pandemic and that helps organisations become more financially resilient.
2. Initiatives which deliver heritage priorities based on programmes that organizations are running already or to initiate new projects.

## Types of actions that could be included in a work plan for 2022:

- ◆ Actions that communicate the importance of heritage through advocacy work. Actions that support partnership and networking events that address common challenges and needs within the sector.
- ◆ Provision of community training, advice and support to increase access to and awareness of heritage.
- ◆ Actions that promote the practice of conservation to internationally accepted standards through the provision of continual professional development, professional accreditation, publications, training workshops and bursaries.
- ◆ Data collection and research relating to Ireland's heritage that can be used for formulating future policy and advice.
- ◆ Testing and consulting on new activities that will help recovery and diversify your income streams.

## Examples of eligible costs

- ◆ Essential overheads needed to deliver your work plan. For example, salaries, rent, rates and insurance from 1st March to 18th November 2022.
- ◆ Professional institutions – bursaries for professional training or funding for specific personnel to deliver accredited CPD courses on heritage
- ◆ Costs to help your organisation be more resilient in the future, for example, adapting business plans, risk management reviews and piloting new ways of working.
- ◆ Training and skills development costs.

## Assessment Process

1. Applications will be screened first to ensure eligibility. Applications that do not pass this stage will not be assessed further.
2. An internal review of applications for shortlisting.
3. An external review panel will assess all shortlisted applications using the scoring system below. Applications must score at least 10 marks under each heading to pass.
4. The Heritage Council Board will formally approve all recommended awards at its February meeting.

This is a competitive process and funding will be allocated to applications that score highest against the five Criteria listed in the table below.

## Criteria and scoring system

Heading	Marks
Relevance of work plan to supporting the recovery of your organisation and delivery of heritage priorities at a national scale	20 marks
Expected outcomes from the work plan	20 marks
Organisational capacity and competency to deliver the work plan	20 marks
Feasibility of plan with timeframe: 1st March 2022 – 18th November 2022	20 marks
Value for money	20 marks

## Essential Information that must be included with your application

*(these items must be uploaded as separate documents in either pdf or jpeg format and within the 10mb size restriction)*

- 1) Background information on your organisation, to include annual reports, audited accounts, strategic plans, Memoranda and Articles of Association
- 2) A statement on how the work of your organisation is relevant nationally
- 3) A costed work plan for 2022
  - The work plan should identify strategic actions or initiatives that you plan to deliver during 2022 – these should include existing programmes run by your organisation and any new initiatives
- 4) The actions/initiatives should be linked clearly to the Heritage Council's Strategic Plan 2018 -2022 and/or National Biodiversity Action plan; and or Heritage Ireland 2030.
- 5) Identified outcomes
  - Expected or intended outcomes from the actions/initiatives must be identified too – refer to page 7 for more information.
- 6) A list of other funding sources you intend to apply for in 2022 must be provided.
- 7) If there is a funding shortfall due to lack of income as a consequence of Covid-19 this should be clearly identified.
- 8) You must provide a statement to confirm that there is no potential for double funding, e.g. that running costs are not supported by Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media under the Cultural Schemes unit, or the Arts Council, or Fáilte Ireland or by another other government initiative.
- 9) Letters of support from professional advisors or key stakeholders

## Outcomes of your work plan

Listed in the Table on Page 7 are examples of outcomes that the Heritage Council would like to see as a result of this grant scheme. Outcomes are changes, impacts, benefits or any effects which happen as a result of your work. The number of outcomes you achieve will vary depending on the actions in your work plan and should be proportionate to the size of grant you are requesting or the specific focus of your work plan. However, the first outcome listed 'The funded organisation will be more resilient' is mandatory for all work plans.

We expect work plans to achieve some outcomes more strongly than others - please focus on the outcomes that are strongest. If you are successful in your application, you will use them in your end of report to the Heritage Council.

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

## Examples of outcomes - you might only select 2-3 of these

Outcome	How will you know what you have achieved?
<b>The funded organisation will be more resilient (MANDATORY for all work plans)</b>	You will be able to show that your organisation is stronger and in a better position for the future as a result of the changes you made as part of your project. You will achieve this greater resilience through stronger governance and greater local involvement in your organisation; increased management and staff skills; fresh sources of expertise and advice; and working in partnership to share services, staff and resources.
<b>A wider range of people will be involved in heritage</b>	You will be able to show that your audience profile has changed; for example, it includes people from a wider range of ages, ethnicities and social backgrounds; more disabled people; or groups of people who have never engaged with your heritage before. You will be able to show how more people, and different people, engage with heritage as visitors, participants in activities, or volunteers, both during your project and once it has finished.
<b>Heritage will be in better condition</b>	The improvements will be recognised through standards used by professional and heritage specialists, and/or by people more generally, for example in surveys of visitors or local residents. Improvements might also result from new work, for example increasing the size of an existing habitat to benefit priority species
<b>Heritage will be identified and better explained</b>	There will be clearer explanations and/or new or improved ways to help people make sense of heritage. Visitors and users will tell you that the interpretation and information you provide are high quality, easy to-use and appropriate for their needs and interests, that they enhance their understanding, and that they improve their experience of heritage.
<b>People will have developed skills</b>	People involved in your project, including staff and volunteers will have gained skills relevant to ensuring heritage is better looked after, managed, understood or shared (including, among others, conservation, teaching/training, maintenance, digital and project management skills). Structured training activities could include an informal mentoring programme, on-the-job training or external short courses.
<b>People will have learnt about heritage, leading to change in ideas and actions</b>	Individuals will have developed their knowledge and understanding of heritage because you have given them opportunities to experience heritage in ways that meet their needs and interests. Engaging with your heritage in other ways e.g. through digital technology, people will be able to tell you what they have learnt and how it helps their professional or social life or undertaking further study.
<b>People will have greater well-being</b>	To achieve this outcome, you might provide opportunities for people to be more active (for example, volunteering in a park, taking part in community archaeology, sharing digital skills) or to build new connections with others. Participants will feel more connected to the people around them and/or the place where they live as a result of involvement in your project.
<b>The economy will be boosted</b>	There will be additional income for existing businesses as a direct result of your funded project. This could be because you spent funding locally, employed local expertise, or because you encouraged more tourism visits to the local area.

## Offers of funding

We will contact all applicants in writing at the **end of February 2022** to advise of the outcome of applications. If your application is successful, you will have to agree to **Terms and Conditions**. Please refer to the funding page of [www.heritagecouncil.ie](http://www.heritagecouncil.ie) for a copy of the Heritage Council's standard Terms and Conditions. Please note that all successful applicant organisations will have to commit to activities relating to public engagement and project promotion:

### ◆ **National Heritage Week/National Biodiversity Week**

All organisations offered funding by the Heritage Council must undertake an awareness raising/public engagement activity to promote their work during National Heritage Week, 13th - 21st August 2022 or National Biodiversity Week, May 2022 (date to be confirmed).

### ◆ **Project Promotion and Acknowledging Funding**

All organisations offered funding must include appropriate acknowledgment of the Heritage Council's support in 2022, for example posts on social media, press releases, digital resources, brochures/leaflets, reports, publicity materials, invites, blogs, posters, advertisements, website, apps, video, programmes etc. All printed materials must include Heritage Council's logo. Please refer to [www.heritagecouncil.ie/funding/acknowledging-our-funding](http://www.heritagecouncil.ie/funding/acknowledging-our-funding)

## Reporting and funding

If the application is successful, the applicant organisation will be responsible for all costs related to the project. The applicant is responsible for submission of a detailed report and evidence of expenditure to the Heritage Council before the deadline of 18th November 2022.

## How we pay the grant

You will receive your grant after we have assessed the project work and found it to be satisfactory. However, you can choose to have up to three interim payments. That decision will be based on:

- submission of detailed activity report through the Heritage Council's online grants system, and
- copies of all invoices/evidence of expenditure relating to the grant offer

Under Department of Finance rules we are obliged to seek proof of payment from grantees before releasing grant monies. However, we will be seeking approval to make payments based on evidence of expenditure e.g., invoices. Successful applicants will be advised of any changes in requirements.

**Note:** If your organisation is not a registered charity you will need to have current Tax Clearance verification in place to receive grant payments of 10,000 and over.



## Timescale

**Open for applications:** 25th November 2021 - 11th January 2022 at 5pm

**Information Clinic:** 1st December 2021 at 11.30am  
Scheme information clinic via Zoom. To register:  
[https://us02web.zoom.us/webinar/register/WN\\_VqhzCeT3QNa6h3xqxAOGww](https://us02web.zoom.us/webinar/register/WN_VqhzCeT3QNa6h3xqxAOGww)

Please forward queries in advance to [vkelly@heritagecouncil.ie](mailto:vkelly@heritagecouncil.ie)

**Assessment:** January/February 2022  
In-house professional officer assessment and external panel assessment.

**Final Decision:** End of February 2022  
Heritage Council board approval  
Notification of outcome in writing to applicants

**Completion:** 18th November 2022  
Final report and claim for payment submitted through the Heritage Council's online grant system

## Canvassing

Canvassing by TDs, Senators or City/County Councillors on behalf of any Applicant will automatically disqualify an application.

This does not preclude applicants from seeking advice or letters of support from their local Heritage Officer or any other relevant body.

Applications are subject to Freedom of Information Acts

## Remember...

We must receive your online application along with supporting documents by: **Tuesday 11th January 2022 at 5 pm.** We wish you the best with your application.

## Covid-19: Communication Request

Following Government advice concerning Covid-19 and guidance on Working from Home where possible, we have implemented remote working arrangements. We request that, where possible, all communications are sent to us electronically so that we will be in a position to receive and respond more promptly. Thank you in advance for your co-operation.

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