

An Chomhairle Oidhreachta  
The Heritage Council



# Heritage Stewardship Fund 2022

A scheme to support staff in local authorities, state agencies and third level institutions with responsibilities for heritage programmes, e.g., stewardship of and access to collections, archives, buildings, monuments, habitats.

**We will host an Information Clinic about this scheme via Zoom on Friday 18<sup>th</sup> February 2022 at 11.30am**

**[www.heritagecouncil.ie](http://www.heritagecouncil.ie)**

**For daily updates, follow us on our social media channels**



## Contents

Introduction .....	3
Objectives of the scheme.....	3
Eligibility: Who can apply? .....	3
Funding available .....	3
How to apply.....	4
What can organisations apply for.....	4
Ineligible costs .....	4
Types of projects not covered by this grant scheme .....	5
Assessment process.....	5
Criteria and scoring system.....	5
Supporting information .....	6
General advice to applicants.....	6
Offers of funding .....	6
Community awareness and engagement.....	7
National Heritage Week/National Biodiversity Week.....	7
Acknowledgment of funding.....	7
Reporting and funding .....	7
How we pay a grant .....	7
Canvassing.....	8
Heritage Council contact details.....	8

## Introduction

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 vital heritage services to communities and professions and who have responsibilities for the care of heritage objects. This new funding scheme has been developed to meet this objective. We are aware that there are staff in state agencies and in third level institutions with responsibilities for heritage programmes, e.g., stewardship of and access to collections, archives, buildings, monuments, habitats. This grant scheme is intended to support staff in such organisations who have not always had access to Heritage Council or indeed wider funding.

## Objectives of the scheme

The objective of the Heritage Stewardship Fund is to support and build the capacity of staff who play a key role in the heritage infrastructure of Ireland and are vital to the delivery of national policy and plans. Such staff may be operating in organisations whose core remit may not be fully focused on heritage, but which may have an impact on heritage, or which may possess significant collections of portable objects, archives or buildings and habitats.

## Who can apply?

This scheme is open to employees in

- local authorities
- public bodies
- state agencies
- third level educational institutes

Local authority-based museum curators, archivists, archaeologists, architectural conservation officers and biodiversity officers. This scheme is also open to employees of state agencies and third level educational institutions proposing heritage focused projects, i.e., public sector bodies of the state that have a statutory obligation to perform specific tasks on behalf of the government.

**Please note** the scheme is not open to applications from Local Authority Heritage Officers as they receive funding under the County Heritage plan scheme.

## Funding Available

The Heritage Council is allocating approx. €500,000 to this scheme in 2022. The maximum award per project will be €25,000. Match funding of 25% from the applicant is required. We envisage the average offers to be in the €15,000 range and that approximately 20-30 projects will be supported by this scheme. This scheme is not intended to cover staff or payroll costs, however, costs from consultants and external

service providers are eligible. No administrative overheads will be paid by the Heritage Council in respect of any grant offers.

## How to apply

You must apply online for our grant scheme. You can apply from 15<sup>th</sup> February 2022 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: **Wednesday 16th March 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 in mid-April 2022.

Completion date for successful applicant's projects – Monday 17<sup>th</sup> October 2022

## What can organisations apply for:

Examples of heritage projects:

- Projects that support the management and conservation of heritage objects to accepted professional standards
- Projects that facilitate increased access to heritage with a special focus on inclusion
- Projects that communicate the importance of heritage through advocacy work
- Projects that relate to climate change preparation for resilience through conservation planning
- Projects that support partnership and networking events that address common challenges and needs
- Projects that provide community training, traditional buildings skills, advice, and support to increase access to and awareness of heritage
- Interpretation projects that address the needs of people with disabilities
- Projects that support decision making and policy development for the management of heritage assets
- Data collection and research relating to Ireland's heritage that can be used for formulating future policy and advice particularly urban initiatives
- Publications of national relevance.

## Ineligible costs

We cannot provide grant funding for the following:

- Overheads
- Administration fees
- Salaries of employees
- International travel

## What projects are not covered in this grant scheme?

### Public sector responsibilities

We do not fund projects that carry out any part of any public-sector body's statutory or core responsibilities. This includes work relating to the European Directives on habitats, birds, Water Framework or Marine Strategy Framework.

### Third level Projects

We also do not give grants to people in undergraduate or postgraduate education who are seeking support for work that forms a part of their academic studies (including PhD).

### Archaeology

We are not able to fund archaeological excavations or post-excavation analysis and reporting.

### Installations

We do not fund the creation of new memorials including the erection of plaques/sculptures, artists installations or new builds such as replicas.

### Amenity Landscaping Works

We do not fund amenity landscaping works. Examples of this include tarmacking or landscaping of car parks, the installation of benches or litter bins.

### Retrospective projects

We do not fund projects retrospectively – work that has already commenced or completed before we offer a grant.

## 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 assessment and scoring of applications using the criteria and marking scheme below.
3. Applications must score at least 14 marks under each heading to pass.
4. An external review panel will assess all shortlisted applications
5. The Heritage Council Board will formally approve all recommended awards at its April meeting

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

### Criteria and scoring system

Heading	Marks
Quality and structure of the project	25 marks
Benefit to the community or other expected outcomes	25 marks
Feasibility of plan with timeframe: Mid-April 2022 – 17 <sup>th</sup> October 2022	25 marks
Value for money	25 marks

## Supporting Information

Applicants will be expected to upload supporting information with their application as follows:

1. Quotations, estimates or other evidence to support your costs, this can be a copy of the previous year's costs
  2. For conferences/events: programme outline, venue, proposed speakers etc.
  3. For commissioned reports/surveys/audits – a copy of draft brief
  4. Interpretative materials including publications: a draft text, proposed illustrations, layout, graphic design
  5. Relevant approvals, permissions, licences, or consents if required
  6. Map: indicating location, access point and any designation extent relevant. The Heritage Council will always seek to capture all aspects of a site's/project's heritage value (built, natural & cultural), often sites/projects have multiple heritage associations, so, a wildlife habitat may include a ringfort, for example, or a historic building will be a roost for protected bats.
  7. For building/object/habitat conservation, a specification of works and clear & current photographs
  8. Letters of support from your local Heritage Officer and any other key stakeholders
- ◆ This list is not definitive, and you may wish to include other supporting information which should be comprehensive but brief.
  - ◆ The number and type of documents will depend on the nature of your project and file names must reflect the content.
  - ◆ Uploaded documents must be in PDF or JPEG format and not more than 10mb each. Do not upload documents in Word format.

## General advice to applicants

Project proposals should be discussed in advance with relevant professional officer in the Heritage Council

<https://www.heritagecouncil.ie/about/our-team>

It is also advisable that project proposals are discussed with the local authority Heritage Officer and include a letter of support.

## Offers of funding

We will contact all applicants in writing in mid-April 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 and this must be demonstrated in your application:

## **Community Awareness and Engagement**

Applicants must demonstrate in their application that they are willing to promote their project and engage with new audiences. We are especially interested in heritage projects that promote inclusion and involve a wider range of people. Projects that will include a broader range of ages, ethnicities and social backgrounds, more disabled people, or groups who have never engaged with your heritage before.

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

All applicants 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, 15<sup>th</sup> – 22<sup>nd</sup> May 2022. Further details are available at [www.heritageweek.ie](http://www.heritageweek.ie) and [www.biodiversityweek.ie](http://www.biodiversityweek.ie)

## **Acknowledging Funding**

All applicants 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.

## **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 17th October 2022.

## **How we pay the grant**

You will receive your grant after we have assessed the project work and found it to be satisfactory. That decision will be based on:

- submission of a detailed activity report through the Heritage Council's online grants system
- copies of all invoices relating to the grant offer
- a letter of assurance to confirm that all invoices have been paid

## **Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds**

Under Department of Finance rules, we are obliged to seek proof of payment from grantees before releasing grant funding. The Heritage Council provides a template Letter of Assurance to successful applicants to complete to comply with this requirement.

## Canvassing

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

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 **16<sup>th</sup> March 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 a phased return to the office, we are currently working in a hybrid arrangement. We request that, where possible, all communications are sent to us electronically so that we will be able to receive and respond more promptly.

Thank you in advance for your co-operation.

## Heritage Council contact details

The Heritage Council  
Church Lane  
Kilkenny R95 X264

[Mailto:aryan@heritagecouncil.ie](mailto:aryan@heritagecouncil.ie)

Tel: 087 8142033 (between 12noon – 4pm, Monday to Friday)

