



IRISH WALLED TOWNS NETWORK (IWTN) CAPITAL PROJECTS 2015

1. Background and Overview to the Irish Walled Towns Network (IWTN) and the IWTN Fund 2015

The Heritage Council established the *Irish Walled Towns Network* in April 2005 to unite and co-ordinate the strategic efforts of local authorities involved in the management and conservation of historic walled towns in Ireland, both North and South. The Irish Walled Towns Network is formally linked to European Walled Towns (EWT), which is the international association for the sustainable development of walled towns, walled cities and fortified historic towns. There are currently 27 Members in the Network (26 walled towns in the south, 1 in the north).

The IWTN Fund in 2015 aims to support the implementation of the suite of Conservation, Management and Interpretation Plans (CMIPs) through capital works to conserve, preserve and promote the historic town Walls and their settings. The preparation/completion of Conservation, Management and Interpretation Plans for new entrants and conservation works to Walls will be supported through this fund in 2015. The updating of existing plans which are at least five years old will also be supported.

The IWTN Fund will be available to Northern members of the IWTN in 2015.

Please note that due to budgetary pressures only emergency actions to walls will be funded. Prospective applicants should bear this in mind before making a submission.

The selection criteria for IWTN projects in 2015 is set out in the following section.

2. IWTN Fund 2015 – Project Selection Criteria

1. Applicants must be current members of the Irish Walled Towns Network (IWTN). The IWTN membership fee must be returned with the acceptance of any offer of funding.
2. Where applicable, compliance with conditions for towns provided capital grants in 2013 and 2014 may be taken into consideration during the evaluation process.
3. Due to budgetary pressures only sections of town walls in a serious state of disrepair/in danger of partial or complete collapse will be considered for funding.
4. For capital works projects, Conservation and Management Plans (CMPs) must be in place and be either adopted or about to be adopted by the local authority.
5. All projects must have an education/public access aspect and have a plan on how to illustrate the educational benefits of the Walls to the general public.
6. There must be an identified officer who will act as a project manager. The officer must have experience in managing large-scale and complex conservation and construction projects, e.g. conservation officer and/or heritage officer, archaeologist.
7. Grant applicants must provide **10%** towards costs. Voluntary contributions will be recognized, but they must be clearly identified. The use of local authority staff in the fulfillment of this 10% obligation is

acceptable but may only be based on rates listed further on in this document. Commercial charge out rates are not applicable.

8. A specification of the proposed building conservation works, photographs of the present condition of the elements of the structure that are a cause of concern and quotations/estimates must be attached to the online application at time of submission.
9. Professional Fees should not account for more than 15% of the cost of project works. Funding from the Heritage Council's Irish Walled Towns Network Fund cannot be used for amounts relating to fees that exceed this threshold.
10. All necessary permissions and consents must be secured from DoAHG for archaeological or other works proposed.
11. Applications to complete or comprehensively update a conservation management plan for town walls must include a comprehensive interpretation strategy. The town walls interpretation strategy should be in keeping with the Ename Charter.
12. All grant applications must provide an assurance that proper tendering and procurement practices are being followed. Once the project is complete, evidence that proper tendering and procurement practices have been followed is to be included in the project report.

3. Application Procedure

- Applications, and supporting documentation, must be submitted through the Heritage Council's online grants system <http://www.heritagecouncil.ie/grants/grants/> by 5pm on Monday 13th April 2015.
- The process is competitive and applications will be assessed on the basis of information provided.
- Applications received by post, fax or by email will not be considered.
- Late applications will not be accepted.

The IWTN Selection Panel will assess the project list in mid April 2015, and recommendations will be submitted to Council for consideration at its board meeting on 23rd April 2015.

The Heritage Council will notify applicants of the outcome of their application, in writing, following its April meeting and confirmation of the IWTN Budget in 2015.

Funding is subject to the availability of an allocation to the Heritage Council from the Department of Arts, Heritage and the Gaeltacht in 2015.

4. Online Application Form

Explanatory Notes

Applicants must fill in the APPLICATION FORM online through the Heritage Council website before **5.00pm on Monday 13th April 2015**.

If you used the Council's online system previously, you can log in as an Existing User on **www.heritagecouncil.ie/grants/online-grants-system/** with your user name and password. If you have not applied before, go to the Council website at <http://www.heritagecouncil.ie/grants/grants/> and you will be guided through the process. You will receive a user name and password, and you can complete your online application in stages before submitting it to the Heritage Council. You can check and amend the application at any stage before you submit it; the system won't accept the application until the form is complete.

The online system will not accept an application unless it is complete. Fields filled only by terms such as "see attached" will not be accepted.

An application may be completed by a professional or other advisor on behalf of a client, but the client is deemed to be the Applicant. An application must be registered in the name of the Applicant. All communication will be with the Applicant. The advisor must provide the Applicant with the log-in details for using the Council's online grants system.

Additional information is to be uploaded in PDF/JPEG format and less than 5mb per document (further information below)

Compiling an application is a time-consuming process: planning the project, completing the application form and providing supporting documentation will all require quite a lot of time and effort. Please read this whole booklet before you begin completing your application. There are seven sections on the online application to be completed and some of these are outlined in greater detail below.

Budget

You are required to submit the cost plan for the proposed project; the application form includes suggested headings. However, if they do not suit your project, you may use your own headings. If you also upload an annotated cost plan, this should complement the information given in answer to the questions in Section 3 of the online application form.

You are not expected to list every individual item but, if the cost of any item or heading comes to more than 10% of total project value, you must supply copies of quotations, contractor's tender estimates or other evidence to support the figures given (i.e. the specification of works accompanied by a building contractor's quotation, or a quantity surveyor's estimate). The Council may require successful applicants to seek revised estimates for certain items of expenditure.

Council may not be able to make an offer for the total amount requested by the applicant. Itemised costs for various portions of the works will help the assessors to establish if partial funding is (a) feasible and (b) represents good value for money.

The Council is particularly concerned to ensure that all projects apply good conservation practice. That should be reflected in your budget.

Individual Professional Fees should not account for more than 15% of the cost of project works.

Grant applicants must provide 10% towards costs. Voluntary contributions will be recognized, but they must be clearly identified. The use of local authority staff in the fulfillment of this 10% obligation is acceptable and must be based on rates as outlined below.

The Council will not cover expenditure in relation to local authority staff costs, travel abroad, subsistence & accommodation, office equipment and overheads.

Valuing work – voluntary & other

You are encouraged to put a value on the work contributed to the project by members of your organisation, by your project team or by other volunteers. Here are some maximum rates to guide you in costing voluntary time:

- €300 a day for professional fees (e.g. project management, specialist conservatory or joiner)
- €150 a day for skilled labour (e.g. stone mason, cabinet maker, blacksmith,)
- €80 a day for unskilled labour.

The Council cannot fund projects retrospectively. Its funding cannot be used to pay for any activities undertaken before the acceptance of a letter of offer in late April 2015.

Good Heritage Practice

Your application must show that you will use good heritage practice. Two questions on the form are particularly relevant (although you are encouraged to take all opportunities to support your contention):

- What working methods or methodologies will you be using?
- Why have you chosen those methods or methodologies?

Your answers should show that:

- You have a clear and robust methodology or set of working methods
- You are aware of, and intend to apply, relevant good heritage practice
- You are aware of all relevant international charters (e.g. Burra), national laws and departmental guidelines.

Communicating and engaging the public

Your application must show that your project will include activities that reach out beyond the members of the project team.

All projects must have an educational/community interaction programme. At least three actions must take place. The following list of suggestions is not exhaustive. However, any proposed educational/community interaction schemes which are not included in this list are to be first submitted to the Irish Walled Towns Network Project Manager for approval. Up to 2% of the IWTN allocation may be used for to help accomplish these actions.

- Monthly submission of images and notes of progress to IWTN Project Manager for uploading on IWTN Facebook or Twitter pages
- Ensure all progress reports are uploaded to the relevant local authority website or issued to the IWTN Project Manager for uploading on the Heritage Council's website

- During the course of conservation work ensure that the site is open to visitors for at least one hour a week. This hour should be at the same time every week. A temporary sign should be erected on-site advertising the visiting hour(s). Local schools, tourism office, etc should be made aware of the visiting hour(s)
- School tours should be facilitated. Particular effort should be made to involve construction studies, woodwork, technical graphics and engineering students. The skills involved in conservation work should be explained
- Temporary interpretative display explaining the significance of the walls, the reasons for the conservation work and the main actions taking place. Upon completion of work the display should be gifted to a local school, library, etc
- A short publication explaining the significance of the walls, the reasons for the conservation work and the main actions taking place. The publication could be similar to the one completed by Kilkenny Archaeology about Talbot's Tower. The publication should be distributed to local schools, library, tourist office, etc. The document should be uploaded to the relevant local authority website or issued to the IWTN Project Manager for uploading on the Heritage Council's website.

Lasting impact

To provide lasting benefits, your project must include activities to ensure that the results or outcomes will last for about five years after the project has ended. The nature of those activities will vary depending on the nature of the projects. Clearly, the greater and the longer-lasting the impact of a project, the better the return on the Council's grant.

Uploading Documents

Certain questions on the application form require that you provide documentary evidence. You must supply the following:

- a costed specification of the proposed building conservation works.
- photographs of the present condition of the elements of the structure that are a cause of concern. Photographs should be recent, in colour, dated and annotated.
- relevant approvals, permissions, licences or consents.
- quotations, estimates or other evidence for any budget heading that accounts for more than 10% of the total project expenditure.

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. Uploaded documents must be in PDF or JPEG format and not more than 5mb each.

Records & Audit

Before making either interim or final payments of grants, the Council will seek documentary evidence of expenditure. Furthermore, all grant payments, interim and final, are subject to audit by the Heritage Council or its appointee. The auditors will look for proof of all payments, so they will need access to all financial records relating to the grant, including your bank statements and original invoices. Accordingly, you must keep full financial records for each grant for three years from the date of the first payment you receive under that grant.

Database and data protection

The Heritage Council maintains a computerised database of people and organisations interested in heritage matters. This database is used to communicate with such people about the Council, its activities and its

interests; information on the database will not be made available to anyone else save in accordance with the law. If you are not already on it, we would like you to consent to having your details added to this database. However, you are free to refuse consent.

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.

Accuracy of Information

We accept your application and make our decisions in good faith based on the information you give us. So any misleading statements included (whether deliberate or accidental) in your application, or any information knowingly withheld, could mean your organisation's application is not valid. In that case, the Council will stop assessment and reject the application

Canvassing

The Heritage Council has always stated that canvassing on behalf of any Applicant will automatically disqualify an application. This is indicated clearly on the application form and in previous years a very small number of applications have been rejected for this reason.

The canvassing rule does not preclude TDs or county councilors from distributing application forms to their constituents.

THE APPROVAL STAGE

The Heritage Council will inform you of the outcome of your application by letter at the end of April 2015.

Approval of applications is subject to the Council's **Conditions of offer**. You should read the Conditions to make sure that you will be able to comply with them. The Council may also attach specific conditions to an offer of grant assistance for your project.

General Conditions

1. If you do not comply with these conditions, the Council will withdraw its grant; you must repay any money you have received under that grant. Abidance of grant conditions will be taken into account when deciding any future IWTN grant applications.
2. The Council's decision to offer you a grant will have been made in good faith, based on the information you supplied. If any of that information was misleading, whether deliberately or accidentally, the Council reserves the right to withdraw its grant; you must repay any money you have received under that grant.
3. Once awarded, grant amounts cannot be increased.
4. In accepting the offer of a grant for your project, you undertake to ensure that:
 - the lead consultant provides a document, c.500 words, explaining the importance of the walls and the reasons behind the conservation work. This document is to be read to/read by each on-site worker and signed.
 - your project will have an educational/community interaction programme. At least three actions must take place. Any proposed educational/community interaction schemes which are not included in this list are to be first submitted to the Irish Walled Towns Network Project Manager for approval. Up to 2% of the IWTN allocation may be used for to help accomplish these actions (please refer to list provided earlier in this document).

- a temporary sign (minimum size A2) must be erected outside all conservation sites for the duration of works telling that the project is funded by the Irish Walled Towns Network. The IWTN's logo must be prominently displayed. The IWTN's website address is to be visible as should be the fact that the IWTN is on Facebook and Twitter.
- the lead consultant must provide the contracting local authority with a maintenance schedule for the section of conserved town walls. The schedule must contain the lime specifications used and drawings showing where the various conservation actions occurred.
- if your project involves children, you will comply with the child protection guidelines that are available on www.heritagecouncil.ie/education
- all your activities will be carried out in accordance with the law
- you have obtained all necessary approvals, permissions, licences or consents
- that public procurement requirements will be complied with
- all your work will be carried out in accordance with the principles of good heritage practice
- you will submit full drafts of all the project's text outputs (for example the text of a book, website or sign) to the Council for approval before publication
- all published material (publicity material, progress reports, etc) that is issued in to the public domain must acknowledge the funding provided by the Irish Walled Towns Network and predominately display the IWTN's logo.
- you will license the Heritage Council to use project reports and photographs for educational or promotional purposes (with appropriate credits to the authors and photographers)
- only expenditure on the agreed work will be funded by the Council's grant
- contributions from sources other than the Council will be secured and expended as provided in the project budget
- the lead consultant be suitably qualified in managing large-scale, complex, conservation projects
- all recording is carried out in accordance with the DoAHG's Technical Advice Note: Recommended best practice re applications for Ministerial Consent specific to Town Defences

5. To ensure that all conservation recording obligations are complied with, an inventory is to be created by IWTN.

- The pre works survey is to be submitted to the IWTN Project Manager and DoAHG by the lead consultant within one month of site work beginning
- A post works report is to be submitted to the IWTN Project Manager and DoAHG by the lead consultant within one month of site work finishing.

6. You must make a progress report, through the Heritage Council's online grants system within two weeks of the estimated midpoint of the works schedule as supplied to the IWTN Project Manager. You may request an interim payment of your grant at that time: your request must be supported by copies of invoices or receipts for your expenditure.

7. You must make a detailed final report and claim for payment, through the Heritage Council's online grants system before 20th November 2015. To make a claim for payment, copies of invoices that equal 10% or more of the grant award must be uploaded (further details & technical instructions will be provided). All documents uploaded to the online system should be in PDF format and cannot exceed 5mb each.

8. You must provide a Tax Number of your organisation as we are obliged to make a return of all grant payments to Revenue and that Tax Numbers provided form part of this data. If the payment exceeds €10,000, you must supply a copy of a current Tax Clearance Certificate unless the Revenue have issued you with a CHY (charity) number or your organization is a Public Body. This requirement applies to applicants from both

outside and inside the state. See www.revenue.ie for details of Tax Clearance Certificates: search the site for "tax clearance certificate".

9. In consideration of the payment of the grant by the Council, you will covenant with and undertake to the Council to indemnify and keep fully indemnified the Council, the IWTN, the IWTN steering committee and the IWTN Project Manager from and against any claims, actions, proceedings, judgments, decrees, orders, directions, liabilities, damages, losses (including but not limited to consequential losses and loss of profits, revenue and/or goodwill) costs and expenses (together with any amount in respect of value added tax thereon arising) suffered or incurred as a direct or indirect consequence of the publication of statements in connection with the project (to include, without limitation, statements in any books, publications, reports or other outputs funded by the grant issued by the Council/IWTN) which are alleged to be libellous or defamatory (including, without limitation, any professional fees, charges or expenses (together with value added tax thereon as aforesaid) incurred in investigating, obtaining advice with respect to or resisting or appealing any such fines, penalties, awards, claims, actions, proceedings, judgments, decrees, orders, directions, liabilities, damages, losses, costs or expenses).

10. As the Council cannot fund projects retrospectively, the work to be funded by the Council must begin after the Council's offer is accepted in April 2015. And, as the Council cannot roll over funding from one year to the next, all projects must be completed by 20th November 2015. If the work is not completed on time, the Council reserves the right to withdraw the offer of a grant.

11. You must keep all your records, including your bank statements and original invoices for each grant for three years from the date of the first payment you receive under that grant. You must submit them for inspection and make them available for audit, on demand, by the Heritage Council or its nominee.

12. You will also be expected to provide the Council with a copy of all reports or other informational outputs from your project.

13. You will receive the balance of your grant after the Council has assessed the project work and found it to be satisfactory. That decision will be based upon your detailed final report and upon any inspection of the work that the Council may have carried out at any stage during the lifetime of the project.

14. In order to ensure the long term benefits of IWTN funded conservation work, each successful applicant is to send at least one member of staff to a IWTN organised or approved maintenance training day (should one be organised). If suitably qualified staff is already present, an exemption may be requested from the IWTN Project Manager.

15. For grantees who produce financial statements, details of your grant award must be recorded - the name of the grant making agency i.e. The Heritage Council, the title of the relevant grants programme, the amount and term of the total grant. Department of Finance Circular No. 17/2010.