



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

2019 GLAS TRADITIONAL FARM BUILDINGS GRANT SCHEME

TRANCHE 4

DRAFT TERMS AND CONDITIONS

JANUARY 2019



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 they clearly demonstrate 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** 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;
- 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 by the use of 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 as appropriate;
- 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;
- 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 and/or reconstruction works unless the 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 (end 2020). 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** the 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. A quotation, or cost breakdown, detailing materials and costs
8. 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 2019 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.

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.*

(NB: These Selection criteria are currently subject to review)

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, a second letter will issue and if the query is not clarified within three weeks of the issuing of the second letter, the application will then be closed. 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 supervise the project as it progresses, to provide an interim report 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 three 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 when necessary.

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 1930-2004. 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 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 works carried out to date

and noting any unforeseen issues that arise. Upon completion, a final report will be required, containing a short summary on the works carried out, photographs, details on employment benefit, and reference to the implementation of the bat/bird survey (where 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. Completion 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 particular works carried out. Own labour timesheets will be available on request from the Heritage Council. 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 guidelines: <https://www.agriculture.gov.ie/farmerschemespayments/tams/tamsiisupportdocuments/> Payment shall only be made where the work and hours claimed and rates charged are deemed appropriate and the timesheets have been signed off by the conservation consultant.

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.