

Community Heritage Grant Scheme 2024

■ Application Guidance Document

Information Clinic Webinar Monday 4 March at 12 noon **[Register here](#)**



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This scheme is subject to the availability of funding to the Heritage Council in 2024.

■ Objective of the scheme

The aim of this scheme is to support projects that improve access and inclusion to heritage sites; that apply good heritage practice to the management of places, collections, habitats and species, objects (including buildings and monuments) or intangible heritage. The scheme also supports the purchase of essential equipment. This scheme is intended to enable communities and non-governmental organisations (NGOs) to continue their work in this area or to start new initiatives.

■ Who can apply?

The scheme is open to:

- Voluntary and community groups, for example, parish councils, tidy towns groups, local action groups etc.
- Non-governmental organisations (NGOs) including not for profit trusts.
- Museum Standards Programme for Ireland (MSPI) participants (non-governmental only)
- Adopt a Monument Programme participants.

Who cannot apply?

The scheme is **not** open to:

- Private companies
- Individuals
- Public bodies or organisations controlled either directly or indirectly by any state or other body.

Project timeframe

Only projects that can be commenced after an offer date in early May and **completed before 15 November 2024** can be considered for funding under this scheme.

■ Funding available

The minimum amount available is €500 up to a maximum of €25,000. We envisage the average offers to be in the €10,000 to €15,000 range and that about 150 groups or organisations will be supported by this scheme. Funding will be allocated on a competitive basis. This will be in line with the assessment criteria set out on [page 4](#).

■ How and when to apply

You must apply through the Heritage Council's online grants system located on our website [here](#). We only accept forms submitted online. We do not provide or accept paper forms. **Please note that a new Online Grants System will be operating for 2024. You will have to Register first before you can start your application.**

To consider your application, we must receive your online application along with supporting documents by: **25 March 2024 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 May 2024.

■ What types of projects does this scheme cover?

1. Workshops and training events that promote good heritage practice, in particular we are interested in traditional building skills, craft skills, graveyard recording and biodiversity training.
2. Development of Digital Heritage Resources including digitisation, online exhibitions oral history recordings, podcasts, and films. You need to make sure that the digital outputs you create with grant funding are **available, open, and accessible**.
3. Conservation surveys, reports, plans, and audits that will inform the future management of buildings and monuments, habitats, collections, or objects.
4. Conservation works to buildings, monuments, habitats, collections, or objects.
5. Purchase of specialised equipment.

■ Examples of projects:

Workshops and Training events

- Traditional building skills training on topics such as roofing, thatch, masonry and lime mortar, dry stone walling, joinery, and ironwork.
- Training on building maintenance, modifying traditional buildings or sites for climate change, modifying to enhance access, and addressing fire safety.
- Community training in graveyard recording
- Citizen Science projects.

Development of Digital Heritage Resource

- An online exhibition or curation of a digital project relating to the built heritage of your locality or similar topic.
- An online catalogue or database of a collection or archive, or an online catalogue or database of a specific part of a collection or archive.
- Digitising and making available heritage assets e.g., archives, film, sound recordings or images.
- Creating a heritage experience off-site e.g., through virtual exhibitions.
- Upgrade or creation of new website for heritage related groups to showcase and promote their projects and the heritage of their area
- Oral History projects for publication online that help to explore, save, and celebrate the traditions, customs, skills, and knowledge of different communities.

Conservation surveys, reports, plans, and audits

- Conservation report, conservation plan or conservation management plan to inform future works (a 'Conservation Plan' is a plan prepared in accordance with the process set out in The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance, 2013)
- Condition report on the energy performance of traditionally built buildings and scoping of improvement works.
- Condition reports to assess the needs of a particular object or collection, including documents.

- Heritage related actions identified by a town centre health check or public realm plan e.g., historic building surveys, heritage action plans.
- Access audit of your heritage building or site to assess physical barriers to inform future works required
- Interpretation plan for a heritage site that will provide policies, strategies, and detailed advice for interpreting the relevant heritage site. For good practice, please refer to [this](#).

Conservation works to places, collections, or objects (including buildings)

- Work on habitats and natural sites.
- Control of invasive species.
- Work to publicly owned buildings for essential, small-scale repairs.
- Urgent works to stabilise medieval and ruined structures in public ownership or with the written agreement of the landowner if carried out by a community group.
- Work on objects and collections.
- External alterations to improve physical access e.g., ramps, handrails etc.
- Internal alterations to buildings to improve accessibility e.g., wider doors, automatic doors, floor changes.

Purchase of specialised equipment

Examples of eligible equipment includes purchase of:

- museum grade cases
- archival boxing for vulnerable documents

- monitoring equipment for humidity/temperature or light,
- interpretation/digital/multimedia equipment that includes access for people with barriers
- Purchase or creation of multi-sensory learning resources, magic tables etc
- Tactile interpretation panels or displays for indoor and outdoor use.
- specialised software
- specialised conservation equipment to manage and protect biodiversity

Please note funding cannot be offered for purchase of normal office equipment such as computers, laptops, printers, monitors etc.

■ How we assess your application

1. ALL applications are Screened to ensure eligibility & completeness as follows:
 - Is the application from an eligible applicant?
 - Is the application fully complete?
 - Is the relevant supporting information attached to the application?
 - Does the application include the relevant permissions?

Important: Applications that do not meet the above requirements will be rejected on these grounds and will not be assessed further.
2. Applications that pass the Screening Stage will be assessed and scored in house by professional staff using the criteria set out on [page 4](#). Applications must score a minimum of 11 marks under each heading.

3. Shortlisting of applications will take place based on the highest scores and recommendations presented to an external panel for review.
4. Applications recommended for support will be presented to the Heritage Council Board for final approval in early May 2024.

Decisions will be communicated in writing to applicants thereafter.

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

■ Criteria for assessment

Criteria	Description	Marks
Good practice	Factoring in the track record of the applicants, the consultants, contractors, and project team, you must show that the project will be guided by good practice in: <ul style="list-style-type: none"> • research, • heritage management, and • conservation 	25 marks
Project Structure and Permissions	You must also show that your project: <ul style="list-style-type: none"> • Has a well thought out rationale and methodology • Has the relevant knowledge, skills and experience within the community group to complete • Is well-organised and can proceed without delay regarding necessary permissions 	25 marks
Budget	You must also show that your project is: <ul style="list-style-type: none"> • fully costed, • good value and a good investment for heritage 	25 marks
Public and Community Benefit	We will prioritise heritage projects that: <ul style="list-style-type: none"> • Promote inclusion and sustainability • Result in a wider range of people been engaged with heritage because of your project, including what activity will you conduct during National Heritage Week to engage the public • Minimise negative impacts on the environment. This could include the use of sustainable materials, energy-efficient practices, or initiatives that contribute to biodiversity 	25 marks
Total Marks		100 marks

Assessors will consider applications using their professional judgment based on the information you provide within the application, and the competitive context in which all applications are evaluated.

Each criterion will be scored 1 - 25. The scores are indicative and are based on the contents of the application.

- 1. Poor (0-5):** The information provided lacks the detail and content to allow an assessment against the criteria to take place.
- 2. Not Sufficient (6-10):** While the application answers the criteria at a minimum level, there are areas where detail is missing, or the information is unclear.
- 3. Sufficient (11-15):** The application has addressed most of the criteria. There are some gaps.
- 4. Good (16-20):** The application addresses the criteria very well. Any gaps are minor, and not material to addressing criteria.
- 5. Excellent (21-25):** Indicates the application addresses all relevant aspects of the Criteria. There are no gaps, all concerns are addressed.

■ Eligible and Ineligible costs

Eligible costs

- Professional fees for supervision of a project by a suitably qualified practitioner e.g., Conservation consultant, minimum RIAI Grade 3 or equivalent, overseeing conservation works to a building or site, or ecologist or archaeologist
- Contractor costs for conservation of a building/object or site

- Third party supplier costs e.g., professional website designer
- Project dedicated contracted staff – if it is your intention to increase hours for a part time staff member to work on the project, please provide a letter of confirmation from the CEO/Director
- Travel and subsistence costs for volunteers
- Professional fees for a suitably qualified practitioner to undertake a heritage audit/report or plan
- Professional fees to undertake training for example, suitably qualified oral history practitioner

Ineligible costs

We cannot provide grant funding for the following:

- Payment to a member of the applicant voluntary group who is providing expertise
- Voluntary work
- Overheads
- Administration fees
- Salaries of existing employees
- International travel
- Costs incurred before an offer date

■ Supply supporting documents

Please refer to the checklist on [page 9](#) to ensure all required supporting documents are included in the application. Failure to provide the required supporting documents will negatively impact your application or may result in your application being ineligible. Supporting Documents cannot be submitted once the closing date has passed.

■ Funding decision

We will contact all applicants in writing in early May 2024 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 at [\(insert link\)](#) for a copy of the Heritage Council's standard Terms and Conditions. Please note that all successful applicant organisations must commit to activities relating to public engagement and project promotion:

■ National Heritage Week

All organisations offered funding by the Heritage Council must undertake an awareness raising or public engagement activity to promote their project during National Heritage Week, 17 to 25 August 2024.

■ Project promotion and acknowledging funding

All organisations offered funding must include appropriate acknowledgment of the Heritage Council's support in 2024, and comply with the Toolkit Guidelines, [Acknowledging Our Funding](#). Recipients of Heritage Council

funding must acknowledge The Heritage Council when speaking about their project and in any printed or online publicity for example social media, digital resources, radio or tv interviews, and any type of printed materials.

Useful Resources for Heritage Projects

We have put together a list of resources [here](#), which we hope you find helpful when planning and developing your heritage project. These include ideas for project promotion, access and inclusion, good heritage advice guidance etc.

■ 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 the submission of a detailed final report and evidence of expenditure to the Heritage Council before the deadline of 15th November 2024. In addition, applicants will need to submit an interim report by mid-August 2024.

■ 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
- 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. Successful applicants will be advised of any changes in requirements.

Please note: If your organisation does not have charitable tax exemption from Revenue you will have to have current Tax Clearance verification in place to receive grant payments of €10,000 and over.

■ Canvassing

Canvassing by Council Members of the Heritage Council, TDs, Senators, or City/County Councilors on behalf of an 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.

■ Communication request

We request that, where possible, enquiries are sent to us electronically so that we will be able to receive and respond more promptly. Email grants@heritagecouncil.ie

Thank you in advance for your co-operation.

We wish you the best with your application.

Remember... We must receive your online application along with supporting documents by: **Monday 25 March 2024 at 5 pm.**

■ 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.

DNA Analysis

The Heritage Council has not yet developed policies on DNA testing and heritage and is not able to offer funding to projects of this nature.

Education & Awareness Projects

The Heritage Council is not able to provide funding for signage, publications, leaflets, conferences, and seminars. Training events will only be considered if they relate to traditional building and craft skills, biodiversity, and graveyard recording. Information boards will only be considered if they address the needs of people with disabilities.

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.

Primary School Projects

We do not fund projects aimed at primary schools under this scheme as funding is provided through the Heritage in Schools scheme. www.heritageinschools.ie

Retrospective Projects

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

■ Check List

Use this checklist to review your application materials. If you have uploaded all the items on the checklist and have completed all the questions on the online application form you are ready to submit your application.

Supporting documents **must** be uploaded with your application:

Note that 1 – 6 are mandatory for all applications.

No.	Document Type	Uploaded Tick ✓
1	<p>Quotations</p> <p>You must upload copies of quotations, estimates or other evidence to support the costs outlined in the budget table of your online application form. Quotations should clearly outline the nature or scope of the service to be provided.</p>	
2	<p>Evidence of an appropriately qualified practitioner</p> <p>You must include a letter from the project supervisor who will be providing good heritage advice or supervision for the project. This should be included as a cost in your budget.</p>	
3	<p>A brief summary of the experience of this advisor on other relevant projects</p>	
4	<p>Approvals, permissions, licences, and consents</p> <p>You must upload copies of all relevant approvals, permissions, licences, or consents, including landowner's permission, or owner of a collection, if needed for your project.</p>	
5	<p>Letters of support</p> <p>A minimum of two letters of support from key stakeholders, or other organisations and groups you work closely with. We strongly advise that you include a letter of support from your local Heritage Officer, link here.</p>	
6	<p>Photographs</p> <p>You must include clear and current photographs of the building, monument, habitat, or object/collection the application relates to, showing the main features of its heritage value, and if relevant any problem areas.</p>	
7	<p>If your project includes conservation works to a building, monument, habitat, or object/collection you must include:</p> <p>A specification of the proposed conservation works, including methods and materials, prepared by a conservation consultant</p>	

No.	Document Type	Uploaded Tick ✓
8	<p>If your project includes Training Events/Workshops you must provide:</p> <p>A programme outline or course overview, learning objectives, indicative list of participants, speakers or trainers, proposed dates, and location, and information on any similar events undertaken such as copies of promotional information, number of attendees and outcomes.</p>	
9	<p>If your project includes a conservation report or works to a building, monument, or habitat you must include:</p> <p>A location map showing an access point and highlighting any relevant designations</p>	
10	<p>If your project includes the development of a Digital Heritage Resource, you must include:</p> <p>A project outline prepared by a suitably qualified ICT specialist. This should include a user journey, sample of graphics and other visual content, draft text, technical specifications, including how accessibility issues will be addressed, metadata standards to be used, copyright, clarity on the treatment of personal data including imagery.</p>	

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