



Heritage Stewardship Fund 2024

Grants to support staff in local authorities, state agencies, and educational institutions with responsibilities for heritage programmes, such as stewardship of and access to collections, archives, buildings, monuments, and habitats.

Application Guidance Document

Register to attend an Information Webinar about the scheme on 24 November 2023 at 12:00 noon

https://us02web.zoom.us/webinar/register/WN_4dvV2uasTeyosjvNMrBDIA

An Chomhairle Oidhreachta
The Heritage Council



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Introduction

A key element of the Heritage Council's Strategic Plan 2023-2028 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 funding scheme introduced in 2022 has been developed to meet this objective. We are aware that there are staff in state agencies and in educational institutions with responsibilities for heritage programmes, for example, stewardship of and access to collections, archives, buildings, monuments, and habitats. This fund is intended to support staff in such organisations who have not always had access to Heritage Council or indeed wider funding.

Objective of the fund

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 who play a key role in the heritage infrastructure in public sector bodies of the state, such as:

- local authorities
- state agencies
- educational institutions

Local authority-based museum curators, archivists, archaeologists, architectural and conservation officers. This scheme is also open to employees of state agencies and 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 Local Authority Heritage Officers or Biodiversity Officers** as funding is allocated through the County Heritage Plan and Biodiversity Plan funding schemes respectively.

Funding available

The minimum amount available is €5,000 up to a maximum of **€30,000**. We envisage the average offers to be in the €20,000 - €30,000 range and that about 20 projects will be supported by this scheme. Applicants are required to provide a financial contribution of 10%. This scheme does not cover staff payroll costs or administrative overheads. Funding will be allocated on a competitive basis. This is in line with the assessment criteria set out on Page 6 and Page 7.

How and when to apply

You must apply through the Heritage Council's online grants system located on our website [Online Grants System - Heritage Council](#) . 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: **Monday 15 January 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 at the beginning of March 2024.

What we can fund

Eligible costs include:

- Third party supplier costs e.g., professional fees to undertake a heritage audit, plan, or training, contractor costs for conservation of a building, object, habitat or site.
- Purchase of specialised equipment e.g., museum grade cases, monitoring equipment for humidity, temperature or light, interpretation, digital, or multimedia equipment, archival boxing for vulnerable documents etc
- Travel and subsistence costs for volunteers.

Ineligible costs:

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

Supporting Information

Applicants are 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. Clear and current photographs of the building, place, or object/collection.
3. Relevant approvals, permissions, licences, or consents if required.
4. **For conferences/events:** programme outline, proposed speakers, venue/date etc.
5. **For commissioned reports/surveys/audits:** a copy of draft brief
6. **Publications:** a draft text, proposed illustrations, layout, graphic design.
7. **For building/object/habitat conservation:** a specification of works, clear & current photographs, and a map (for works to a building/habitat)
8. **For digital resources:** a user journey, sample of graphics and other visual content, draft text, technical specifications, metadata standards to be used, copyright, clarity on the treatment of personal data including imagery.
9. **Where digitization of archives is taking place** – an outline of how the original material will be treated during the digitization and the plans for its care post digitization.
10. 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.

Examples of the types of projects for funding under the scheme:

- 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 and diversity.
- 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.
- 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.
- Projects that use digital technology to document, record, display, interpret and preserve both tangible and intangible heritage.

How we assess your application

Once your application is submitted, we will check it first to make sure it meets the criteria for eligibility and that all supporting information has been provided. Applications that do not pass this stage will not be assessed further.

Applications that pass the initial checking stage proceed through the following stages:

- a) An internal review and shortlisting.
- b) An external review panel to assess all shortlisted applications using the scoring system below. Applications must score at least 10 marks under each heading to pass.
- c) Heritage Council Board approval of recommended applications.

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

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: March – 15 November 2024	25 marks
Value for money	25 marks

Funding decisions

We will contact all applicants in writing at the **beginning of March 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 of www.heritagecouncil.ie 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 or 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, 17 to 25 August 2024 or National Biodiversity Week, May 2024 (date to be confirmed).

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 | The Heritage Council](#). 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.

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 15 November 2024. In addition, applicants will need to submit an interim report by mid-June 2024.

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 signed letter of assurance to confirm that all invoices have been paid in compliance with Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds [gov.ie](http://www.gov.ie) - [Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds \(www.gov.ie\)](http://www.gov.ie) The Heritage Council will provide a template Letter of Assurance to successful applicants to complete to comply with this requirement.

Canvassing

Canvassing by TDs, Senators, or City and 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.

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.

Academic Studies

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.

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

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.

Installations

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

Signs and Information Boards

The Heritage Council does not provide funding for directional signage and information boards will only be considered if they address the needs of people with disabilities.

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.

Remember...

We must receive your online application along with supporting documents by: **Monday 15th January 2024 at 5 pm.**

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 to grants@heritagecouncil.ie

Thank you in advance for your co-operation.

We wish you the best with your application.

Tel: 056 777 0777 | Web: heritagecouncil.ie | Email: grants@heritagecouncil.ie