Community Heritage Grant Scheme 2021

An Chomhairle Oidhreachta
The Heritage Council

Application Guidance Document

This document tells you who is eligible to apply for funding, deadlines, what types of projects, what your application must show and the assessment process. It also contains other relevant information.

Contents

Aims of the Community Heritage Grant Scheme

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

Project Timeframe

Only projects that can be commenced after an **offer date in early May and completed before 8th October 2021** can be considered under this scheme. The Heritage Council will not have the ability to extend this deadline.

Who can apply?

- The scheme is open to:

- voluntary and community groups

- heritage-related non-governmental organisations (NGOs)

- not-for-profit heritage organisations

- Museum Standards Programme for Ireland (MSPI) participants
- Adopt a Monument Programme participants

Applications from other organisations, private companies or individuals will not be considered.

Funding available

The Heritage Council has allocated in the region of **€1,000,000** to this scheme in 2021 to undertake capital works that will apply good heritage practice in managing and improving access to sites, collections, objects etc. The most you may ask for is **80% of the funding of the total project expenditure**, **up to a maximum of €15,000**. In exceptional circumstances, the upper limit of €15,000 may be exceeded where a compelling case can be made for a higher grant and these will be dealt with on a case-by-case basis. Match funding by way of valuing your voluntary contribution or benefit in kind is acceptable as per rates below. We expect the scheme to be very competitive.

You are encouraged to put a reasonable 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)
- **€150 a day for skilled labour** (e.g., stone mason, blacksmith)
- **€80 a day for unskilled labour**.

Please Note: An applicant Organisation must have a valid bank/credit union account in its own name.

How to apply

You must apply online for our grant scheme. You can apply from **Monday 1st March 2021** through the Heritage Council's online grants management system located here
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 **Monday 29th March 2021 at 5pm**. Applications or supporting documents cannot be submitted after this time.

Covid-19

All projects must be undertaken in accordance with the Irish Governments current protocols and regulations in respect of Covid19. Please refer to https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/ **Applicants must agree to conform to all relevant HSE Covid-19 guidelines and protocols under the Declarations section of the online application form.**

What types of project does this scheme cover?

1. Access and Inclusion

The Heritage Council is particularly interested in applications that focus on improved access to, and therefore participation in, heritage activities by people with disabilities. For good practice guidance please refer to the National Disability Authority website www.nda.ie, http://universaldesign.ie/Built-Environment/Building-for-Everyone/ and https://www.chg.gov.ie/app/uploads/2015/07/Access-Improving-the-Accessibility-of-Historic-Buildings-and-Places-2011.pdf

The Heritage Council is particularly interested in projects that address the heritage of minority groups, new communities, and Traveller heritage.

Some project examples:
- Access audit of your heritage building or site to assess physical barriers to inform future works required.
- 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.
- Equipment, such as hearing loop systems, hoists.
- Purchase or creation of multi-sensory learning resources, magic tables etc
- Tactile interpretation panels or displays for indoor and outdoor use.
- Surveys and recording of Traveller heritage and the heritage of minority groups.

Please note: All surveys, audits, conservation reports/plans, conservation works (including adaptations to heritage buildings) must be undertaken or be supervised by a suitably qualified practitioner.

2. Development of Digital Heritage Resources

Projects that are designed to give access to heritage and/or to help people engage with and learn about heritage, for example, interactive maps, videos, virtual exhibitions, and podcasts. We encourage digital projects to use existing public platforms to share their content rather than creating new websites. This is to ensure long-term availability to the digital resource.

Some project examples:

- 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.

Please note: All digital heritage projects must show evidence of advice or supervision from a suitably qualified practitioner.

3. Community-led surveys and audits that will inform future management of sites.

- Audit of places vulnerable to climate change and design measures to meet the challenge e.g. Built heritage in the inter-tidal zone, coastal landscapes, seascapes, holy wells (and their hydrogeology, if possible), coastal change processes, habitats, or landscape character areas, that may be stressed by extreme climate (the margins of 'liable to flood' areas, gardens with vulnerable trees or shelter belts, bogs that might dry up, etc), towns on flood plains. Priority will be given to high-level reviews and scoping studies that can be completed within the time frame of this grant scheme.
- Graveyard surveys.
- Surveys of monuments and their surrounds.

4. Community-led conservation reports and plans

- 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.
- Heritage-led regeneration plans
- Heritage related actions identified by a town centre health check or public realm plan e.g., historic building surveys, heritage action plans.
- Condition reports to assess the needs of a particular object or collection, including documents.
- 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 https://www.heritagecouncil.ie/content/files/bored_of_boards_1mb.pdf

5. Conservation works.

- 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.

Please note: All conservation works projects must show evidence of advice or supervision from a suitably qualified practitioner.

6. Purchase of specialised equipment or items that support the conservation or improve access to heritage.

Examples of eligible equipment includes purchase of:

- museum cases
- archival boxing for vulnerable documents
- monitoring equipment for humidity/ temperature or light, interpretation/digital/multimedia equipment
- specialised software
- conservation equipment to manage and protect biodiversity etc.
- Covid-19 required structural adaptations, for heritage organisations to re-open safely in compliance with government protocols and regulations.

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

Assessment Process

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?

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 reviewed in house by professional staff and recommendations presented to an External panel for assessment using the **five criteria** set out on pages 8 and 9.

3. Recommendations will be presented to the Heritage Council Board for final approval in early May 2021.

4. Decisions will be communicated in writing to applicants immediately thereafter.

The Criteria

There will be five criteria by which all grant applications will be judged. It is vital that you demonstrate the following in your application and supporting documents:

Criteria	Description	Marks
Good heritage/conservation 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: • research, • heritage management, and • conservation.	**5 marks**
Costs/Value for Money and Sustainability	You must also show that your project is: • fully costed, • can proceed without delay regarding necessary permissions. • well-organised, and • good value. Does this project display good value for money regarding longevity and likely heritage and social impact? Has 20% match funding been included in the budget (this can be through voluntary/benefit in-kind contribution)?	**5 marks**

Project Structure & Quality	Has the project a well thought out rationale and methodology? What is the strategic importance of the project to the site? What does the conservation need? Urgency? Future maintenance? Does the project employ and promote the transmission of traditional skills? Are strong heritage/social/economic benefits displayed? Is it a good example of a project for others to follow?	**5 marks**
Project Communications	Your application must show: • how you will **c**ommunicate and promote your project during and after the project • how these audiences will find out about your project, and	**5 marks**
Public Engagement	Your application must show: • that a wider range of people will be able to engage with heritage as a result of your project • you plan to attract new participants into your project in the longer term.	**5 marks**

Supporting Documents

All applications must include supporting documents, Items 1 to 5 are standard to all, and depending on the nature of your project additional information will be required as set out below under Project Specific Information. Failure to provide the required supporting documents will impact negatively on your application.

1. Quotations

You must upload copies of quotations, estimates or other evidence to support the figures and costs you provided in the budget table of the online application form. **Please note:** If you are unable to secure a quotation due to current Covid-19 regulations please provide an explanatory note and upload with your application.

2. Approvals, permissions, licences, and consents

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.

2. Current and Clear Photographs

You must include clear and current photographs of the building, place, or object/collection.

3. A Map (not required for conservation to objects or collections, purchase of equipment)

Include an appropriate map indicating location, access point and any designation extent relevant. The Heritage Council will always seek to capture all aspects of a sites/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. To reflect the complex nature of these associations the Heritage Council want all applications to reflect on these possible issues and to ensure no significant negative impacts will accrue and indeed they can often enhance a site's importance.

4. Letters of support

Where the involvement or help of another party is critical to the success of your project you must upload a document confirming their agreement to participate and outlining the extent of their participation. Letters of support from your local Heritage Officer and or Biodiversity Officer are very welcome. Contact details are available here: https://www.heritagecouncil.ie/our-work-with-others/county-heritage-officers or from your local authority.

Project Specific Information in addition to Items 1 – 5

5. Access and Inclusion Interpretation

For tactile interpretation panels or displays for indoor and outdoor use

- Please supply sample design of the panel and proposed content, and graphics.

6. Development of Digital Resources

For these projects, please include the following documents with your application:

a. A project outline which includes for example: 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.

b. 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.

c. Where you intend to host the digital resource and through which platforms or website your audiences will find the digital resource.

d. Long term plans on how the digital resource will be managed and kept available online.

e. **Ownership:** If material owned by a third party is being used, please include a letter of permission from the owner. Please state who will own the digital resource too.

7. Building conservation works including alterations for improved access to heritage buildings.

For these projects, please include the following documents with your application:

a. proof that a suitably qualified practitioner is providing advice on good conservation practice and or appropriate National Standards.

b. a description of the building's current and intended occupancy and use.

c. clear and current photographs of the building in its setting and of the main frontage, other elevations, and problem areas

d. a location map or maps so we could get to your individual building from a national road.

e. a specification of the proposed building conservation works, or a statement of the repairs required, with drawings if possible.

f. relevant permissions

8. Conservation Plan and Reports/Audits/Surveys

For these projects, please include the following documents with your application:

a. a quotation and scope of services from a conservation consultant with relevant qualification and experience

b. clear and current photographs of the place the application relates to, showing the main features of its heritage value.

c. a location map or maps so we could get to your place from a national road.

8.1 Condition report on the energy performance of traditionally built buildings and scoping of improvement works, please provide:

a. comprehensive, clear, and current photographs of the building that the application relates to, showing the exterior front back and sides, the main rooms, the roof and the typical windows and doors.

b. a quotation and scope of services from a conservation consultant with qualification and experience in the energy renovation of traditional buildings for carrying out the report,

c. a commitment to permit the Heritage Council to monitor of the impacts of works that arise as a result of the report, if funded

8.2 Community-led audit of places vulnerable to climate change and design measures to meet the challenge, please provide:

a. A location map or maps so we could get to your place from a national road,

b. Clear and current photographs of the place that the application relates to, showing the main features of its heritage value.

c. Proof that a suitably qualified practitioner is providing advice on good conservation practice.

d. A statement of the heritage value of the place and an outline of the initial perceived threats to it posed by climate change or extreme weather.

9. Conservation of objects or collections

For these projects, please include the following documents with your application:

a. treatment or survey proposals from a conservator, or advice made in earlier reports, and

b. photographs of objects, or storage areas and so on.

10. Habitat and species conservation projects

For these projects, please include the following documents with your application:

a. location maps highlighting any relevant designations and photographs.

b. clear and current photographs of the place the application relates to, showing the main features of its heritage value.

c. relevant permissions

d. detailed specification of works (methods and materials)

e. evidence of conservation advice or advisor

11. Purchase of specific equipment

For these projects, please include the following documents with your application.

a. A rationale for why this equipment/item is necessary and how its acquisition will make heritage more accessible.

b. Sample photographs e.g., if you propose to purchase archival boxes, a museum case, include photographs of the collection.

> Supporting information must be **clearly labelled** and uploaded **in PDF/JPEG format** and be less than **10mb per document.**

Useful Resources for Heritage Projects

We have put together a list of resources here **https://www.heritagecouncil.ie/advice-and-guidance/resources,** 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.

Offers of Funding

We will contact all applicants in writing **during the week beginning 10th May 2021** to advise of the outcome of applications. If your application is successful, you will have to agree to **Terms and Conditions**. Please refer to https://www.heritagecouncil.ie/funding for a copy of the Heritage Council's standard Terms and Conditions. However please note that all successful applicant organisations must acknowledge Heritage Council's funding and will have to commit to project promotion and activities relating to public engagement during National Heritage Week.

National Heritage Week 2021

Projects awarded funding under this scheme are required to showcase their project/an element of their project during National Heritage Week 2021, which takes place from Saturday 14th August to Sunday 22nd August 2021. As restrictions on events are likely to be in place in August, National Heritage Week will not focus on the delivery of in-person events; instead we ask you to consider how you might showcase your project to your community/ the public in digital form, e.g. through a video; podcast or oral history recording; a PowerPoint presentation or blog; through your community's or organisation's newsletter; via an online talk, workshop, demonstration or exhibition; or through posts on your public social media account or via an interview with your local radio station or newspaper.

Consider how you could engage with the community around you in building your project, involving people across different generations, and in particular, this year, we ask that you consider how to reach new audiences in your community i.e. those who may not have engaged with your work previously. Get inspiration from last year's projects and view resources www.heritageweek.ie. The theme for National Heritage Week will be announced later in April 2021, so stay tuned to our social media channels.

Acknowledging Funding

All projects offered funding must include appropriate acknowledgment of the Heritage Council's support in 2021, for example posts on social media, brochures/leaflets, reports, publicity materials, invites, blogs, posters, advertisements, press releases, website, apps, video, programmes etc. All printed materials must include Heritage Council's logo. Please refer to https://www.heritagecouncil.ie/funding/acknowledging-our-funding

Reporting and funding

If your application is successful, the applicant group will be responsible for all costs related to the project. The applicant is responsible for submission of a detailed final report and evidence of expenditure to the Heritage Council before the deadline of **8th October 2021**.

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:

- your detailed final report
- copies of all invoices relating to the project.
- Tax Clearance verification if your award is €10,000 or over.

Canvassing

Canvassing by TDs, Senators or City/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 https://www.heritagecouncil.ie/our-work-with-others/county-heritage-officers and or Architectural Conservation Officer https://www.buildingsofireland.ie/app/uploads/2021/02/Architectural-Conservation-Officers-09.02.2021.pdf or any other relevant body.

Applications are subject to Freedom of Information Acts

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.

Education & Awareness Projects

The Heritage Council is not able to provide funding for signage, publications, conferences, seminars, or training programmes.

Memorials

We do not fund the creation of new memorials including the erection of plaques/sculptures.

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, for example school gardens.

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: **29th March 2021 at 5 pm**. We wish you the best with your application.

If you have queries after reading this document, please mailto:aryan@heritagecouncil.ie

COVID-19: Communication Request

Following Government advice concerning COVID-19 and guidance on Working from Home where possible, we have implemented remote working arrangements. We request that, where possible, all communications are sent to us electronically so that we will be in a position to receive and respond more promptly.

Thank you in advance for your co-operation.

Heritage Council contact details

Heritage Council

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