An Chomhairle Oidhreachta
The Heritage Council

COMMUNUNITY HERITAGE GRANT SCHEME 2023

Application Guidance Document

Information Webinar 25th January 2023 at 11am:
https://us02web.zoom.us/webinar/register/WN_Zfe4hjWE
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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.

What's new for 2023

a) Funding in the region of €1.5 million will be made available to the Community Heritage Grant scheme in 2023.

b) A set minimum grant request of €2,000 and an increase in the maximum request from €20,000 to €25,000.

c) We will host a grants information webinar at 11.00 am on 25th January 2023, with general application advice followed by a question and answers session. The event will be recorded and available on our website for viewing afterwards.

d) For 2023, the Community Heritage Grant scheme is **only** open to non-for-profit, non-governmental groups, and organisations. A separate Stewardship Grant Scheme was available from 1st December 2022 – 16th January 2023, for applications from public bodies and educational institutions, including companies set up and controlled either directly or indirectly by a public body.

Project Timeframe

Only projects that can be commenced after an **offer date in mid-April and completed before 9th October 2023** can be considered under this scheme.

Who can apply?

The scheme is open to:

- Voluntary and community groups including not for profit trusts
- Heritage-related non-governmental organisations (NGOs)
- Museum Standards Programme for Ireland (MSPI) participants (non-governmental only)
- Adopt a Monument Programme participants

Applications from public bodies, including companies controlled directly or indirectly by a public body, private companies or individuals will not be considered.

Funding available

The Heritage Council has allocated in the region of **€1,500,000** to this scheme in 2023 to undertake capital works that will apply good heritage practice in managing and improving access to sites, collections, objects (including buildings). The most you may ask for is **80% of the funding of the total project value, from a minimum of €2,000 up to a maximum of €25,000**. Match funding of 20% by way of valuing your voluntary contribution or benefit in kind is acceptable. Further details can be found under Preparing your Budget on page 10. We expect the scheme to be very competitive. We will not be able to support multiple applications from the same applicant.

How to apply

You must apply online for our grant scheme. You can apply from Tuesday 17th January 2023 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 20th February 2023 at 5pm**. Applications or supporting documents cannot be submitted after this time.

What types of projects 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 http://universaldesign.ie/Built-Environment/Building-for-Everyone/ and https://www.buildingsofireland.ie/app/uploads/2019/10/Access-Improving-the-Accessibility-of-Historic-Buildings-and-Places-2011-1.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.

Supporting Information: For these projects, please upload the following documents with your application:

a. 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 of the service to be provided.

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

c. for tactile interpretation panels or displays for indoor and outdoor use, please supply:
   - a sample design of the panel and proposed content, and graphics.

d. for building conservation works including alterations for improved access to heritage buildings, please supply:
   - a description of the building's current and intended occupancy and use
   - clear and current photographs of the building in its setting and of the main frontage, other elevations, and problem areas
   - a location map or maps so we could get to your individual building from a national road
   - a specification of the proposed building conservation works, or a statement of the repairs required, with drawings if possible
   - relevant permissions

e. For surveys or purchase of equipment please refer to relevant sections below.

2. Traditional Building, Craft Skills, and Biodiversity Training Events/Workshops

Projects that seek to improve both the quality and quantity of training in traditional building and craft skills. That promote traditional building and craft skills as a career and will improve awareness and appreciation of traditional building skills among the public.

Some project examples:

- Training events/workshops etc covering the following traditional building skills: roofing, thatch, masonry and lime mortar, dry stone walling, joinery, and ironwork.
- Projects that look at building maintenance, modifying traditional buildings or sites for climate change, modifying to enhance access, and addressing fire safety.

Supporting Information: For these projects, please upload the following documents with your application:

a. 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 of the service to be provided.

b. a programme outline/course overview, learning objectives, indicative list of participants/speakers/trainers, proposed dates, location, and information on any similar events undertaken such as copies of promotional information, number of attendees and outcomes.

3. 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. This is to ensure long-term availability to the digital resource. You need to make sure that the digital outputs you create with grant funding are **available**, **open,** and **accessible**.

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.
- 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.

Supporting Information: For these projects, please upload the following documents with your application:

a. 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 of the service to be provided.

b. A project outline prepared by a suitably qualified ICT specialist that includes for example: 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. For further advice on making your digital resources more accessible to people with disabilities please refer to https://universaldesign.ie/technology-ict/universal-design-for-ict/

c. Oral History projects must be undertaken by a professional oral history practitioner. Please provide an outline of how interviews will be recorded, documented, and archived to the best possible standards. For further advice, and good practice guidelines please refer to https://oralhistorynetworkireland.ie/resources

d. 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.

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

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

g. 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.

4. Conservation surveys, reports, plans, and audits that will inform the future management of places, collections, or objects (including buildings)

Some project examples:

- 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

- Biodiversity Action Plans that support national initiatives/policies

- 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

- 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.

Supporting Information: For these projects, please upload the following documents with your application:

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

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

c. location maps, showing an access point, highlighting any relevant designations (Not required for conservation to objects or collections)

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

Some project examples:

- 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.

Supporting Information: For these projects, please upload 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/building/collection the application relates to, showing the main features of its heritage value, and any problem areas

c. relevant permissions

d. a detailed specification of the proposed conservation works (methods and materials)

e. location maps, showing an access point, highlighting any relevant designations (Not required for conservation work to objects or 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 improves access to heritage

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
- specialised software
- specialised conservation equipment to manage and protect biodiversity etc.

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

Supporting Information: For these projects, please upload the following documents with your application.

a. Quotations, estimates or other evidence to support the costs outlined in the budget table of your online application form.

b. A rationale for why this equipment/item is necessary and how its acquisition will make heritage more accessible. For example, items like bat detectors/binoculars are acceptable if they are embedded in the wider costs of a project which allows for greater community involvement. Applicants must show what they are doing supports knowledge and meets the ambition of Local Biodiversity Action Plans, this would be used to determine the level of need.

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

d. Plan for long term storage of purchased items or archived materials.

e. For applications that include purchase of smaller portable items, please also include a plan for short term loaning to local groups to demonstrate a much greater impact for the same investment.

Supporting Documents

All applications must include supporting documents, **Items 1 to 6 below are standard to all**, and depending on the nature of your project, additional information will be required as set out under specific project headings above. 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 costs outlined in the budget table of your online application form. Quotations should clearly outline the nature of the service to be provided.

2. Evidence of an appropriately qualified practitioner

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.

3. 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.

4. Current and clear photographs

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

5. 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 site's/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.

6.Letters of support

- Letters of support from your local Heritage Officer, Conservation Officer and or Biodiversity Officer are considered essential. Contact details are available here for local Heritage Officers: https://www.heritagecouncil.ie/our-work-with-others/county-heritage-officers
- Letters of support from local groups, businesses, schools etc are also recommended.
- 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.

Please note: Supporting information must be uploaded in either PDF or JPEG format and not exceed 10mb per document.

Preparing your budget

1. Completing the budget template online

We need to know the total value of your project and how you plan to fund it. Your budget must clearly explain this. The online budget table is divided into two separate tables.

On the first table 'Project Costs' you must list all those costs which may be eligible for Heritage Council funding. A quotation or evidence for the basis of costs must be uploaded as a PDF/JPEG under Step 7 of your online application.

Projects must be supervised by a suitably qualified practitioner to advise on good heritage practice, if this expertise is not available within the applicant organisation/group, a cost must be included in your budget.

On the second table 'Your contribution and other sources of funding' you must demonstrate a contribution of 20% either in monetary form or by putting a reasonable value on the work contributed to the project by members of your organisation or your project team. For voluntary groups this should be based on a National minimum hourly rate of €11.30 or the equivalent National daily rate.

If you intend to apply for other grants in 2023 you are also required to list these here too.

Project Costs

Item	Description or details	Supplier Name or Type	Total €
		Total Project Expenditure:	

How much are you seeking from the Heritage Council? (This amount should be based on the costs above)

Your contribution and other sources of funding

Source	Total €
Your 20% contribution must be included here (either by valuing and detailing voluntary labour required to undertake the project or through a monetary contribution towards the costs listed above)	
Total Project Funding (from other sources)	

Important: Payment can only be made to the applicant organisation/group. An applicant organisation/group must have a valid bank/credit union account in its own name.

2. 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.

- 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 e.g., suitably qualified oral history practitioner

3. Ineligible costs

We cannot provide grant funding for the following, however these costs can be included as your 20% contribution

- Payment to a member of the applicant voluntary group who is providing expertise

- Voluntary work

- Overheads

- Administration fees

- Salaries of existing employees

- International travel

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 assessed and scored in house by professional staff using the criteria set out on pages 12 and 13. Applications must score a minimum of 3 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 mid-April 2023. Decisions will be communicated in writing to applicants 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
Project Structure & Quality	Has the project a well thought out rationale and methodology? What is the strategic importance of the project to the site? Is the project a priority for funding? 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? Will heritage be in better condition because of this project.	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 and a good investment for heritage Does this project represent a good investment 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

Criteria	Description	Marks
Project Communications	Your application must show: • how you will communicate and promote your project during and after the project • how these audiences will find out about your project	5 marks
Public Engagement	We will prioritise heritage projects that promote inclusion and involve a wider range of people. Please demonstrate how your project will achieve this. Your application must show: • that a wider range of people will be able to engage with heritage because of your project • you plan to attract new participants into your project in the longer term.	5 marks
	Total Marks	25 marks

General Information

Community Awareness and Engagement

Applicants must demonstrate in their application that they are willing to promote their project and engage with new audiences. We are especially interested in heritage projects that promote inclusion and involve a wider range of people. Projects that will include a broader range of ages, ethnicities and social backgrounds, more disabled people, or groups who have never engaged with your heritage before.

National Heritage Week/National Biodiversity Week

All applicants offered funding by the Heritage Council must undertake and register an awareness raising/public engagement activity to promote their work during National Heritage Week,12th – 20th August 2023 or National Biodiversity Week, May 2023 (date to be confirmed). Further details are available at www.heritageweek.ie and www.biodiversityweek.ie

Acknowledging Funding

All applicants offered funding must include appropriate acknowledgment of the Heritage Council's support in 2023, for example posts on social media, press releases. digital resources, brochures/leaflets, reports, publicity materials, invites, blogs, posters, advertisements, website, apps, video, programmes etc. All printed materials must include Heritage Council's logo. Refer to: https://www.heritagecouncil.ie/funding/acknowledging-our-funding

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 **in mid-April 2023** to advise of the out-come 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.

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 **9th October 2023**.

How we pay the grant

You will receive your grant after we have assessed the project work and found it to be satisfactory. An interim payment can be made when the project is approximately 50% complete.
That decision will be based on submission of:

- detailed report
- copies of invoices relating to the project.
- Tax Clearance verification if your grant 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 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.

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.

Remember…

We must receive your online application along with supporting documents by: **5pm on 20th February 2023.**

Applications are subject to Freedom of Information Acts

Communication Request

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

Thank you in advance for your co-operation.

We wish you the best with your application

Heritage Council contact details

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