

Community-based Heritage Grants Scheme 2015

The Heritage Council intends to allocate the sum of €600,000 to its Community-based Heritage Grants Scheme in 2015.

Applications must be submitted using our online application system **before 5.00pm on Friday 20th March 2015**. See www.heritagecouncil.ie/grants/

If your application is not complete by 5.00pm on 20th March 2015, it will be rejected: you will not be allowed to complete it, or to submit extra information, after the deadline.

Canvassing on behalf of any Applicant will automatically disqualify an application. In previous years some applications have been rejected for this reason.

Please read the whole booklet and technical advice notes that accompany this document before commencing your application.

1. Objective of Scheme	The objective of this scheme is to support community-based projects that contribute to one or more of the following three themes:
2. Themes	<p>This scheme covers:</p> <ul style="list-style-type: none"> i. Researching the heritage of towns, villages and landscapes ii. Enhancing through good management practice, the heritage of towns, villages and landscapes iii. Raising awareness of the heritage of towns, villages and landscapes for inhabitants and visitors.
3. Who can apply?	<p>Open to not for profit organizations, local community groups, heritage and preservation societies, local authorities, statutory organizations, academic institutions and private companies and individuals.</p> <p>An application may be completed by a professional or other advisor on behalf of a client. The client must be named as the Applicant and the application must be registered in the name of the client. All communication will be with the Applicant, and copied, where appropriate, with the advisor. The advisor must provide the Applicant with the log-in details for using the Council's online grants system.</p> <p>NB: Applications cannot be registered in the name of a professional or other advisor acting on behalf of a client. Failure to comply with this will result in</p>

	<p>rejection of the application.</p> <p>If the scheme is over subscribed, priority will be given to applications from not-for-profit voluntary groups and heritage-related Non Governmental Organisations (NGOs).</p>
4. How to apply	<p>All applications must be made through the Council's online grant system located at www.heritagecouncil/grants/ where applicants must complete the application form and attached the necessary documentation.</p> <p>Certain types of project are required to supply specific information in advance. Please check the relevant section under Point 9 on Page 4.</p> <p>N.B. Where an application does not contain the necessary information, it will be deemed ineligible and will not be assessed.</p>
5. Criteria	<p>Applicants must demonstrate the following</p> <ol style="list-style-type: none"> 1. That the project focuses on a minimum of one aspect of heritage, (priority to those that include two or more). 2. That the project will be guided by good practice in research, heritage management, conservation, and interpretation. 3. That the project will contribute to one or more of the following three themes: <ul style="list-style-type: none"> • Researching the heritage of towns, villages and landscapes • Enhancing, through sound management practice, the heritage of towns, villages and landscapes • Raising awareness of the heritage of towns, villages and landscapes for inhabitants and visitors. 4. That the project has a demonstrable public benefit. <p>Costs and sustainability</p> <ol style="list-style-type: none"> 5. That the project can be completed by 20th November 2015. 6. That the project is fully costed and offers reasonable value for money. 7. That the project is sustainable e.g. can be maintained for up to 5 years, and/or will form the basis of another project. <p>Communication about the project</p> <ol style="list-style-type: none"> 8. That the project promoters will take measures to engage a broad audience, and has an identified audience reach. 9. That the project promoters will hold an event for Heritage Week. 10. That the project will support local jobs and economy would be desirable (where appropriate).

<p>6. Examples</p>	<p>Here are some examples of possible projects under the Community-based Heritage Grants scheme:</p> <p>Researching the heritage of towns, villages and rural landscapes</p> <ul style="list-style-type: none"> • Preparation of conservation reports, conservation plans, conservation management plans, • Community-led research on placenames, field names, oral history and oral heritage (intangible heritage) • Conservation specifications for the repair of structures, or buildings. <p><i>Urban villages in cities are included in the term “village”.</i></p> <p>Enhancing through good management practice, the heritage of towns, villages and rural landscapes</p> <ul style="list-style-type: none"> • Minor repairs to buildings and structures where the special heritage interest of the structure is demonstrated to be at risk and where there is a clear public benefit. • Conservation of heritage collections and objects including documents. Applications for objects or documents that relate directly to the period 1916-22 are encouraged. • Conservation and management of a wildlife site where no conservation or management plan exists. <p><i>Urban villages in cities are included in the term “village”.</i></p> <p>Raising awareness of the heritage of towns, villages and rural landscapes for inhabitants and visitors.</p> <ul style="list-style-type: none"> • Support to community-based publications, websites, and interpretative material. • Seminars and events where there is a demonstrated demand – or potential audience is identified. Events that assist people to engage and explore in new ways with local heritage using artistic and other mediums. <p><i>Urban villages in cities are included in the term “village”.</i></p> <p>Note that these are examples, not suggestions.</p>
<p>7. Exclusions</p>	<ul style="list-style-type: none"> • The Council will not fund the creation of new memorials including the erection of plaques. • The Council will not fund directional and promotional signage (e.g. arrow signs,) nor amenity landscaping works e.g. car parks and their surrounds. • Postgraduate students may not use funding under this scheme to carry out work on their theses. • The Council will not fund archaeological excavation or post excavation analysis and reporting. • Projects that carry out any part of any public sector body’s statutory or core responsibilities will not be considered. This includes work relating to the

	<p>implementation of the Habitats, Birds, Water Framework or Marine Strategy Framework Directives. However projects complementary to those responsibilities will be considered.</p> <p>The Council will not fund travel abroad, office equipment, nor overheads</p>
8. Levels of funding	<p>The maximum grant award is 75% funding of total project cost up to a maximum of 7,500 euros.</p> <p>The Council does not specify the number of projects to be funded under this scheme, nor the size of projects that can apply. However the maximum amount to be award by Council to any one project is 7,500 euros, due to the limited funds available to Council for this scheme.</p> <p>In previous years, many projects supported by Council were awarded amounts sizeably lower than were requested by applicants. Most projects received grants of between 30-50% of total project value. In rare cases, projects received up to 75% of the project value.</p>
9. Essential information to be included in each application	<p>Please note that applications will be screened as part of the assessment process. Applications which do not include the relevant information will be deemed ineligible and will not be assessed.</p> <p>All applications, no matter what the activity, must include the following 3 items to pass the screening stage of assessment:</p> <ol style="list-style-type: none"> 1. Location map– scale of map to be appropriate for the project. 2. Current photographs of the project: e.g. the collection to be conserved; photographs of a building in its setting, the main frontage, other elevations and problem areas 3. Quotations, estimates or other evidence to support expenditure costs itemized in your budget. <p>Depending on the nature of the project other documentation, as outlined below, <u>must</u> also be supplied.</p> <ol style="list-style-type: none"> Relevant permissions, licences or other consents Proposed works to buildings or objects or collections The conservation specification or conservators report assessing the risks to the building or object, and recommendations on the necessary works needed. Proposed publications including guidebooks and booklets (> 4 pages +) leaflets,(< 4 pages) must include full text with the application, along with an outline of the desired layout or style.

	<p>d) Proposals for websites and apps must include the desired graphic layout, content outline and functional design.</p> <p>e) Proposals for radio programmes must include programme outline, time frame, research teams, proposed broadcaster - including a letter of commitment.</p> <p>f) Proposals for interpretative materials must include the desired graphic layout and functional design, and draft text and illustrations.</p> <p>g) Proposals for seminars or conferences must include a outline of the theme, a list of proposed speakers and proposed date and venue.</p> <p>h) Proposals for heritage awareness and exploration must outline potential collaborators.</p> <p>Supplementary information must be uploaded in PDF/JPEG format and less than 10mb per document</p>
10. Time frame	<ul style="list-style-type: none"> • Closing date for submission of applications online is Friday 20th March 2015 at 5.00pm. • Applicants notified, in writing, of the outcome during week of 27th April 2015. • Projects must be completed by 20th November 2015.
11. Assessment Process	<p>a. Screening Firstly all applications will be screened to ensure eligibility. If an application does not meet the following 2 criteria it will not be assessed:</p> <ul style="list-style-type: none"> i. Is the applicant registered on the form correctly? i.e. that a consultant such as architect has not registered in place of their client. ii. Are the following essential documents included with the application? <ul style="list-style-type: none"> 1. Location map 2. Photographs 3. Relevant quotations/estimates <p>b. Assessment If the application passes screening it will be assessed as follows:</p> <ul style="list-style-type: none"> iii. Does the project meet the criteria as outlined under Point 5 on Page 2. iv. Is the application complete i.e. has the all the essential information been attached/uploaded? <ul style="list-style-type: none"> i. Applications are assessed and prioritized against the criteria by panels made up of Heritage Council staff and relevant experts. ii. Final decision agreed by the Board of the Heritage Council.

Additional Notes

a. Filling out the on-line application form

Please refer to the Technical Advice Notes for instructions on using the online grants system which are available to download at www.heritagecouncil.ie/grants.

An application may be completed by a professional or other advisor on behalf of a client, but the client must be named as the Applicant. All communication will be with the Applicant, and the advisor must provide the Applicant with the log-in details for using the Council's online grants system.

NB: Applications cannot be registered in the name of a professional or other advisor acting on behalf of a client.

b. Preparing your Budget

(i) Professional fees

Subject to certain conditions, and with the submission of satisfactory evidence and to limits on daily rates, grant funds may be used to pay temporary or part-time staff or contractors; individual applicants may claim payment for their own time. Payment rates do apply as set out below.

Professional fees in relation to supervision of repairs to a structure should not account for more than 15% of the cost of project works. Funding from the Heritage Council cannot be used for amounts relating to fees that exceed this threshold.

(ii) Voluntary Work

You are encouraged to put a value on any unpaid work contributed to the project by members of your organisation, by your project team or by other volunteers. Voluntary work (except in fundraising) won't usually bring in cash that can be used to meet project costs, but well-planned use of volunteers shows commitment, widens participation and gets useful work done. You should include a value this work in the budget section, using the rates shown below.

While you are free to pay whatever daily rates you wish for labour, Council grants will be limited to these daily rates:

Unskilled labour	€80 per day
Skilled labour	€150 per day
Professional labour	€300 per day
Management, administration and support labour	€300 per day

(iii) **Travel:** Funding can be used to pay travel costs at .33c per km or .53c per mile. Travel abroad is excluded.

(iv) **Accommodation and subsistence:** reasonable costs can be considered.

Tips

- Compiling an application is a time-consuming process: planning the project, completing the application form and providing supporting documentation will all require quite a lot of time and effort.
- Have a clear and realistic idea of what you want and how much your proposal costs — and a fallback position in case you don't get as much money as you would like.
- Be realistic in your schedule: projects must be completed within seven months.
- Read the **General Conditions of Offer** document to ensure you are in a position to comply with them, should your application be approved for funding. This document is available to view or download at www.heritagecouncil.ie/grants
- Seek help. For example, most local authorities have Heritage Officers, who may be able to assist you with your application. A full list is available to view or download at www.heritagecouncil.ie/grants
- Read all questions thoroughly before you answer them.
- Be aware that all information submitted to the Heritage Council is subject to the *Freedom of Information Act, 1997*, so you should not assume that information in your application will remain confidential.