

An Chomhairle Oidhreachta  
The Heritage Council



## ADVANCE NOTICE OF Community Heritage Grant Scheme 2017

An information guide for applicants

**The online application system will be open on March 1st 2017.**

**We must receive your application (including supporting documents) by 5pm 24th March 2017.**

# Contents

<b>Advance notice</b>	<b>1</b>
<b>How to apply</b>	<b>1</b>
<b>Project specific information</b>	<b>1</b>
<b>Aims of the Community Heritage Grant Scheme</b>	<b>1</b>
<b>Funding available</b>	<b>2</b>
<b>Grant scheme criteria</b>	<b>2</b>
<b>Who can apply?</b>	<b>2</b>
<b>What types of project does this scheme cover?</b>	<b>3</b>
<b>What must my application show?</b>	<b>4</b>
1. Good heritage practice	4
2. Public engagement	4
3. Suitable project timelines and costs	4
4. Clear communication about the project	4
5. Plan to hold a Heritage Week Event	5
6. Approvals, permissions, licences and consents	5
7. Letter of support (if required)	5
<b>What other items must my application show if organising specific initiatives?</b>	<b>6</b>
<b>What is not covered in this grant scheme?</b>	<b>8</b>
<b>Heritage Council contact details</b>	<b>9</b>

## Advance notice

We are giving you this outline of our grant scheme to give you more time to plan your projects. The full application forms will be available online from **1st March 2017**. This notice looks at:

- the aim of the scheme,
- funding available,
- grant scheme criteria,
- what your application must show, and
- areas that the scheme does not cover.

## How to apply

You must apply online for our grant scheme. You can apply from 1st March through our website. 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 **Friday 24 March 2017 at 5pm**. Applications received after this time cannot be considered.

## Project specific information

When you apply for a grant for specific types of projects, you will need to give us additional technical information. We list the additional information you need later in this notice. We will explain these requirements when the application form is available online in March. However, this advance notice gives you the chance to get many of these organised now.

## Aims of the Community Heritage Grant Scheme

The scheme aims to:

- promote appreciation and enjoyment of heritage, to make a lasting difference to heritage, people and communities.
- reach out to new audiences and make heritage accessible to people with special needs, young adults and minorities, for example.

We are looking for creative, engaging projects that provide a way for the public to learn about and manage our natural and cultural heritage. We want you to share your knowledge, project ideas and experiences more widely.

## Funding available

The Heritage Council has allocated €700,000 to this scheme in 2017. The most you may ask for is 75% of the funding of the total project expenditure, up to a maximum of €10,000. We expect the scheme to be very competitive. We expect to fund about 150 projects this year.

## Grant scheme criteria

### Who can apply?

We will give priority to applications from:

- not-for-profit voluntary and community groups, and
- heritage-related non-governmental organisations (NGOs).

However, the scheme is open to:

- individuals,
- local authorities,
- statutory organisations,
- academic institutions, and
- private companies.

# What types of project does this scheme cover?

Here are some examples of projects that the scheme covers.

## 1. Community/NGO-led surveys and audits

- Local heritage audits including wildlife, botany, archaeology, folklore.
- Graveyard surveys.
- Surveys of monuments and their surrounds.

## 2. Community/NGO-led conservation reports and plans

- Conservation reports.
- Conservation plans.\*
- Conservation management plans to inform future works for heritage places.

## 3. Community/NGO-led conservation works

- Work on habitats and natural sites.
- Work to publically owned buildings for essential, small-scale repairs.
- Works to stabilise medieval and ruined structures.
- Work on objects and collections.

## 4. Projects and initiatives specifically designed for National Heritage Week

The theme for Heritage Week 2017 is Nature and People. This presents us with a rare opportunity to put nature to the forefront of the public's mind, to combine our efforts to increase understanding of our natural heritage, and to encourage positive behaviours and attitudes towards nature. The following are priority project areas for National Heritage Week 2017.

- Projects that provide opportunities to the public for strong engagement in nature education and conservation.
- Projects that promote public engagement with the following aspects of heritage: urban wildlife, folklore, pollinators, various habitats and natural history.
- Projects that promote the interdependence and or interaction of people and nature.
- Night time events and events that promote dark skies. (For example, in Mayo and Kerry there are areas with little outdoor electric light to detract from seeing the sky at night)

## 5. Other project ideas that support community efforts to educate about and manage heritage

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\* A 'Conservation Plan' is a plan prepared in line with the process set out in *The Burra Charter: The Australia ICOMOS Charter for Places of Cultural Significance*, 2013

# What must my application show?

Your general application must show evidence of seven items.

## 1. Good heritage practice

You must show that the project will be guided by good practice in:

- research,
- heritage management, and
- conservation.

## 2. Public engagement

Your project must also show strong public engagement and participation. Examples of how you might do this include one or more of the following:

- demonstration,
- volunteering, or
- community or NGO-management.

## 3. Suitable project timelines and costs

You must show that your project will be completed between:

- **May 2016, and 17 November 2017.**

You must also show that your project is:

- fully costed,
- well-organised, and
- good value.

You must include quotations or evidence for each cost listed in your project budget. You must upload copies of these quotations, estimates or other evidence to support the figures and costs you provided with your budget.

Where relevant, you must show us that your project considers future maintenance.

## 4. Clear communication about the project

As well as having a strong public engagement aspect to your project, your application must show us that you are clear about:

- the audience you want to communicate with, and
- how these audiences will find out about your project.

## 5. Plan to hold a Heritage Week Event

You must show us that you will hold an event during Heritage Week, 19-27 August 2017. As mentioned earlier, the theme for the week this year is Nature and People. However, this does not exclude events that are not focused on the theme. For example, if your project is focused on a local archaeological site, please hold an event about your project and the site.

## 6. Approvals, permissions, licences and consents

You must upload copies of all relevant approvals, permissions, licences or consents needed for your project. Upload these copies with your application form.

## 7. Letter of support (if required)

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.

## What other items must my application show if organising specific initiatives?

If you are organising specific initiatives such as events or conferences, training, setting up a website, interpretative materials and particular conservation projects, please read the following paragraphs carefully to learn about the information we will need.

### What information is required for events and conferences?

If you are applying for funding support for an event or a conference, please include a detailed outline of:

- proposed speakers, venue, and audience, and
- how you will communicate about your proposed conference or event including informing the public about the event and any follow up activities such as papers, video, or presentations arising from it.

### What information is required for training?

If you want to show how you are actively going to engage the public through training activities or if the focus of your project is a training event, you must include the following information:

- who the training is for,
- who will carry out the training and their qualifications,
- what aspect of heritage the training will demonstrate and why is it needed, and
- what do you expect the participants in the training to learn.

### What information is required for websites?

You must include the following information:

- the structure of the site: sitemap, description of the main sections,
- draft text and visual content,
- hosting arrangements,
- domain name, and
- your arrangements for long-term maintenance and updating.

### What information is required for interpretative materials such as sign boards or leaflets?

For interpretative materials, you must send us:



- draft text for the sign board or leaflet,
- an outline of graphic layout,
- photographs of the proposed locations of signs (if planning to put up boards),
- the design of interpretative boards, and
- your arrangements for long-term maintenance – who and how.

## What information is needed for building conservation works including roof repairs

For building conservation works, please send the following documents with your application:

- a document showing that a suitably qualified practitioner has been approached to provide advice on good heritage practice,
- a description of the building's current and intended occupancy and use,
- evidence of the building's protection status (Protected Structure, Architectural Conservation Area, Recorded or National Monument) and a note as to why you think it is of special interest,
- clear 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,
- a statement telling us if there is any use of the building by bats and birds, and
- for roof repairs clear photographs of the attic interior where the roof is in poor condition and so that we can see that the roof is safe to access.

## What information is required for the conservation of objects or collections?

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

- treatment or survey proposals from a conservator, or advice made in earlier reports, and
- photographs of objects, or storage areas and so on.

## Habitat and species conservation projects

Please include the following documents with your application:

- location maps and photos,
- relevant permissions,
- detailed specification of works, and
- evidence of conservation advice or advisor.

## What is 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).

### Museum Standards Programme for Ireland (MSPI)

We do not give these grants to people taking part in the MSPI who are looking for funding to care for collections.

### Archaeology

We are not able to fund archaeological excavations or post-excavation analysis and reporting.

### Memorials

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

### Amenity Landscaping Works

We do not fund amenity landscaping works. Examples of this include tarmacing or landscaping of car parks, the installation of benches or litter bins.

### Publications

We do not fund the writing or production of publications under this scheme.

### 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 been done before we offer a grant.

## Remember...

Application forms for the Community Heritage Grant will be available in March. We must receive your online application along with supporting documents by: **Friday 24 March 2017 at 5pm.** We wish you the best with your application.

### Heritage Council contact details

An Chomhairle Oidhreachta  
The Heritage Council



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