



# An Chomhairle Oidhreachta The Heritage Council

## IWTN GRANTS PROGRAMME 2024 CONSERVATION/CAPITAL PROJECTS

### 1. Overview of the IWTN Conservation/Capital Fund 2024

A key element of the Irish Walled Towns Network's Action Plan 2019-23 is to support the conservation of town walls and other forms of cultural heritage (e.g., historic structures contemporaneous with the wall, structurally integrated or ancillary to the wall) within IWTN member towns. This is an action of the Heritage Council's *Our Place in Time - Ár nÁit sa Stair Strategic Plan 2023-2028*.

For 2024 the conservation grants will continue to emphasise the conservation of town walls (including new and revised town wall conservation plans and town wall maintenance plans).

The IWTN Fund will be available to Northern Ireland members of the IWTN in 2024.

### 2. Timeframe

- Applications, and supporting documentation, must be submitted through the Heritage Council's online grants system [https://www.salespulse2.com/HeritageGrants/dsp\\_RegistrantDefault.asp](https://www.salespulse2.com/HeritageGrants/dsp_RegistrantDefault.asp) by 5pm on **Monday 29 January 2024**
- The process is competitive and applications will be assessed on the basis of information provided.
- Applications received by post, fax or by email will not be considered.
- Late applications will not be accepted.
- Applicants will be notified in writing in early March 2024, following Heritage Council board approval

### 3. Funding

Please note that due to budgetary pressures priority when deciding town wall conservation projects will be given towards emergency actions. Prospective applicants should bear this in mind when making a submission.

## 4. Eligible projects

Eligible projects include:

- Conservation of town walls (Conservation, Management Plans must be in place and be either adopted or about to be adopted by the local authority).
- Preparation of reports and surveys to obtain Ministerial Consent for town wall conservation work.
- Preparation/completion of Conservation Management Plans for new entrants and the updating of existing Conservation Management Plans which are at least five years old.
- Preparation of Maintenance Plans for town walls where significant conservation work has previously taken place.

## 5. Project Selection Criteria

1. Applicants must be paid up members of the Irish Walled Towns Network (IWTN). The IWTN membership fee must be returned with the acceptance of any offer of funding.
2. There must be an identified Local Authority officer who will act as a project manager. The officer must have experience in managing large-scale and complex conservation and construction projects, e.g. conservation officer and/or heritage officer, archaeologist, or conservation architect.
3. There will be four criteria by which all grant applications will be judged:

Criteria	Description	Marks
Feasibility of project	Factoring in the track record of the applicants, the quality of the consultants, contractors and project manager, the expected timeline, the presented budget and finance plan, is this project likely to be successfully completed and the grant fully drawn down by <b>8 November 2024</b>	20 marks
Quality of application	An easy-to-understand application with a well thought out rationale and conservation methodology. Displays a well thought out timeline and budget. Is there a strong education/public outreach programme, e.g. during Heritage Week which takes place on the 17 <sup>th</sup> -25 <sup>th</sup> August 2024.	20 marks
Value for money	Does this project display good value for money regarding heritage and social impact? Has biodiversity and the management of climate change been considered by the application. Are there other sources of funding evident?	20 marks

Strategic importance	What is the strategic importance of the project to the town and/or the IWTN? How does this help the IWTN meet the objectives of its Action Plan? What is the conservation need? What is the level of heritage significance? What are the social and economic benefits? Is it a good example of a project for others to follow?	40 marks
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## 6. Additional Information

- Your organisation must contribute a minimum monetary contribution of **10%** towards the project costs and this must be clearly outlined in the Budget table. Voluntary contributions will ONLY be recognised from community groups, and these must be clearly identified and based on rates listed further on in this document.
- Funding cannot be used to pay for any activities undertaken before the acceptance of a letter of offer from the Heritage Council. Nor can it fund costs incurred after the final reporting date.
- For conservation work a specification of the proposed conservation works, photographs of the present condition of the elements of the structure that are a cause of concern and quotations/estimates must be attached to the online application at time of submission.
- For consent preparation a structure should be provided as should details of consultants and quotations/estimates.
- For physical conservation projects professional fees should not account for more than 15% of the cost of project works. Funding from the Heritage Council's Irish Walled Towns Network Fund cannot be used for amounts relating to fees that exceed this threshold.
- All necessary permissions and consents should be secured or applied for from DoHLGH for archaeological or other works proposed.
- All grant applications must provide an assurance that proper tendering and procurement practices are being followed. Once the project is complete, evidence that proper tendering and procurement practices have been followed is to be included in the project report.
- Please ensure that your project timeline allows for procurement procedures and the appointment of contractors where relevant. Your application must demonstrate that ALL aspects of project delivery are achievable within the timeframe between award of grant and the drawdown deadline on **8 November 2024**.

## 7. Assessment Process

An internal and external assessment panel will assess the projects based on information provided and against the scoring criteria. Recommendations will be presented to the Heritage

Council's board for consideration at its meeting in March 2024.

## 8. Preparing your Budget

- We need to know how much your project is going to cost. Your budget must clearly explain this. You must list all costs (including ones that may not qualify for Heritage Council Funding) in the table provided, and attach a PDF copy of quotations, contractor's tender estimates or other evidence to support the figures, if available.
- You must include a minimum contribution of at least 10% towards the project costs. For Local Authorities, this must be a monetary value. For Community groups, the 10% contribution can be in the form of your voluntary contribution as set out in the rates below.
- **Community Groups:** Please be aware that the Heritage Council cannot offer funding to the named applicant if they do not have a valid bank or credit union account in their name.
- Council may not be able to make an offer for the total amount requested by the applicant. Itemised costs for various portions of the works will help the assessors to establish if partial funding is (a) feasible and (b) represents good value for money.
- The Council is particularly concerned to ensure that all projects apply good conservation practice. That should be reflected in your budget. Individual Professional Fees (for physical conservation projects only) should not account for more than 15% of the cost of project works.
- Grant funding will not cover expenditure in relation to local authority staff costs, travel abroad, office equipment and overheads.
- Funding cannot be used to pay for any activities undertaken before the acceptance of a letter of offer from the Heritage Council. Nor can it fund costs incurred after the final reporting date.

### Valuing work – voluntary & other

Here are some maximum rates to guide you in costing voluntary time:

- €300 a day for professional fees (e.g. project management, specialist conservatory or joiner)
- €150 a day for skilled labour (e.g. stone mason, cabinet maker, blacksmith,)
- €80 a day for unskilled labour.

## 9. Good Heritage Practice

Your application must show that you will use good heritage practice. Two questions on the form are particularly relevant (although you are encouraged to take all opportunities to support your contention):

- What working methods or methodologies will you be using?
- Why have you chosen those methods or methodologies?

Your answers should show that:

- You have a clear and robust methodology or set of working methods
- You are aware of, and intend to apply, relevant good heritage practice
- You are aware of all relevant international charters (e.g., Burra), national laws and departmental guidelines as well as general health advice.

## 10. Communicating and engaging the public

For building conservation and conservation plan projects your application must show that your project will include activities that reach out beyond the members of the project team. Up to 2% of the IWTN allocation may be used for to help accomplish these actions.

- All projects supported by the Heritage Council are expected undertake an event for Heritage Week, which takes place in August 2024 along with at least three of the actions listed below: Monthly submission of images and notes of progress to IWTN Project Manager for uploading on Heritage Council social media or the IWTN ezine are required. Updates to other relevant social media sites are also acceptable if the Heritage Council and IWTN are tagged.
- Ensure all progress reports are uploaded to the relevant local authority website, local heritage website or issued to the IWTN Project Manager for uploading on the Heritage Council or IWTN website
- Press release(s) to local media
- During the course of conservation work ensure that the site is open to visitors for at least one hour a week subject to complying with public health advice.
- Subject to public health advice, school tours should be facilitated. Particular effort should be made to involve construction studies, woodwork, technical graphics and engineering students. The skills involved in conservation work should be explained
- Temporary interpretative display explaining the significance of the walls, the reasons for the conservation work and the main actions taking place. Upon completion of work the display should be gifted to a local school, library, etc. Online equivalents hosted via StoryMap or Youtube can also attract audiences.
- A short publication explaining the significance of the walls, the reasons for the conservation work and the main actions taking place. The publication could be similar to the one completed by Kilkenny Archaeology about Talbot's Tower (see <https://www.heritagecouncil.ie/content/files/Talbots-Tower-Excavations.pdf>). The publication should be distributed to local schools, library, tourist office, etc. The document should be uploaded to the relevant local authority website or issued to the

IWTN Project Manager for uploading on the Heritage Council's website.

## **11. Lasting impact**

To provide lasting benefits, your project must include activities to ensure that the results or outcomes will last for about five years after the project has ended. The nature of those activities will vary depending on the nature of the projects. Clearly, the greater and the longer-lasting the impact of a project, the better the return on the Council's grant.

## **12. Uploading Documents**

Certain questions on the application form require that you provide documentary evidence. You must supply the following:

- a costed specification of the proposed building conservation works.
- photographs of the present condition of the elements of the structure that are a cause of concern. Photographs should be recent, in colour, dated and annotated.
- relevant approvals, permissions, licences or consents.
- quotations, estimates or other evidence for any budget heading that accounts for more than 10% of the total project expenditure.

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. Uploaded documents must be in PDF or JPEG format and not more than 10mb each.

## **13. Records & Audit**

Before making either interim or final payments of grants, the Council will seek documentary evidence of expenditure. Furthermore, all grant payments, interim and final, are subject to audit by the Heritage Council or its appointee. The auditors will look for proof of all payments, so they will need access to all financial records relating to the grant, including your bank statements and original invoices. Accordingly, you must keep full financial records for each grant for three years from the date of the first payment you receive under that grant.

## **14. Database and Data Protection Act 2018**

The Heritage Council maintains a computerised database of people and organisations interested in heritage matters. This database is used to communicate with such people about the Council, its activities and its interests; information on the database will not be made

available to anyone else save in accordance with the law. If you are not already on it, we would like you to consent to having your details added to this database. However, you are free to refuse consent.

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.

## **15. Accuracy of Information**

We accept your application and make our decisions in good faith based on the information you give us. So any misleading statements included (whether deliberate or accidental) in your application, or any information knowingly withheld, could mean your organisation's application is not valid. In that case, the Council will stop assessment and reject the application

## **16. Canvassing**

The Heritage Council has always stated that canvassing on behalf of any Applicant will automatically disqualify an application. This is indicated clearly on the application form and in previous years a very small number of applications have been rejected for this reason.