

Guidelines for Architectural and Archaeological Heritage Project applications for funding from the Environment Fund

Mr Jimmy Deenihan, TD, Minister for Arts, Heritage and the Gaeltacht invites applications from bodies, such as charities, academic institutions, local authorities, and professional organisations, for funding for good quality projects which will support and complement national policies in relation to the architectural and archaeological heritage. Any funding made available for such projects will be provided in accordance with the Waste Management (Amendment) Act 2001 (No 36 of 2001) and with the Waste Management (Environment Fund) (Prescribed Payments) Regulations 2003 (S.I. No 478 of 2003).

The overall level of funding available to be distributed amongst all eligible projects in 2011 will be €300,000 in total. Applications may be submitted for funding for projects that will extend into 2012. Depending on the level of funding available, applications for funding may also be invited in 2012.

Financial assistance from the Department of Arts, Heritage and the Gaeltacht ('the Department') may not exceed 80% of estimated eligible project costs not co-funded from other sources. Cost elements that are unfunded from the Department or from any other sources may include personnel time invested and/or other financial resources.

NB The closing date for receipt of applications by the Department is 3pm, Wednesday 22nd June 2011.

Conditions and Criteria

1. Project Themes

These would include initiatives such as:

- Defined research, surveys, reviews including those that could contribute to architectural or archaeological policy development;
- Promoting an increased appreciation and public awareness of Ireland's rich and unique architectural or archaeological heritage (educational initiatives, exhibitions, conferences, lectures etc.);
- Increasing an awareness and public understanding (local or national) of the challenges confronting the architectural or archaeological heritage; and
- Small scale archaeological preservation projects, under professional guidance.

2. General conditions

- With the exception of organisations that have been granted charitable status by the Revenue Commissioners, the approval of an application is conditional on tax clearance requirements being met. Where the application exceeds €10,000, the applicants are required to submit their current Tax Clearance Certificate to the Department or relevant details thereof where they have registered their agreement to the use of the web-based Revenue Commissioners Tax Clearance verification tool.
- Applicants must confirm that they have bank accounts to enable electronic fund transfer (NB: the bank account details will only be required in the event of a grant offer).
- All applicants are required to lodge the following generic information with the Department:
 - a) an up-to-date copy of a Constitution and Rules;
 - b) a Strategic and/or Business Plan (i.e. general Business Plan, not the project's specific plan);
 - c) a document, such as an annual report, which sets out the function of the organisation, membership level etc., where the documents set out at a) or b) are not available;
 - d) evidence of current charitable status granted by the Revenue Commissioners, if the case;
 - e) An indication should also be given of any other funding (all activities) being provided by the Departments of Arts, Heritage and the Gaeltacht or Environment, Community and Local Government, or that was provided by their predecessor Departments (before 02/06/2011).

There is no application form. Applicants should note the following requirements:

- f) Project proposals must be clear and concise (suggested maximum of 10 A4 pages in total) with the objectives, outputs and expected outcomes clearly identified as well as a methodology for the

delivery of the objectives within a specified timeframe and performance indicators against which progress can be monitored. Projects should make best use of information/networks/knowledge if already available.

- g) Details must be provided about the proportion of funding being sought from the Department and the level of finance, if any, required beyond 2011 in order for the project to be maintained or completed.
 - h) A full description of costings is required, including the purpose for which the money will be used and details of any real or anticipated financial assistance towards costs from any other named sources. Measures that will be taken to ensure reasonable use of resources and achievement of value for money must be clearly set out; as well as an assessment of the size of the target audience to be reached if the project is to raise awareness; and
 - i) Where applicable, all appropriate statutory approval or consent procedures must be complied with before a project commences.
- Any party awarded funding will be required to provide the Department with a progress report by the end of November 2011 (if the project is to extend into 2012) setting out, inter alia, progress against performance indicators, expenditure against profile, next steps etc. Final reports must be submitted on completion of the project or at an agreed date in 2012 (whichever is earlier). Funding in 2012 will only be provided following receipt of a satisfactory progress report for 2011.
 - Clear evidence of expenditure incurred (on foot of original invoices) will need to be provided before payments can be made. Records should be maintained in good order for a period of 7 years following the year of payment and be readily available for audit.
 - For each year in the period that a grant is awarded, a statement from the auditors of applicants' accounts confirming that all the monies received/expenses incurred were used solely for the agreed purposes must be submitted to the Department.
 - Any grant not used for the purpose for which it was given, must be paid back to the Department.

3. Evaluation and Award criteria

Assessment

All applications for funding will be assessed by a panel appointed by the Department and projects deemed successful will be subject to the approval of the Minister. Successful applicants will, in the Departmental panel's view, best:

- satisfy the conditions/criteria outlined above and best support the Department's needs in terms of advancing its strategies and objectives;
- clearly demonstrate effective use of resources and value for money;
- demonstrate an innovative approach and the experience and technical ability to complete the project as described within the timescales outlined and achieve expected outcomes; and
- demonstrate the feasibility of the project for implementation and the anticipated benefits.

Regard will also be had to applicants' existing similar projects, if any, designed to meet the same needs.

4. Publication

The Department will publish a list of the proposals approved for funding annually on its website.

5. Enquiries / Submission of Applications

Please direct all enquiries from potential applicants and complete applications for funding (ideally via e-mail, with all relevant associated documents as attachments) to:

Built Heritage and Architectural Policy Section
Department of Arts, Heritage and the Gaeltacht
Newtown Road, Wexford

Email: BuiltHeritage@Environ.ie

Telephone: 053-9117511

Fax: 053-9117603