** Meath County Council**

**Community Heritage Grants Scheme 2017**

***Please read guidelines before completion. Additional information may be included on separate sheets:***



***Closing date Monday 24th April 2017 at 5pm***

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| **Part A – Applicant** | |
| Name of Group/Organisation |  |
| Contact Person |  |
| Address for correspondence |  |
| Phone No |  |
| Email |  |
| Website |  |
| Social Media (Facebook/Twitter) |  |
| Insurance company and policy ref. no. |  |
| Is your group/organisation affiliated to Meath Public Participation Network | Yes No  *(If not, please request affiliation form from* [*community@meathcoco.ie*](mailto:community@meathcoco.ie)*)* |

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| **Part B – Applicant Details** | |
| When was your group formed? |  |
| What are the aims and objectives of your group? |  |
| Do you want to join Heritage Office mailing list? (*Please tick X in the box)* | Yes No |

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| **Part C – Project** | | |
| **Title of the project** |  | |
| **Project Description**  Please give a description of the proposed project  (Please tell us what you want to do in max 500 words and please include photographs (if relevant) |  | |
| **Location of the project**  (Please include location map at appropriate scale) |  | |
| **Which category best describes your project**  (*Please tick X in the box)* | Heritage Research  Heritage Management  Heritage Education, Community  and Outreach | |
| **Please give a description of the proposed project**  (Please tell us what you want to do in max 500 words and please include photographs (if relevant) |  | |
| **What are the aims of your project?** *What do you intend to achieve* |  | |
| **Who will be involved in the project?** |  | |
| **What will be the public benefit of your project for the community in your area?** |  | |
| **When will the project start and end?** |  | |
| **How many people will the project reach? How do you intend to inform and engage the public about the project?** |  | |
| **Heritage Week 2017**  Applicants should show us that you will hold an event during Heritage Week, 19-27 August 2017. 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. You must register your event on [www.heritageweek.ie](http://www.heritageweek.ie) – (registration opens May 2nd) | *Please give us details of the events you propose to have during Heritage Week 2017?* | |
| **Part D – Ownership of any land, building, object on which you will be working** | | |
| Project site address (where relevant) | |  |
| Does your organisation rent the site? | | Yes No |
| Does your organisation own the site? | | Yes No |
| If No, give details of the owner of the site | |  |
| Has the owner of the land, building, collection owner etc., given permission for the project?  *If yes include confirmation of same* | | Yes No |

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| **Part E – Consents (if applicable)** | |
| **Does your project involve work:** | |
| ….within an cSAC, SPA, NHA or pNHA? | Yes No |
| ….to a protected structure? Or within an Architectural Conservation Area (ACA) (*please refer to Meath County Development Plan on* [*www.meath.ie*](http://www.meath.ie) *if you are unsure)* | Yes No |
| ….to a recorded monument? (*please refer to* [*www.archaeology.ie*](http://www.archaeology.ie) *if you are unsure)* | Yes No |
| **Does your project require any of the following?** | |
| Planning Permission | Yes No Making  application |
| If yes, please state Planning Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Planning permission or declaration for works to protected structures | Yes No Making  application |
| Fire Safety Certificate | Yes No Making  application |
| Road Closure Order | Yes No Making  application |
| Event Licence (more than 5,000 persons) | Yes No Making  application |
| Consent from the National Monuments Service or National Museum of Ireland (as appropriate) for work on archaeological sites, objects or wrecks | Yes No Making  application |
| A licence for work on a foreshore for which an application is required from the Foreshore Unit of the Department of Housing, Planning, Community and Local Government | Yes No Making  application |
| Written permission for access to private property, museum collections, archives or lands | Yes No |
| Consent from National Parks and Wildlife Service for work on sites designated for nature conservation (i.e. Special Areas of Conservation, Special Protection Areas and Natural Heritage Areas) | Yes No Making  application |
| Letters of support from organisations or individuals whose involvement of help is vital for your project’s success | Yes No |
| Other approvals, permissions, licenses or consents | Yes No |
| **Please Note:**  *If the project involves activities in and around a National Monument, a site on the Record of Monuments and Places, a Special Protection Area (SPA), a candidate Special Conservation Areas (SAC), a Natural Heritage Areas (NHA) or if it requires alteration or export of an archaeological or heritage object, legal permission to carry out such works must be granted by the relevant agencies. It is the responsibility of the applicant to be aware of the current heritage legislation and to obtain such consents. Meath County Council cannot accept responsibility for actions arising from failure to provide correct information. Details on the locations of heritage sites and relevant data can be obtained from the Meath County Council website* [*www.meath.ie*](http://www.meath.ie) *and the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs websites* [*www.archaeology.ie*](http://www.archaeology.ie) *and* [*www.npws.ie*](http://www.npws.ie) *.* | |

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| **Part F – Criteria** | |
| Each project must benefit an element of heritage as listed in the Heritage Act, 1995 or local history/genealogy/folklore/folklife. Please indicate which element your project benefits. (Please tick) | |
| Monument | Archaeological Object |
| Heritage object | Flora, Fauna, Wildlife habitats |
| Landscape | Architectural Heritage |
| Inland waterways | Geology |
| Seascapes | Wrecks |
| Heritage gardens and parks | Local History/Genealogy/Folklore/Folklife |

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| **Part G – Budget for the project** | |
|  | **Amount €:** |
| **How much will the total project cost?** |  |
| **How much are you seeking from the Community Heritage Grants Scheme?[[1]](#footnote-1)** |  |
| **Other sources of funding for this project:** |  |
| Own Resources |  |
| Fundraising |  |
| Borrowing |  |
| Sponsorship/Donations/Fees |  |
| Other grant schemes (please state which one) |  |
| Other |  |
| **Please Note:**   * ***No double funding for projects from Meath County Council is allowed*** | |
| **Please provide a breakdown of proposed costs associated with the project** | |
| **Item** | **Cost** |
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| **Total Project Cost (€)** | |

* Please include a quotation(s) with your application
* Please note receipts are required at the end of project to draw down the grant

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| **Part H – Competent Advice** | |
| **Applicants must identify a competent person with knowledge, skills and expertise in a relevant field of heritage who will supervise the project. Give details of their qualifications** | |
| Name |  |
| Address |  |
| Qualifications |  |

#### Disclaimer

Meath County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Meath County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read and understood the information and criteria applicable to this grant scheme and by signing below, I declare that:

* I am authorised to sign this application on behalf of the Applicant
* the information in this application and all information given in any documentation submitted in support of this application is truthful and accurate
* I understand that, if any of the information is deliberately or unintentionally misleading, the Council will reject the application

#### Signed on behalf of the applicant organisation:

|  |  |
| --- | --- |
| Name (CAPITALS) |  |
| Signature |  |
| Position in group |  |
| Date |  |

Late applications will not be considered. Please return completed application form to Heritage Office, Meath County Council, Buvinda House, Dublin Road, Navan, Co. Meath C15 Y291 or by email [heritage@meathcoco.ie](mailto:heritage@meathcoco.ie) on or before **Monday April 24th 2017 at 5pm.**





1. **Please note the maximum amount of grant funding towards the cost of a project is 75% of the overall project costs generally up to a maximum of €1,000** [↑](#footnote-ref-1)