

# Meath County Council Community Heritage Grants Scheme 2017 Guidelines



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## Introduction

Meath County Council, in association with the County Meath Heritage Forum, is pleased to announce the **Community Heritage Grant Scheme 2017**, which is an action of the *County Meath Heritage Plan 2015-2020*. The aim of this grant scheme is to support community groups and organisations to undertake projects that will gather information, help to appropriately manage and promote an awareness and appreciation of our heritage.

## Who may apply?

The scheme is open to community groups/organisations or individuals who are carrying out local heritage projects within County Meath. Only one grant per organisation is permitted. All projects funded must have a community benefit.

## What types of projects or activities are considered?

Below some examples of projects, please note this list is not exhaustive.

### Heritage Research

The objective of this scheme is to provide assistance for data collection and research relating to Meath's heritage. Here are some examples of possible projects:

- Archaeology and wildlife survey to inform a graveyard management scheme
- Conservation report a stained glass window
- Assessing the conservation needs of a particular object or collection.

### Heritage Management

The objective of this scheme is to support projects that apply good heritage practice in managing sites, collections, objects etc.

- Conservation planning and habitat (or wildlife site) management
- Conservation of heritage collections and objects, including documents
- Works to ensure the survival of a heritage building or structure, under a management plan that applies good practice in building conservation
- Control of invasive species.
- Management works to restore important habitats
- Carrying out the work recommended in an earlier conservation report or wildlife management plan
- Removal of an invasive species such as rhododendron from woodland
- Archival boxes for vulnerable documents.

### Heritage Education, Community and Outreach

The objective of this scheme is to support fresh approaches and initiatives that link heritage to communities, promote active engagement with heritage and raise awareness. Some examples of possible projects include:

- Conference/public seminar or exhibition on heritage of an area; heritage publication in print and/or film/video. Conduct of workshops aiming to enhance the knowledge and skills of local historians and others involved in promoting Meath heritage.
- Heritage Week activities e.g. walks and talks
- Seminar on traditional skills such as lime mortar, thatching
- Education project involving a museum or archive with local schools

- Field trips to heritage sites for schools
- Events using art, drama or new media

### **Non Eligible Projects and Activities**

Meath County Council's Community Grant Scheme will **not** normally fund activities involving;

- Projects that benefit individuals;
- Teaching/staffing in schools;
- Travel and transport costs, except in exceptional circumstances;
- Equipment, unless directly associated with the Project;
- Ongoing running costs, administration etc.

### **How will my application be assessed?**

Your application will be assessed only on the information provided on or with your application form. You are encouraged to include documentation with your application to support any information given. The following criteria are will be used in the assessment of proposals:

- Extent to which proposed activities benefits local heritage and will benefit the intended target group or area
- Use of innovative or imaginative approaches
- Capacity of applicants to carry out the proposed project
- Level of local community engagement and participation in Heritage Week 2017
- Alignment with *County Heritage Plan 2015-2020*, *County Meath Biodiversity Action Plan 2015-2020* and *Creative Ireland*

### **General Terms and Conditions of grant Payment under the Community Heritage Grant Scheme**

- Applicants must ensure that all necessary consents are in place and that the project or activities undertaken comply with Safety and Health at Work 2005, heritage, planning and any subsequent legislation that may apply to such projects.
- All work should be carried out in accordance with the principle of good heritage practice (please see below).
- 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.
- Successful groups will receive a **Letter of Offer** and **Grant Agreement**.
- The successful group must fully complete and return the **Signed Grant Agreement** with Meath County Council which will constitute a contract with the Council.
- Any organisation assisted under the Scheme must indemnify Meath County Council against any claim.
- On completion of the project, recipients must provide a **full project report** (including details of all associated expenditure) on or before **Friday 10<sup>th</sup> November 2017 unless agreed by the Heritage Officer**.
- **No double-funding for projects from Meath County Council sources will be allowed** (i.e. from Arts Grants, Amenity Grants, and Community Grants, Francis Ledwidge Centenary Grant).
- Groups may choose to combine this scheme with other sources of grant aid (e.g. Heritage Council, IPB Community Engagement Fund etc)
- In the interest of fairness only one application per group / organistaion will be considered
- Assistance is provided on a once-off basis. Organisations may apply for and receive assistance each year. Receipt of a grant in one year does not automatically guarantee grant-aid during the following year.

- All funded projects must be located within County Meath.
- Groups should organise an event during heritage week to publicise their project and/or raise awareness of another aspect of their local heritage. Heritage Week 2017 will take place from 19<sup>th</sup> to 27<sup>th</sup> of August. 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. All events should be registered on [www.heritageweek.ie](http://www.heritageweek.ie) – registration opens May 2<sup>nd</sup> 2017.
- Groups implementing projects involving persons ages under 18 years of age will be required to have a child safety code of practice in place.
- Explicit recognition must be given to Meath County Council in any promotional material associated with the Project – copy of documentation depicting recognition – must be submitted with the final project report. – Include recognition of the funding.



## **Heritage Best Practice Guidance for Applicants – Please read carefully**

Meath County Council's Community Heritage Grant Scheme 2017 is designed to involve communities in heritage and to support community based heritage activity in County Meath. The aim of this grant scheme is to promote interest, education, knowledge and pride in the local heritage resource and to facilitate appreciation and enjoyment of the heritage of County Meath. In undertaking your project the following advice on best heritage practice will be of interest.

### **Hedgerow Management**

Under section 40 of the 1976 Wildlife Act, as amended by Section 46 of the Wildlife (Amendment) Act, 2000, it is prohibited to cut, grub, and burn or otherwise destroy, during the period March 1st to August 31st, in any year, any vegetation growing in any hedge or ditch, except in certain, legally defined circumstances.

### **Protected Structures**

A protected structure is a structure that a planning authority considers to be of special interest from an architectural, historical, archaeological, artistic, cultural and scientific, social or technical point of view. The Record of Protected Structures (RPS) forms part of the County Development Plan, <https://meathcountydevelopmentplan.files.wordpress.com/2015/04/appendix-08-record-of-protected-structures1.pdf>

Any community group considering applying for funding for protected structures should seek advice from Meath County Council. Any works involving the built heritage must adhere to best conservation practice guidelines as issued by the Department of the Arts, Heritage, Regional, Rural and Gaeltacht Affairs (DAHRRGA) and the Heritage Council. Projects must also take cognisance of legislation governing architectural heritage. Please see <http://www.ahrrga.gov.ie/heritage/heritage-publications/?month=0&years=0&topics=44&paged=1> for further information.

### **Archaeological Monuments**

All known sites and monuments (recorded monuments) are identified and listed for protection by the National Monuments Service of the (DAHRRGA). The Record of Monuments and Places (RMP) is a statutory inventory of sites protected under the National Monuments Acts (1930-2004). The Record of Monuments and Places is a set of 6" maps of County Meath with an accompanying index which shows all known sites, monuments and zones of archaeological potential, recorded to date in the county. The Record of Monuments and Places is available to the public at the Planning Office of Meath County Council and in the County Library (local history section). Projects concerning archaeological sites or objects or wrecks will not be considered unless they have written approval from the landowner (if appropriate), the National Monuments Section of the Department of the Arts, Heritage, Regional, Rural and Gaeltacht Affairs (DAHRRGA) and/or the National Museum of Ireland. Proof of approval should be submitted with the application. Any archeological works must be in accordance with the National Monuments Acts (1930-2004) and any new discoveries must be reported to the National Monuments Service and/or National Museum of Ireland. All works in graveyards shall be in accordance with the guidelines as set out in the '*Care and Conservation of Graveyards*' (OPW 1995) and the Heritage Council's *Guidance for the Care, Conservation and Recording of Historic Graveyards* (2011).

[http://www.heritagecouncil.ie/content/files/guidance\\_care\\_conservation\\_recording\\_historic\\_graveyards\\_2011\\_7mb.pdf](http://www.heritagecouncil.ie/content/files/guidance_care_conservation_recording_historic_graveyards_2011_7mb.pdf)

Please see [www.archaeology.ie](http://www.archaeology.ie) for further information.

### **Natural Heritage**

If work involving flora and fauna requires a licence under the Wildlife Act, 1976, proof of approval should be provided. If the project involves work adjacent to or within site designated for nature conservation (i.e. NHA, cSAC, SPA, pNHA) the consent of the landowner and appropriate permissions from the National Parks and Wildlife Section will be required. Any biodiversity data collected, both native and invasive, should be submitted to the National Biodiversity Data Centre and Meath County Council Heritage Office. Please ensure that data collected conforms to national standards.

### **Publications/Signage**

Projects concerning heritage publications and signage will be required to submit draft text and/or layout of the publication/sign in accordance with the conditions set out in the letter of offer.