

An Chomhairle Oidhreachta  
The Heritage Council



## **Standard Rules for groups offered a Community Heritage Grant from the Heritage Council**

**If we offer you funding in 2021, you must comply with these rules  
or we will withdraw all or part of the funding offered**

# Please read this document carefully

## You must comply, or we will withdraw the grant

- If you do not comply with these conditions, we will withdraw our grant. If this happens you must give us back any money we have given you under that grant.
- You must confirm you are accepting a grant offer through the Heritage Council's online grants system within 3 weeks of the offer date.
- We will have decided to offer you a grant in good faith, based on the information you supplied. If any of that information was misleading, whether deliberately or accidentally, we have the right to withdraw the grant, and you must repay it.
- Any change or modification to the proposed works/costs as set out in the application must be submitted by email to the Heritage Council for prior approval [aryan@heritagecouncil.ie](mailto:aryan@heritagecouncil.ie) .
- Once we award a grant, we cannot increase the amount of the grant.

## Covid-19 compliance

- All projects must be undertaken in accordance with the Irish Government's current protocols and regulations in respect of Covid19. Please refer to <https://www.gov.ie/en/campaigns/c36c85-covid-19-coronavirus/> As part of your application to the Heritage Council, you have already given an undertaking, that should your application be successful, you will conform to all relevant HSE Covid-19 guidelines and protocols.

## What you must do

### Reporting and funding

#### You must abide by 8<sup>th</sup> October deadline.

To receive your grant funding, you must complete your works and submit a final report and claim for payment through the online grants system by 8<sup>th</sup> October 2021. All documents you upload to the online system must be either PDFs or JPEGs. They must be no bigger than 10mb each.

The applicant must have a current bank/credit union account in their name to accept electronic payment of the grant. The applicant group/organisation is considered the payee and funding will only be into their bank/credit union account.

## **Our only responsibility to your project is to provide funds**

If we give you a grant, you should understand that we are not responsible for any part of your project. Our only involvement is to provide funds and you cannot take any action against us for any reason in relation to anything to do with your project. This is also true for anyone that is involved in your project – we are not responsible or liable for any part of your project.

## **Tax number and tax clearance**

All applicants must provide a tax number.

If the grant is €10,000 or more, we will need Tax Clearance verification in the name of the applicant organisation - both those from within and outside the state. Please refer to [www.Revenue.ie](http://www.Revenue.ie) for further information on applying for this. The exception to this is:

- If the Revenue has issued you with a CHY (charity) number

You should know that we must make a return of all grant payments to Revenue. The Tax Numbers you provide are part of this data.

## **We cannot fund projects before the grant offer and after the deadline**

You must receive an offer of a grant from us before you start the work. Then your project must be completed by 8<sup>th</sup> October 2021. If the work is not completed on time, we will withdraw part of or all the grant offer. You must claim all funds before the deadline.

## **Progress report and interim payment**

You may receive half of your grant after you have completed half of the work if you can produce evidence of the work undertaken and associated costs. To do this you will need to submit a Progress Report and Make a Claim for Payment through the Heritage Council's online grants management system. <https://www.heritagecouncil.ie/funding/on-line-grants-system>

Otherwise, you can choose to receive all your grant when the project is completed.

## **We will pay the grant when work is satisfactorily completed**

You will have to submit a Final Report and Make a Claim for Payment through the Heritage Council's online grants system on or before 8<sup>th</sup> October 2021. You will receive your grant after we have assessed the project work and found it to be satisfactory. That decision will be based on:

- your detailed final report (along with evidence of your project output, you will be expected to show evidence of how you communicated and promoted your project through social media, local press etc., including acknowledgment of funding, please refer to p.6)
- the invoices used to support your claim relate to activities and services appropriate to the objectives of the grant scheme (proof that you have paid suppliers in advance of receiving your grant award is not required for this scheme)
- that you have not and will not use the invoices to support another claim for reimbursement from any other funder or funders, except as provided for in agreed joint-funding arrangements.

We will only fund work that we have agreed in advance.

## **Laws, licences, consents and policies**

### **The law**

You must carry out all your activities in line with the law.

### **Necessary paperwork**

You must have obtained all necessary approvals, permissions, licences or consents

### **Child protection policy**

If your project involves children, you must comply Children First: National Guidelines for the Protection and Welfare of Children 1999, and 2017 see <https://www.tusla.ie/services/child-protection-welfare/>

## **Freedom of information**

We comply with our obligations under the Freedom of Information and Data Protection Acts. This means we are committed to being open about the grant assistance and support we provide. At the same time, we protect your personal data by making sure we store it securely and use it only to handle your grant application.

## **Education and promotion**

You must authorise us to use project reports for educational or promotional purposes. We will give appropriate credits to the authors.

## **You must allow us to use photographs and videos**

You must authorise us to use photographs and videos for educational or promotional purposes.

You must get the necessary consents to use photos and videos you submit in connection with your grant. Unless specified otherwise, we will assume that you have also got permission for us to use these photos and videos. You must keep a record of these consents. At a minimum, you must get:

- the copyright owner's consent for the Heritage Council to make use of the photo or video
- where the photo or video features people, the consent of those featured for the Heritage Council to make use of their image
- the consent of parents or guardians to use images or videos of children under 18 years of age.

When you submit your photos or videos to us as part of your project, please tell us if we need to credit the photographer, videographer or organisation that holds the copyright. If you do not give us this information, we will assume that no credit is needed.

## **Good practice**

You must carry out all your work in line with the principles of good heritage practice and any other relevant national standards e.g. Code of Practice on Accessible Heritage Sites

<http://nda.ie/Publications/Environment-Housing/Environment-Publications/Code-of-Practice-on-Accessible-Heritage-Sites.html>.

## Biodiversity

You must submit any biodiversity data you collect, both native and invasive, to the National Biodiversity Data Centre <https://www.biodiversityireland.ie/>

We may forward any bat survey you do using our funding, to National Parks and Wildlife Service (NPWS) <https://www.npws.ie/> .

You must make sure to collect biodiversity data in a way that conforms to national standards.

## Archaeological works

You must carry out any archaeological works in accordance with the National Monuments Act (1930-2014). You must report any new discoveries to the National Monuments Service

<https://www.archaeology.ie/>, and, or the National Museum of Ireland <https://www.museum.ie/en-ie/home> .

## Communications and acknowledgements

You must promote your project and invite members of the public to learn about the project, and if possible, to take part. Evidence of this will have to be attached to your final report e.g. screenshots of social media posts etc. When promoting through social media please ensure that you tag the Heritage Council in all posts relating to the project.

## Heritage Council signs and logos

You must include the logo of the Heritage on all communication materials in relation to the grant aided project. This includes:

- brochures and leaflets
- publicity materials
- blogs
- advertisements
- websites
- videos
- reports
- invites
- posters
- press releases
- apps
- programmes.

You can get more information about this at this website:

<http://www.heritagecouncil.ie/funding/acknowledging-our-funding>

Any of your references or communications, including social media posts, about the project must include the following text:

- ‘Supported by the Heritage Council in 2021’.

## **National Heritage Week 2021**

Projects awarded funding under this scheme are required to showcase their project/an element of their project during National Heritage Week 2021, which takes place from Saturday 14<sup>th</sup> August to Sunday 22<sup>nd</sup> August 2021. As restrictions on events are likely to be in place in August, National Heritage Week will not focus on the delivery of in-person events; instead we ask you to consider how you might showcase your project to your community/ the public in digital form, e.g. through a video; podcast or oral history recording; a PowerPoint presentation or blog; through your community’s or organisation’s newsletter; via an online talk, workshop, demonstration or exhibition; or through posts on your public social media account or via an interview with your local radio station or newspaper.

## **Your financial statements**

For grantees who produce financial statements, details of your grant award must be recorded in the financial statements. These details should include the:

- name of the agency giving the grant, that is, The Heritage Council
- sponsoring department, that is, The Department of Culture, Heritage & Gaeltacht
- title of the relevant grants programme
- purpose of the grant
- amount and term of the total grant (as described in the Department of Finance Circular No. 13/2014) <https://govacc.per.gov.ie/wp-content/uploads/DPER-Circular-13-14-Guidance-Note-and-Reporting-Requirements-1.pdf>.

## **If any of your employees earn €60,000 or more**

If you are getting a grant from us and any of your employees earn €60,000 or more each year, you must show this information in a table with your financial statements. This information should include the number of employees whose total employee benefits (excluding employer pension costs) were €60,000 or more; €70,000 or more; €80,000 or more and so on until you have reached the highest salary.

You must also include the overall figure for total employer pension contributions. This applies even if salaries are not being funded by the Exchequer.

## **Keep your paperwork**

You may receive more than one grant from us over several years. You must keep all your records, including your bank statements and original invoices, for each grant for three years from the date of when the first grant is paid. You must submit them for inspection and make them available for audit to us when we ask for them or to someone, we name to look at them on our behalf.

We will also expect you to give us a copy of all reports or other informational out-puts from your project.

## **Tax and other compliance**

The Government issues 'circulars' about how grants should be given and received. One of these is Circular 44/2006 'Tax Clearance Procedures Grants, Subsidies and Similar Type Payments'. You must show in your financial statements whether you comply with this circular and other relevant circular.

## **If the grant is 50% or more of your total income**

If the grant we give you, added to any other income from Exchequer Funds is more than 50% or your total income, we will make your books and accounts available to the Comptroller and Auditor General if we are asked to do so.



## **If you are receiving co-funding**

If you are getting funding from us as part of a co-funding arrangement, every year you must tell us in writing:

- where you are getting that funding
- how much that funding is
- that you are not getting funding from two different sources for the same project.

This declaration should also state if the total amount of funds you are getting from the Exchequer is more than 50% of your total income.

## **Income from other sources**

If you get and spend funds from sources other than us, you must show this in your project budget.

## **Onward grants**

If you intend to pay grants to other people or projects using the funding, we give you, you must give us details of these onward grants and their recipients or proposed recipients. This should include details of the terms and conditions applying to these onward payments.

## **Statement of principles**

Please read the 'Statement of Principles for Grantees', which is attached.

# Statement from Department of Public Expenditure and Reform

Please read this statement.

*This Statement should be brought to the attention of every grant receiving body*

**If you are in receipt of Public Funding you should**

<p style="text-align: center;"><b>Clarity</b></p> <p>Understand the purpose and conditions of the funding and the outputs required</p> <p>Apply funding only for the business purposes for which they were provided</p> <p>Apply for funding drawdown only when required for business purposes</p> <p>Seek clarification from the grantor where necessary – on use of funds, governance and accountability arrangements.</p>	<p style="text-align: center;"><b>Governance</b></p> <p><i>Ensure appropriate governance arrangements are in place for:</i></p> <p>oversight and administration of funding</p> <p>control and safeguarding of funds from misuse, misappropriation and fraud</p> <p>accounting records which can provide, at any time, reliable financial information on the purpose, application and balance remaining of the public funding</p> <p>Accounting for the amount and source of the funding, its application and outputs/outcomes.</p>
<p style="text-align: center;"><b>Value for Money</b></p> <p><i>Be in a position to provide evidence on</i></p> <p>effective use of funds</p> <p>value achieved in the application of funds</p> <p>avoidance of waste and extravagance</p>	<p style="text-align: center;"><b>Fairness</b></p> <p>Manage public funds with the highest degree of honesty and integrity</p> <p>Act in a manner which complies with relevant laws and obligations (e.g. tax, minimum wages)</p> <p>Procure goods and services in a fair and transparent manner</p> <p>Act fairly, responsibly and openly in your dealings with your Grantor</p>

