



**An Roinn Cultúir,  
Oidhreacht agus Gaeltachta**  
Department of Culture,  
Heritage and the Gaeltacht

**Community Monuments Fund  
Explanatory Memorandum  
CMF 2020**

**September 2020**

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## 1. Community Monuments Fund

Under the July Jobs Stimulus Package announced recently, additional capital funding has been identified for investment in our archaeological heritage.

**Part of this funding is prioritised for local authorities, private owners and custodians and community groups for the care, maintenance, protection and promotion of local monuments and historic sites and the provision of any required measures to ensure safe access during the Covid-19 pandemic.**

Total funding available nationally for projects under a new **Community Monuments Fund** in 2020 will be **€900,000**.

The **Community Monuments Fund** will invest essential capital in our valuable archaeological heritage and help owners and custodians of archaeological monuments to safeguard them into the future for the benefit of communities and the public.

The impacts of climate change on our monuments is increasingly evident. With increased weathering and severe climate events, the repair cycle on built heritage is likely to become shorter. Increased maintenance and repair will be key to building resilience in our monuments to enable them to withstand the effects of a changing environment.

### Aims of the Fund

The core aims of this Fund are the **conservation, maintenance, protection and presentation of local monuments and historic sites**. It will:

- **enable** conservation works to be carried out on monuments which are deemed to be significant and in need of urgent support;
- **encourage** access to monuments and improve their presentation;
- **build resilience** in our monuments to enable them to withstand the effects of climate change;

The Community Monuments Fund will have 3 Streams:

1. **Stream 1** will offer grants **up to €100,000** aimed at essential repairs and capital works for the conservation and repair of archaeological monuments.
2. **Stream 2** will offer grants of up to **€30,000** for development of Conservation Management Plans/Reports that are aimed at identifying measures for conservation of monuments and improved public access.
3. **Stream 3** will offer grants of up to **€30,000** for enhancement of access infrastructure (including COVID protection) and interpretation at archaeological monuments.

## 2. Who can apply?

The Community Monuments Fund provides capital funding for projects in relation to:

- (i) **Monuments** that are included in the Record of Monuments and Places (RMP) under the National Monuments Act 1930 (as amended);
- (ii) **Monuments** identified in the Sites and Monuments Record compiled by the National Monuments Service.

Eligible projects will be drawn from the following categories:

- a) projects proposed by a Local Authority in relation to **monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated;
- b) projects proposed by a Local Authority on foot of applications from **private applicants who are the owners or custodians of monuments**;
- c) Relevant projects **identified within County Heritage Plans**.

## 3. Available Funding/What will be funded

Stream	Available Funding	What will be funded	Maximum Grant
<b>Stream 1</b>	Grants up to <b>€100,000</b> for essential repairs and capital works for the conservation of archaeological monuments.	Essential repairs and capital works for the conservation of archaeological monuments	100% of eligible costs
<b>Stream 2</b>	Grants of up to <b>€30,000</b> for development of Conservation Management Plans/Reports aimed at identifying measures for conservation of monuments and improved public access.	Conservation Management Plans/Reports aimed at identifying measures for conservation of monuments and improved public access	100% of eligible costs
<b>Stream 3</b>	Grants of up to <b>€30,000</b> for enhancement of access infrastructure and interpretation at archaeological monuments (including COVID 19 protection measures)	Enhancement of access infrastructure and interpretation at archaeological monuments (including COVID 19 protection measures)	100% of eligible costs

- i. Applicants must confirm the availability and source of any necessary additional project funding.
- ii. Projects must be completed and paid for before recoupment is sought from the Department.
- iii. Projects must be carried out in compliance with the Revenue Commissioners' tax clearance requirements and relevant approval procedures under the National Monuments Acts.
- iv. Projects must be carried out in compliance with all other relevant statutory provisions (e.g. Planning and Development Acts and nature conservation legislation) and have the permission of the owner to carry out the works.
- v. Projects must comply with good conservation methodology and practice.

Please see **Section 8** below for further details on Qualifying Conditions.

#### 4. Selection Criteria

Eligible applications for **Streams 1 to 3** will be assessed for selection under the following criteria:

<b>1</b>	Significance of the structure
<b>2</b>	Efficacy of the grant in achieving the aims of the Fund
<b>3</b>	Quality of the methodology and technical merit of the proposed project
<b>4</b>	Broader public or community benefit of the project

**Applications which fail to achieve a qualifying mark under any one of the above assessment criteria will fail the assessment overall and will not be considered for funding.**

#### 5. Quality of projects

Any conservation works must be designed, specified and overseen on site by appropriately qualified and experienced conservation buildings professional(s) (Project Manager) who will be required to confirm that works have been carried out to a satisfactory standard. The Project Manager will lead a multidisciplinary team as appropriate which must include a suitably qualified archaeologist.

Please note the requirement for an **appropriately qualified building conversation professional** to oversee capital works projects, and for a **comprehensive and sound methodology** to accompany the application.

(See **Section 9 A Guidance Note on Method Statements**)

**Your attention is drawn to the fact that the absence of a suitably comprehensive method statement will result in a project failing at assessment stage.**

## 6. How to Apply

### **Stream 1**

This stream will offer grants of up to **€100,000** aimed at essential repairs and capital works for the conservation of archaeological monuments.

- Local authorities submitting applications for works to **monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated, should
  - complete Form CMF-A
  - attach a comprehensive Method Statement
  - submit to the Department (email [nationalmonuments@chg.gov.ie](mailto:nationalmonuments@chg.gov.ie)) on or before **cob Tuesday 22 September 2020**.
- **Private applicants or community groups who are the owners or custodians of monuments** should:
  - complete Form CMF-A
  - attach a comprehensive Method Statement
  - submit to their Local Authority before the **17 September 2020**.

Using the criteria as set out in Section 4 above, each Local Authority may shortlist up to 4 projects in this Stream for consideration, and submit to the Department by cob 22 **September 2020**.

### **Stream 2**

**Stream 2** will offer grants **up to €30,000** for development of Conservation Management Plans/Reports/Assessments that are aimed at identifying measures for conservation of monuments.

- Local authorities submitting applications for **monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated should
  - complete Form CMF-A
  - attach a brief description of the Monument and its current condition and Project Proposal
  - submit to the Department (email [nationalmonuments@chg.gov.ie](mailto:nationalmonuments@chg.gov.ie)) on or before **cob Tuesday 22 September 2020**.

- **Private applicants or community groups who are the owners or custodians of monuments** should:
  - complete Form CMF-A and
  - attach a Project Proposal
  - **submit to their Local Authority** before the **17 September 2020**

Using the criteria as set out in Section 4 above, each Local Authority may shortlist up to 3 projects in this Stream for consideration and submit to the Department by **cob Tuesday 22 September 2020**.

### ***Stream 3***

**Stream 3** will offer grants of **up to €30,000** for enhancement of access infrastructure and interpretation (including COVID-19 safety measures) at archaeological monuments.

- Local authorities submitting applications for works to **monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated should
  - complete Form CMF-A
  - attach a Project Proposal
  - submit to the Department (email [nationalmonuments@chg.gov.ie](mailto:nationalmonuments@chg.gov.ie)) on or before **cob Tuesday 22 September 2020**.
- **Private applicants or community groups who are the owners or custodians of monuments** should:
  - complete Form CMF-A and
  - attach a Project Proposal
  - submit to their Local Authority before the **17 September 2020**.

Using the criteria as set out in Section 4 above, each Local Authority may shortlist up to 3 projects in this Stream for consideration and submit to the Department by **cob Tuesday 22 September 2020**.

### ***Submitting applications***

Applications which meet the criteria should be submitted to the Department (email [nationalmonuments@chg.gov.ie](mailto:nationalmonuments@chg.gov.ie)) by the **cob Tuesday 22 September 2020**.

Please check in particular –

- **Details of other exchequer funding have been declared**

**A separate email must be submitted in respect of each project ensuring all relevant material for that application is included. The size of the email must not exceed 15MB. Fragments or partly completed applications, or multiple applications in the same email, will not be considered for funding.**

The email subject should be '**Community Monuments Fund 2020**' and include the project name and the name of the Local Authority.

**NOTE: Applications will be accepted by email only.**

## **7. Recoupment of Funding**

**Where the application is submitted by a private owner or community group via the Local Authority** the project must be completed and verified by the Local Authority before payment of grant funding can be sought from the Department.

**Recoupment will not be available from the Department where completed projects do not conform to the required standards of good conservation practice or if any other terms or conditions of the Fund are not complied with.**

Once payment to an applicant has been made, the LA must complete and return Form CMF- C (Appendix IV) by the 10 November 2020 to recoup the grant from the Department. Form CMF-C must be certified by the Heritage Officer (HO), and/or Architectural Conservation Officer (ACO), relevant Director of Services or other person appointed by the Chief Executive for this purpose.

**A separate email must be submitted in respect of each recoupment claim, ensuring all relevant material is included in one email.**

No grant award will be payable where certification of the completed project has not been carried out by an appropriately qualified conservation professional.

The recoupment form **must** be accompanied by evidence of total cost of project, together with evidence of payment, e.g. receipts from suppliers/contractors specifying cost and nature of the project/works. A report on conservation works must be submitted to include recording prior to, during and on completion of works.

Funding cannot be claimed after the closing date.

## **8. Qualifying Conditions**

### **8.1 Archaeological principles**

Projects should adhere to good practice in relation to the conservation, protection and preservation of the archaeological heritage.

Full account must at all times be taken of the fact that:

- The archaeological heritage is a non-renewable resource;
- The first option in all circumstances must be non-destructive investigation and study;



- There should always be a presumption in favour of avoiding developmental impacts on the archaeological heritage.

Archaeological Assessment is key to understanding the archaeological heritage of the monument or structure and in identifying potential impacts on that heritage.

Works at, in relation to, or in proximity to, monuments and places protected under the terms of the National Monuments Acts 1930 to 2014 must have full regard to the general principles for the protection and management of the archaeological heritage as set out in the policy document ***Framework and Principles for the Protection of the Archaeological Heritage*** (Government of Ireland, 1999) and full regard to all relevant policy and guidelines publications by the National Monuments Service.

## **8.2 Architectural conservation principles**

All qualifying works carried out under the Community Monuments Fund should be in accordance with the standards of best practice as outlined in the Department's *Architectural Heritage Protection Guidelines for Planning Authorities* (2011):

<https://www.chg.gov.ie/app/uploads/2015/07/Architectural-Heritage-Protection-Guidelines-2011.pdf>

and relevant volumes of the Department's *Advice Series*:

<http://www.chg.gov.ie/heritage/built-heritage/architectural-heritage-advisory-service/advice-for-owners/>) in particular 'Ruins –the conservation and repair of masonry ruins'

## **9.a A Guidance Note on Method Statements (Stream 1 applications)**

The **Method Statement** (required for Stream 1 applications) must describe the condition of the monument, and give details of how proposed works/interventions will be carried out. This document does not need to be unduly long but it must be **appropriate to the nature and scale of the proposed works**.

Works should be in line with good conservation practice and should aim to employ methods of minimal intervention. Works should be based on a proper understanding of the monument, and make use of appropriate materials. Replacement of original material should be kept to a minimum and should only be carried out when absolutely necessary. The proposed works should only be undertaken by appropriately qualified conservation practitioners who have experience in the use of historic materials and techniques.

### **The Method Statement must include**

#### **1. A concise description of the monument**

The monument as it currently exists, noting all its salient features, its appearance, setting, form, present function, significance, brief architectural/archaeological history, and the materials of which it is composed.

#### **2. A description of the works proposed**

This should identify the issues that are causing risk, what remedial works are proposed, how the work will be done, what materials will be used, and how the monument will be conserved. It should include - where available - relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations and should typically address the following issues:

- a) Are the works temporary or permanent?
- b) What types of repairs are being proposed and in which locations?
- c) What treatment/replacement of damaged fabric is envisaged?
- d) What replacement materials (if any) will be incorporated?
- e) Details of on-site supervision and monitoring;
- f) A brief schedule or sequence of works;
- g) An estimated project cost.

### **3. Archaeological Impact statement and proposed mitigation measures (if applicable)**

Archaeological Assessment of the monument and its context. Any likely impact of proposed conservation and repair works (temporary and permanent) on the monument and ways of mitigating impacts. Mitigation may include detailed pre works recording, protection of archaeological features during works headstones etc, monitoring, test excavation or excavation. The archaeologist will work closely with the conservation professional in the interpretation and understanding of the monument prior to works specification and will continue to advise on the project for its duration.

Other mitigation may include design, timing and methodology (i.e. roof repairs timed to avoid interfering with bat colonies or rendering works timed to allow lime mortar to set), reversibility, careful choice of materials, etc.

### **4. A statement of public value benefits**

## **9.b A Guidance Note on Project Proposals (Stream 2 and 3 applications)**

The **Project Proposal** (required for Stream 2 and 3 applications) must describe the condition of the site and/or monument, and give details of how proposed works/interventions will be carried out. This document does not need to be unduly long but it must be **appropriate to the nature and scale of the proposed works**.

Works should be in line with good conservation practice and should aim to employ methods of minimal intervention. Works should be based on a proper understanding of the monument, and make use of appropriate materials.

### **The Project Proposal must include**

#### **1. A concise description of the monument**

The monument as it currently exists, noting all its salient features, its appearance, setting, form, present function, significance, brief architectural/archaeological history.

#### **2. A description of the works proposed**

This should identify the works that are proposed relevant to either Stream 1 or Stream 2, how the work will be done, what materials will be used (where relevant). It should include - where available - relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations and should typically address the following issues:

- h) Are the works temporary or permanent?
- i) What types of works are proposed and in which locations? (Stream 3)
- j) What treatment/replacement of damaged fabric is envisaged?
- k) What replacement materials (if any) will be incorporated?
- l) Details of on-site supervision and monitoring;
- m) A brief schedule or sequence of works;
- n) An estimated project cost.
- o) Proposed Project team.

### **3. Archaeological Impact statement and proposed mitigation measures (if applicable)**

Archaeological Assessment of the monument and its context. Any likely impact of proposed works on the monument and ways of mitigating impacts. Mitigation may include detailed pre works recording, protection of archaeological features during works headstones etc, monitoring, test excavation or excavation.

### **4. A statement of public value benefits**

## **10. Terms and Conditions**

The following terms and conditions will apply to all projects

### **1. Drawdown of grant**

Projects must be completed and funds drawn down as follows

- a. Stream 1-3: **10th November 2020.**
- c. Payment

The default position is that grants should be paid on the basis of vouched expenditure. Grantees making claims for grant funding on the basis of vouched expenditure are required to certify that:

- i. The invoices used to support their claims relate exclusively to activities and services associated with the grant approved work or service,
- ii. The amounts invoiced have been paid in full,
- iii. The invoices or related payments have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in agreed joint-funding arrangements).

### **2. Oversight**

It is a condition of funding that any conservation works must be overseen by an appropriately qualified conservation professional.

### **3. Photography**

Where relevant, good quality digital photographs of the project must be provided before works commence. These may be used later for a 'before and after' comparison for reporting purposes. Please note that the Department reserves the right to use any or all images supplied by either the applicant or the Local Authority to advertise or publicise the scheme. Applicants and local authorities are advised to obtain permission to use images (if necessary) before they submit them to the Department.

#### **4. Method Statement/Project Proposals**

A comprehensive Method Statement (Stream 1) or Project Proposal (Stream 2 and 3) must be submitted each application (see **Section 9** for guidance on Method Statements).

#### **5. Eligible Expenditure**

**Value Added Tax (VAT)** is allowable under this scheme only for that portion of capital works being funded and only in circumstances where such VAT is not recoverable under this scheme by any other means.

**Professional Fees** are allowable only in respect of that portion of capital works being funded by the scheme.

#### **6. Inspection**

Where a project is proposed by a Local Authority, detailed inspections of the monument must be carried out, prior to commencement and following completion of the works, by the Heritage Officer and/or Architectural Conservation Officer (ACO), relevant Director of Services or other person appointed by the Chief Executive for this purpose.

The Department **may** carry out site visits and audits at any stage of a project (and training programme, where relevant). Applicants/owners and their agents will be required to make any arrangements that may be necessary to provide access to any part of the structure or works. Applicants may also be required to complete an evaluation survey on completion of a project. Where a training programme has been undertaken, an evaluation report should be submitted after completion.

#### **7. Reallocation of funding**

The Department may reallocate any grant approved under the Fund to other projects meeting the qualifying criteria where an approved project does not proceed in accordance with the agreed timetable and an urgent need has arisen in another case.

#### **8. Tax Requirements**

The applicant and any contractors must be tax compliant. Relevant tax clearance procedures in respect of public sector grant payments as set down by the Revenue Commissioners must be adhered to. Please refer to [www.revenue.ie](http://www.revenue.ie) for further details. In line with Section 4(1) of Department of Finance Circular 44/2006: *Tax Clearance Procedures: Grants, Subsidies and Similar Type Payments*, it will be a matter for each LA to ensure that the proper tax clearance procedures are being adhered to by applicants, contractors and subcontractors, and in line with LA's own financial control procedures.

Owners who have received a determination under **Section 482** of the *Taxes Consolidation Act 1997* (as amended) (formerly Section 19 of the *Finance Act 1982*) and/or where the owner/occupier has received tax relief under the **Home Improvement Scheme** or the **Living City Initiative**, should inform the Revenue Commissioners of any funding received through this scheme.

#### **9. Procurement**

Projects in receipt of grant assistance must comply with Public Procurement Guidelines.

<http://www.procurement.ie/>

#### **10. DPER Circular 13/2014**

- a. Grantees will be required to comply with Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds  
<http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

#### **b. Inspection**

Grantors should ensure that the grantee is informed that:

- i. They have an obligation to make books and accounts available to the Comptroller and Auditor General where 50 per cent or more of their total income is sourced from Exchequer Funds,
- ii. Grantors have the right to inspect the grantee's records

#### **11. Endangerment notices**

Where the monument is in the ownership of a Local Authority, or where a Local Authority is providing financial assistance for works to an endangered structure under Sections 59, 69 and/or 70 of the Planning and Development Act 2000 (as amended), the application may be made by a designated officer of that Local Authority.

#### **12. Supplementary material**

Supplementary material with the application form should be submitted ONLY IF it has a direct bearing on an application (i.e. dendrochronology reports, archaeological reports, technical research, joinery and material analysis, analytical and three-dimensional drawings, detailed historical research, etc.).

#### **13. Statutory Requirements**

Grant-approved works must meet all relevant statutory requirements, including planning permission. Where works are proposed to sites/monuments protected under the *National Monuments Acts 1930-2004*, the statutory requirements for notification or for Ministerial consent under those Acts must be complied with.

The onus is on the applicant to comply with all other relevant statutory requirements, such as the Wildlife Acts, foreshore licenses (if applicable), Safety, Health and Welfare legislation, and environmental and employment legislation. The attention of the Local Authority is drawn to: (*DAHRRGA 2012*) *Strict Protection of Animal Species: Guidance for local authorities on the application of Articles 12 and 16 of the EU Habitats Directive to development/works by or on behalf of a Local Authority*. The publication *Bat Mitigation Guidelines for Ireland* (2006) is available on the Department's website at:

<https://www.npws.ie/publications/search?title=bat+mitigation&keyword=&author=&series=All&year=&x=0&y=0>

An applicant may be required to submit copies of all relevant permissions, declarations, notifications or consents when making a claim for a grant.

#### **14. Transfer of Ownership**

If the grant-aided property is sold, or the ownership transferred within a period of 5 years from date of payment of the grant, some or all of the funding awarded may be subject to claw-back. In the event of transfer of ownership prior to grant payment, the Local Authority may make arrangements to transfer the grant to the new owner of the property subject to his/her compliance with all conditions attached to the grant.

#### **15. Annual Report and Publicity**

Each Local Authority should include information on its operation of the fund in its Annual Report. The contribution of the Department should be publicly acknowledged in all advertisements and publicity in relation to this scheme and the appropriate logos/devices used in any print material.

#### **16. Other Exchequer Funding**

Projects may be eligible to receive funding from more than one publicly-funded scheme. Information provided by the applicant in Sections 4a and 4b of the application form should be cross-checked in respect of possible other grants from exchequer funds.

Where the monument in question is being used for economic activity, funding under the Community Monuments Fund may be considered to be *de minimis* funding for State Aid purposes.

#### **17. Freedom of Information Acts**

Applications for funding under the scheme may be subject to the Freedom of Information Acts.

#### **18. Spot Checks**

As part of the controls that the Department undertakes in relation to the monitoring of expenditure and procedures under the Community Monuments Fund, the National Monuments Service will carry out random spot checks on completed projects, including site inspection and examination of associated documentation and records. **Applicants/owners and their agents must allow access to the structure in such circumstances.**

#### **19. Findings of Spot Checks**

The final report of the Department in respect of a project, together with any findings or recommendations, will be communicated to the Local Authority. In the event that a spot check uncovers any instance of irregularity or fraud, steps to be taken may include:

*Irregularity* – Withdrawal of the wrongly obtained advantage by obligation to pay or repay the amounts due or wrongly received.

*Fraud* – Referral to appropriate authority.

## **20. Department's decision**

In deciding the allocations of funding, the Department may take account of a number of factors including geographical balance and the desirability to fund a variety of projects. The Department will retain the right to **reassign approved funds** to another approved project if the terms of the original approval are not met within a defined period.

Where applications are not successful under CMF2020, subject to available Fund in 2021, the Department may retain those applications for consideration under any 2021 Fund.

## **21. GDPR / Privacy Statement**

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. Further information on Data Protection can be found on our website at: <https://www.chg.gov.ie/help/legal-notice/data-protection/>

## **22. Contact Details**

For further information regarding this scheme, please contact **National Monuments Service, Department of Culture, Heritage and the Gaeltacht**, Custom House, Dublin 1, or email [nationalmonuments@chg.gov.ie](mailto:nationalmonuments@chg.gov.ie) with title of email **COMMUNITY MONUMENTS FUND 2020**.