



Rialtas na hÉireann  
Government of Ireland

# Community Monuments Fund

## Explanatory Memorandum CMF2022

Prepared by the Department of Housing, Local Government and Heritage

[gov.ie/housing](https://www.gov.ie/housing)



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### Appendices

- **Application Form CMF/A** to be completed by Applicant [Including Checklist and Summary to be completed by Local Authority (or State-funded organisation)]
- **Appraisal Form CMF/B** to be completed by Local Authority (or State-funded organisation)
- **Recoupment Claim Form CMF/C** to be completed by Local Authority or State-funded organisation
- **Conflict of Interest Form**

## Community Monuments Fund

The Community Monuments Fund was first established in 2020 to provide investment in Ireland's archaeological heritage.

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

Total funding available nationally for projects under **Community Monuments Fund 2022** will be **€5,000,000**.

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.

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

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

The Department encourages projects to incorporate a traditional skills training element.

The Community Monuments Fund has 3 Streams:

1. **Stream 1** will offer grants **up to €85,000** 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 and detailed specification of works that are aimed at identifying measures for conservation of archaeological monuments and improving public access.
3. **Stream 3** will offer grants of up to **€30,000** for enhancement of access infrastructure and interpretation (including virtual/online) at archaeological monuments.

## Who Can Apply?

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

- (i) **Archaeological Monuments** that are included in the Record of Monuments and Places (RMP) under the National Monuments Act 1930 (as amended);
- (ii) **Archaeological Monuments that are** 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 **archaeological 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 relevant archaeological monuments** where there is a tangible public benefit;
- c) projects with a clearly defined heritage focus and community or public benefit proposed directly to the Department by **a State-funded organisation** working in the heritage area.

## Available Funding - What Will Be Funded

Stream	Available Funding	What will be funded	Maximum Grant
<b>1</b>	Grants up to <b>€85,000</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>2</b>	Grants of up to <b>€30,000</b> for development of Conservation Management Plans/Reports and detailed Specification of Works aimed at identifying measures for conservation of archaeological monuments and improving public access.	Conservation Management Plans/Reports and detailed Specification of Works aimed at identifying measures for conservation of archaeological monuments and improved public access	100% of eligible costs
<b>3</b>	Grants of up to <b>€30,000</b> for enhancement of access infrastructure and interpretation (including virtual/online) at archaeological monuments (including COVID 19 public health measures).	Enhancement of access infrastructure and interpretation at archaeological monuments (including COVID 19 protection measures)	100% of eligible costs

- i. Applicants must confirm the 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 relevant statutory provisions (e.g. National Monuments Acts 1930 to 2014, 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 best conservation methodology and practice

For further details please see Section 'Qualifying Conditions' below.

The following will **not** be eligible for funding:

- i. Works not in accordance with sound conservation and archaeological methodology and practice
- ii. Purchase of lands or buildings
- iii. Works associated with conservation, maintenance, interpretation and access to National Monuments in the ownership or guardianship of the Minister for Housing, Local Government and Heritage managed by the Office of Public Works (unless prior agreements are in place)



## Selection Criteria

Eligible applications for **Streams 1 to 3** will be assessed for selection under the following x4 criteria:

<b>1</b>	<b>Significance</b> of the archaeological monument
<b>2</b>	<b>Efficacy</b> of the grant in achieving the aims of the Fund, including how the project would build resilience in the archaeological monument to enable it to withstand the effects of climate change
<b>3</b>	<b>Quality</b> of the methodology and technical merit of the proposed project
<b>4</b>	<b>Broader public or community benefit</b> 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.**

## Quality of Projects

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

Where the project does not involve conservation or physical interventions such as access infrastructure, the Project Manager may be a suitable qualified archaeologist.

Please note the requirement for an **appropriately qualified building conservation professional** to oversee any proposed conservation works, and for a **comprehensive Method Statement** and Schedule of Works to accompany **all** applications.

(See **Section 'Guidance Note on Method Statements and Schedule of Works'**)

Projects that include a training element should provide an outline description of the nature, extent and level of training and supervision proposed.

**The absence of a suitably comprehensive Method Statement will result in a project failing at assessment stage.**

## How to Apply

### Covid-19

This scheme is being run at a time when the restrictions on travel and work are changing frequently. It is hoped that works funded under CMF 2022 will be permissible through the entire year, but this cannot be guaranteed. All works must be carried out in full compliance with Government/HSE guidance on COVID-19. In the event that such guidance or other ruling by Government around COVID-19 prevents any work from proceeding for any period of time, then the local authority should be informed, who should in turn inform the Department. Any savings arising from such delays may be reallocated by the Department as per the terms of this Circular.

### Stream 1

This stream offers grants of up to **€85,000** aimed at essential repairs and capital works for the conservation of archaeological monuments.

1. Local authorities submitting applications for works to **archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated, should:
  - ✓ Complete Application Form CMF/A and Appraisal Form CMF/B
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 1 March 2022**.

Each Local Authority may **submit 3 projects in this category** for consideration.

2. **Private applicants and/or community groups who are the owners or custodians of archaeological monuments** should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to their Local Authority before the **15 February 2022**.

Each Local Authority should **submit up to 2 valid projects (if received) in this category** to the Department (including Appraisal Form CMF/B) by close of business **1 March 2022**.

3. Applications for projects with a clearly defined heritage focus and community or public benefit proposed by a **State-funded organisation** working in the heritage area, should:
- ✓ Complete Application Form CMF/A and Appraisal Form CMF/B
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 1 March 2022**.

Eligible State-funded organisations may **submit 2 projects in this category** for consideration.

**Note: in exceptional cases where applications are accompanied by a fully costed specification of works with a Conservation Management Plan already in place, Stream 1 applications up to the value of €100,000 may be considered.**

## Stream 2

Stream 2 offers grants up to €30,000 for development of Conservation Management Plans/Reports/Assessments and detailed Specification of Works that are aimed at identifying measures for conservation and maintenance of archaeological monuments.

1. Local Authorities submitting applications for **archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated should:

- ✓ Complete Application Form CMF/A and Appraisal Form CMF/B
- ✓ Attach a comprehensive Method Statement (outline of Conservation Plan) and any other required documentation
- ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 1 March 2022**.

Each Local Authority may submit 3 projects in this category for consideration.

2. **Private applicants or community groups who are the owners/custodians of archaeological monuments** should:

- ✓ Complete Application Form CMF/A
- ✓ Attach a comprehensive Method Statement (outline of Conservation Plan) and any other required documentation
- ✓ Submit to their Local Authority before the **15 February 2022**

Each Local Authority should **submit up to 2 valid projects (if received) in this category** to the Department (including Appraisal Form CMF/B) by close of business **1 March 2022**.

3. Applications for projects with a clearly defined heritage focus and community or public benefit proposed by a **State-funded organisation** working in the heritage area, should:

- ✓ Complete Application Form CMF/A and Appraisal Form CMF/B
- ✓ Attach a comprehensive Method Statement (outline of Conservation Plan) and any other required documentation
- ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 1 March 2022**

Eligible State-funded organisations may **submit 2 projects in this category** for consideration.

## Stream 3

**Stream 3** offers grants of **up to €30,000** for enhancement of access infrastructure and interpretation at archaeological monuments.

**1. Local authorities submitting applications for works to archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated should:

- ✓ Complete Application Form CMF/A and Appraisal Form CMF/B
- ✓ Attach a comprehensive Method Statement and any other required documentation
- ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie) ) on or before **close of business 1 March 2022**

Each Local Authority may **submit 3 projects in this category** for consideration.

**2. Private applicants or community groups who are the owners/custodians of archaeological monuments** should:

- ✓ Complete Application Form CMF/Form A
- ✓ Attach a comprehensive Method Statement and any other required documentation
- ✓ Submit to their Local Authority before the **15 February 2022**

Each Local Authority should **submit up to 2 valid projects (if received) in this category** to the Department (including Appraisal Form CMF/B) by close of business **1 March 2022**

**3. Applications for projects with a clearly defined heritage focus and community or public benefit proposed by a State-funded organisation** working in the heritage area should:

- ✓ Complete Application Form CMF/ A and Appraisal Form CMF/B
- ✓ Attach a comprehensive Method Statement and any other required documentation
- ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 1 March 2022**

Eligible State-funded organisations may **submit 2 projects in this category** for consideration.

## Submitting applications

Applications which meet the criteria should be submitted to the Local Authority (or directly to the Department in the case of a State-funded organisation) for consideration by the deadline.

Please check in particular –

- The amount of funding requested does not exceed the maximum grant available.
- 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 ‘**CMF2022**’ and include the project name and the name of the Local Authority/State-funded organisation.

**NOTE: Applications will be accepted by email only to [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie) (you should receive a an acknowledgement of receipt email automatically - if you do not, please follow up)**

## Recoupment of Funding

Works must be completed and verified by the Local Authority/State-funded organisation before payment of grant funding can be sought from the Department.

The Local Authority (or State-funded organisation) is responsible for payment of the grants to the owners/occupiers of approved CMF projects in advance of seeking recoupment from the Department.

It is a requirement that for any conservation works, that the conservation professional shall sign off on completion that the works have been carried out in line with best conservation practice.

Where works are not carried out in accordance with the terms of the scheme, in particular where the scope of works changes and the new works do not conform to the required standards of good conservation and archaeological practice, the Department is under no obligation to award the grant, as this is a material breach of the terms of the grant offer.

Once payment to an applicant has been made, the Local Authority/State-funded organisation must complete and return Recoupment Form CMF/C by the 18 November 2022 to recoup the grant from the Department.

Recoupment Form CMF/C must be signed by the a member of professional staff competent to undertake this function with oversight of the project and countersigned by the Chief Executive Officer or Director of Services.

Recoupment Form CMF/C must be accompanied by proof of payment e.g. print-out showing applicant's name, amount paid and date of payment and visual aids such as photographs or video clips to allow the Department compare 'before' and 'after' images of the completed works.

All invoices submitted must contain the unique CMF Project Reference Number as assigned to each project by the Department upon award.

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

Recoupment Form CMF/C must be signed by the heritage professional identified on the original application form, who will certify that the works have been overseen and carried out in accordance with the terms of the grant award and to appropriate standard in terms of conservation/heritage practice.

Funding cannot be claimed after the deadline date.

**Principles above apply to any eligible State-funded organisation who may be awarded funding.**



## Project Reporting

The works carried out shall be appropriately recorded during the course of the project and on completion.

A final report (including a full record of drawings, annotated photographs, specifications, as necessary) should be submitted to the National Monuments Service by the Project Manager on behalf of the applicant clearly showing the nature and extent of the interventions and the project outputs. This report is separate and additional to any excavation report required as part of any licencing or consent conditions.

The report shall confirm that works were carried out in accordance with the approved Method Statement and include a detailed record of any part of the monument that was newly revealed or removed in the course of any conservation works or other interventions.

For claim recoupment purposes a summary of the project is also required to be included within Recoupment Form CMF/C.

## Qualifying Conditions

### Archaeological Principles

Projects should adhere to best 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 [framework-and-principles-for-protection-of-archaeological-heritage.pdf](#) ([archaeology.ie](#))) and full regard to all relevant policy and guidelines publications by the National Monuments Service.

### 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)**

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

<https://www.buildingsofireland.ie/resources/> in particular 'Ruins – the conservation and repair of masonry ruins'

## Guidance Note on Conservation Management Plans

### What is a Conservation Management Plan?

A Conservation Management Plan (CMP) is a document that explains why a monument or place is significant. It outlines how that significance will be maintained or enhanced when any change or work including repair and conservation is proposed. It begins with understanding the monument or place, then assesses why it matters and its particular issues and vulnerabilities. It develops policy and actions aimed at retaining its significance and concludes with a plan for implementation and how the monument or place will be managed in the future. It sets out a work programme with actions for conservation, maintenance, management, access, use or other issues particular to the monument or place. The programme is usually five years in duration and not more than ten years.

A separate detailed costed specification for works is required. Both the specification and the CMP can be reviewed at intervals if necessary.

### Why have a Conservation Management Plan?

“Places of cultural significance enrich people’s lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and lived experiences” (Burra Charter 2013).

It is important that archaeological heritage is protected and conserved for present and future generations. Conservation Management Plans are an essential tool in the Conservation process. Any conservation works carried out under the Community Monuments Fund should follow best practice and procedures as set out in international conservation charters. (see ICOMOS The Burra Charter: The Australia ICOMOS Charter for places of Cultural Significance 2013 <https://australia.icomos.org/publications/burra-charter-practice-notes/>)

A CMP should encompass a long term vision where a monument can be interpreted based on all available evidence, where there is a clear vision for what is intended in the future and where works can be programmed and costed to achieve that vision in a structured way.

### Who to include in the inter-disciplinary team?

The CMP process should aim to provide a holistic view of heritage that is inter-disciplinary in nature. All persons with an interest in or associations with the monument or place have a role to play.

Project team members in a Community Monuments Fund project must include an archaeologist. The team may also include as appropriate (but not be limited to): a

conservation architect; an archaeologist, an ecologist; a structural engineer; heritage contractors; quantity surveyors; owners and local community representatives. It is important that the team interacts to inform the process and share their knowledge of the project as it progresses. This interaction should ensure that each aspect of heritage is considered by a suitably qualified and experienced professional. If the monument is a historic building the project manager should ideally be a registered building professional such as an architect, structural engineer or building surveyor with expertise and experience of working with heritage buildings. All project team members should be competent, trained and experienced as appropriate to their role in the proposed project.

### **What to include in a CMP?**

The CMP must include the following information:

- The names and details of the project team and project leader.
- Ownership of the monument: For the purposes of the CMP, the monument may be in local authority or private ownership, or ownership of another heritage organisation. Ownership informs the types of permissions that may be required for the future conservation works (see note below).
- Statutory protection of the monument. These may include:
  - A monument and place protected under the National Monuments Acts 1930 to 2014;
  - A protected structure, or proposed protected structure, within the meaning of the Planning and Development Act 2000, as amended.
  - A protected nature conservation site;
  - A protected species of flora and fauna and their key habitats.
- A consideration of other designations. The monument may also lie within:
  - An architectural conservation area within the meaning of the Planning and Development Act 2000, as amended;
- The methodology used in the compilation of the CMP
- Description of the monument and its setting
- A description of associated heritage assets, such as geology, ecology and wildlife

- A synopsis of the history and archaeology of the monument
- Description of the surviving remains (including maps, photographs, and drawings where appropriate)
- An assessment and statement of significance (Why is the monument important?) using established heritage value criteria: architectural, historical, archaeological, artistic, cultural, scientific, technical and social
- List of current management issues
- List of future management policies
- List of actions (action plan) in the conservation of the monument over the life of the CMP

A ***separate costed Specification of Works*** is required for each season of work proposed (1 year's work to be submitted for funding annually) based on the actions as set out in the CMP.

## Guidance Note on Method Statements and Schedule of Works

Any conservation works carried out under the Community Monuments Fund should follow best practice and procedures as set out in international conservation charters. The character and special interest of the monument should not be compromised and interventions should be minimised.

Conservation works should be based on a proper understanding of the archaeological monument involving input from an inter-disciplinary project team with expertise and experience in working with historic structures and sites.

Works to the fabric of the monument should, wherever possible, use traditional building materials, skills and techniques. Only skilled and competent building operatives with relevant experience in working with historic structures, and under appropriate supervision, should be employed to carry out the works.

The contractor appointed should be required to demonstrate experience of working on historic structures of a similar scale and complexity to the project at hand.

All interventions should be recorded as the works progress in both photographic and written form. In some cases drawings may be required. On completion of the works, a report should be compiled of the works which have taken place including the location and nature of interventions, specifications of any new materials used on the structure and any other relevant matters. Good conservation practice points to the development of a strategy for maintenance beyond the completion of the works.

### Method Statements

The Method Statement should describe the condition of the monument, and give details of the proposed works/ project and how it 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/project**.

Where the project involves conservation works or other physical interventions (e.g. access infrastructure, interpretation signage) a Method Statement and Schedule of Works are to be submitted with the application.

The Method Statement **should** include:

#### a) A Concise Description of the Monument

This section should describe the monument as it currently exists, noting all its salient features and historical evolution, its appearance, setting, form, present function (if any) and the materials of which it is composed. It is also to include a brief architectural /archaeological history, prepared by the project archaeologist, and a statement of significance.

## **b) Photographs**

Relevant photographs of the monument are to be provided.

## **c) A Description of the Proposed Works/Project**

This section is to include a full description of the works proposed, with their sequence set out. It should describe how each intervention will be carried out and include - where available - relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations..

The following issues are to be addressed:

- a) The nature and extent of the conservation works that are required at the monument. This may be divided into phases.
- b) The purpose of these works.
- c) Whether the works are temporary or permanent.
- d) What replacement materials (if any) will be incorporated and justification for the replacement or the introduction of new materials?
- e) Details of on-site management, supervision and monitoring;
- f) Estimated project cost(s) broken down into phases to reflect the proposed works/project deliverables (as per Application Form CMF/A);
- g) List of Project team with qualifications and role detailed (as per Application Form CMF/A);

## **d) Archaeological Impact Statement and Proposed Mitigation Measures (if applicable)**

Any likely impact of proposed conservation and repair works (temporary and permanent) on the monument or of other physical interventions proposed (eg interpretation signage and access) should be outlined and ways of mitigating impacts should be included.

Mitigation may include detailed pre works recording, protection of archaeological features during works headstones etc, advising on best access route to avoid impacting archaeology, monitoring, archaeological test excavation or archaeological excavation.

Where relevant, the project's appointed archaeologist should work closely with the building conservation professional in the interpretation and understanding of the archaeological monument prior to works specification and should continue to advise on the project for its duration as a key member of the interdisciplinary team.

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

**e) Supplementary Material**

Any material that has a direct bearing on an application (i.e. archaeological reports, technical research, analytical and three-dimensional drawings, detailed historical research, etc.).

**f) A Statement of Public Value Benefits**

It is expected that proposals under any Stream or from any applicant should be able to illustrate some tangible public value benefit. This may include access, physical and virtual, or provision of information to the public in some form.

**Schedule of Works**

A Schedule of Works is also to be submitted with the application. This is to comprise an itemised sequence of works, including a full list of all the interventions that are proposed, for the phase of the conservation project for which funding is sought.



## Terms and Conditions

The following terms and conditions will apply to all projects

### Advertising of Scheme

Each Local Authority shall advertise the Community Monuments Fund on its website and social media platforms within one week of having been notified of the Scheme by the Department.

### Drawdown of Grant

Projects must be completed and funds drawn down as follows

- a. Stream 1-3: On or before 18 November 2022

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).

### Oversight

It is a condition of funding that any conservation works must be overseen by an appropriately qualified building conservation professional supported by qualified archaeologist engaged as part of an interdisciplinary team.

### Photography

Where relevant, good quality digital photographs of the project before works commence must be included in the Report upon completion of the works, as well as post-works completion photographs. 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 Fund. Applicants and local authorities are advised to obtain all necessary permission to use images before they submit them to the Department.

## Method Statement

A comprehensive **Method Statement** must be submitted for each application (see **Section 'Guidance Note on Method Statements and Schedule of Works'** for further guidance on Method Statements).

## Eligible Expenditure

**Value Added Tax (VAT)** is allowable under this scheme only for works being funded where such VAT is not recoverable under this scheme by any other means.

## Inspection

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) and/or Local Authority Archaeologist or other person appointed by the Chief Executive for this purpose, or by State-funded organisation.

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.

## Reallocation of Funding

The Department may reallocate any grant approved under the Fund to other projects meeting the qualifying criteria where an urgent need has arisen in another case.

## 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.

## Procurement

Projects in receipt of grant assistance must comply with Public Procurement Guidelines. <http://www.procurement.ie/>

## DPER Circular 13/2014

Grantees are reminded of their responsibilities under the Public Spending Code which can be found at <https://www.gov.ie/en/publication/public-spending-code/> and 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>

## 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

## Endangerment Notices

Where the archaeological monument is in the ownership of a Local Authority or State-funded heritage organisation, or where a Local Authority or State-funded organisation 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.

## Supplementary Material

Supplementary material with the application form should be submitted as part of the Method Statement if it has a direct bearing on an application.

## Indemnity

The Department accepts no liability arising out of any works consented to or approved under CMF2022 and shall be indemnified as a condition of approval.

## Statutory Requirements

Grant-approved works must meet all relevant statutory requirements, including planning permission. Where works are proposed to archaeological sites/monuments protected under the **National Monuments Acts 1930 to 2014**, 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.

## 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 or State-funded organisation 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.

## Ownership Confirmation

For applications from private landowners or community groups, the Local Authority must carry out a validation check via the Property Registration Authority, (PRAI). The obligation is on the Local Authority (or State-funded organisation) to verify details. Where there is any doubt over ownership this must be highlighted in the application.

## Annual Report and Publicity

Each Local Authority (or State funded organisation) 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.

## 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 archaeological 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.

## Freedom of Information Acts

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

## 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 funded projects, including site inspection and compliance with approved Method Statements. The Department will inform the Local Authority of intended visits so as to coordinate efficient and safe access. Applicants/owners and their agents must allow access to the monument in such circumstances.

## 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 or non-compliance with approved Method Statements, 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.

**Non-compliance with approved Method Statements**- requirement for remedial measures to remedy any non-compliance.

## Conflict of Interest

A conflict of Interest Form as per Appendix supplied must be submitted by each Local Authority making an application or applications.

## Department Decision

In deciding the allocations of funding, the Department may take account of a number of factors including geographical balance in support of regional equality and also 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.

## GDPR / Privacy Statement

The Department of Housing, Local Government and Heritage 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.gov.ie/en/organisation/department-of-housing-local-government-and-heritage/?referrer=http://www.housing.gov.ie/corporate/compliance/data-protection/data-protection>

## Publicity / Social Media

Successful applicants should use social media to highlight the project, acknowledging the support of the Fund- specific twitter handles etc will be issued to successful project applicants on award.

The National Monuments Service will create an on-line publication showing the impact of the 2022 Fund. Each Local Authority/State-funded organisation is to provide to the Department as part of its Recoupment Claim CMF/C (if possible) or alternatively by 5 December 2022.

- Photos of relevant monuments (before and after if applicable) and/or of approved project outputs e.g signage. Photos should be named with unique CMF Project Reference Number)
- 150 words (max) in accessible language of the funded works, community engagement if relevant and public benefit

## Contact Details

For further information regarding this scheme, please email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie) with subject line of email: 'CMF2022'

[gov.ie/housing](https://gov.ie/housing)

