



# Mayo County Council Guidelines for Community Heritage Grant Scheme 2025

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## **Introduction**

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 and biodiversity.

## **Who may apply?**

The scheme is open to community groups/organisations or individuals who are carrying out local heritage and biodiversity projects within County Mayo. All projects funded must have a community benefit.

## **What types of projects or activities are considered?**

Below are 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 heritage. Some examples of possible projects include:

- Archaeology and wildlife survey to inform a graveyard management scheme.
- Conservation report for 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 works recommended in a conservation report or wildlife management plan
- 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 workshop or exhibition on heritage of an area; heritage publication in print and/or film/video.
- Seminar on traditional skills such as lime mortar, thatching
- Education project involving a museum or archive with local schools
- Events using art, drama or new media
- Support for a speaker to give a community talk/workshop

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

Mayo County Council's Community Heritage 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.
- Publications
- Plaques and Memorials

### **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 will be used in the assessment of proposals:

- Quality of proposal and extent to which proposed project will be guided by good heritage/conservation practice
- Benefit to local heritage and intended target group or area
- Use of innovative or imaginative approaches
- Capacity of applicants to carry out the proposed project
- Value for money and sustainability
- Level of local community engagement and participation in Heritage Week
- Alignment with *County Heritage Plan* and *County Mayo Biodiversity Action Plan*

### **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.
- **Covid-19** - 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/> Applicants must agree to conform to all relevant HSE Covid-19 guidelines and protocols under the Declarations section of the online application form.
- All work should be carried out in accordance with the principles of good heritage practice (please see below).
- Please note the amount of grant funding is generally up to a maximum of €1,500.
- Successful groups will receive a **Letter of Offer** and **Grant Agreement**.
- The successful group must fully complete and return the **Signed Grant Agreement** with Mayo County Council, which will constitute a contract with the Council.

- Groups should hold appropriate Insurance cover for the works being undertaken or ensure appropriate cover for the person(s) undertaking the works.
- Please note that where a group is in receipt of a payment or payments from Mayo County Council which equate to €10,000 or more in a calendar year a valid tax reference number and tax clearance access number will be required to process the grant payment.
- If your project involves children (or Heritage Week 2023 event as listed therein), you will comply with Children First: National Guidelines for the Protection and Welfare of Children 1999, and 2017 see <https://www.tusla.ie/services/childprotection-welfare/>
- On completion of the project, recipients must provide a **full project report** (including details of all associated expenditure) on or before **Monday, 13th October 2025 at 5pm** unless agreed by the Heritage Officer.
- **Double funding from other Mayo County Council sources for the same project is not allowed** (i.e. from Arts Grants, Amenity Grants, and Community Grants, etc.).

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/organisation 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 Mayo.
- **Heritage Week 2025** will take place from **16th to 24th August**. To be of benefit to the wider community, grant recipients must register an event for National Heritage Week. Social media must be used to promote events where the public are invited in to learn about the project and if possible, take part. For further details please see [www.heritageweek.ie](http://www.heritageweek.ie)
  - Groups implementing projects involving persons aged under 18 years of age will be required to have a child safety code of practice in place.
  - Explicit recognition **must** be given to Mayo County Council in any promotional material associated with the Project – a copy of documentation depicting recognition must be submitted with the final project report.

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

Mayo County Council's Community Heritage Grant Scheme 2025 is designed to involve communities in heritage and to support community-based heritage activity in County Mayo. 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 Mayo. 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://www.mayo.ie/en-ie/your-council/services/architecture/architectural-conservation/records-of-protected-structures>.

Any community group considering applying for funding for protected structures should seek advice from Mayo County Council's Conservation Officer. Any works involving built heritage must adhere to best conservation practice guidelines as issued by the Department of Housing, Local Government and Heritage and the Heritage Council. Projects must also take cognisance of legislation governing architectural heritage. Please see [www.chg.gov.ie/heritage/built-heritage/architectural-heritage-advisory-service/](http://www.chg.gov.ie/heritage/built-heritage/architectural-heritage-advisory-service/) 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 Department of Housing, Local Government and Heritage (DHLGG). 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 Mayo 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 Mayo 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 Culture, Heritage and the Gaeltacht (DCHG) and/or the National Museum of Ireland. Proof of approval should be submitted with the application. Any archaeological 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 a 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 or the Planning Authority will be required. Any biodiversity data collected, both native and invasive, should be submitted to the National Biodiversity Data Centre <http://www.biodiversityireland.ie/> and Mayo County Council Biodiversity Officer. Please ensure that data collected conforms to national standards.