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**Community Heritage Grant Scheme 2024**

***Please read guidelines before completion. Additional information may be included on separate sheets:***

***Closing date Friday 10th May 2024 at 5pm***

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| **Part A – Applicant** | |
| Name of Group/Organisation |  |
| Contact Person |  |
| Address for correspondence |  |
| Phone No |  |
| Email |  |
| Website |  |
| Social Media (Facebook/Twitter) |  |
| Insurance company and policy ref. no. |  |
| Is your group/organisation affiliated to Mayo Public Participation Network | Yes No  *(If not, please request affiliation form from* [*community@mayococo.ie*](mailto:community@mayococo.ie)*)* |

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| **Part B – Applicant Details** | | |
| When was your group formed? |  | |
| What are the aims and objectives of your group? |  | |
| Do you want to join Heritage Office mailing list? (*Please tick X in the box)The personal information (data) which you have submitted above for the Mailing List, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of disseminating Heritage & Conservation information and any data collected is subject to Mayo County Council’s privacy statement which can be found at* [*http://www.mayo.ie/privacy*](http://www.mayo.ie/privacy%20%20%20%20%20ath.ie/Privy/) | Yes No | |
| **Part C – Project** | | |
| **Title of the project** |  | |
| **Project Description**  Please give a description of the proposed project  (Please tell us what you want to do in max 500 words and please include photographs (if relevant) |  | |
| **Location of the project**  (Please include location map at appropriate scale) |  | |
| **Which category best describes your project**  (*Please tick X in the box)* | Heritage Research  Heritage Management  Heritage Education, Community  and Outreach | |
| **What are the aims of your project?** *What do you intend to achieve?* |  | |
| **Who will be involved in the project?** |  | |
| **What is the public benefit of your project for the community in your area?** |  | |
| **When will the project start and end?** |  | |
| **This project must be completed by 14th October 2024. What are the major steps within your project? When do you expect to carry out each of them?** | Time/frame/Period | Major Steps and Deliverables |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| **How many people will the project reach? How do you intend to inform and engage the public about the project?** |  | |
| **Heritage Week 2024**  **Heritage Week 2024** will take place from **17th to 25th August.**  Grant recipients are required to showcase their project during Heritage Week. For further details and to register your event please see [www.heritageweek.ie](http://www.heritageweek.ie) | *Please give us details of how you propose to showcase your project during Heritage Week 2024* | |

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| **Part D – Ownership of any land, building, object on which you will be working** | |
| Project site address (where relevant) |  |
| Does your organisation rent the site? | Yes No |
| Does your organisation own the site? | Yes No |
| If No, give details of the owner of the site |  |
| Has the owner of the land, building, collection etc., given permission for the project?  *If yes, please include copy of same* | Yes No |

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| **Part E – Consents (if applicable)** | |
| **Does your project involve work:** | |
| within an cSAC, SPA, NHA or pNHA? | Yes No |
| ….to a protected structure? Or within an Architectural Conservation Area (ACA) (*please refer to Mayo County Development Plan on* [*www.mayo.ie*](http://www.mayo.ie) *if you are unsure)* | Yes No |
| ….to a recorded monument? (*please refer to* [*www.archaeology.ie*](http://www.archaeology.ie) *if you are unsure)* | Yes No |
| **Does your project require any of the following?** | |
| Planning Permission | Yes No Making  application |
| If yes, please state Planning Reference No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Planning permission or declaration for works to protected structures | Yes No Making  application |
| Fire Safety Certificate | Yes No Making  application |
| Road Closure Order | Yes No Making  application |
| Event Licence (more than 5,000 persons) | Yes No Making  application |
| Consent from the National Monuments Service or National Museum of Ireland (as appropriate) for work on archaeological sites, objects or wrecks | Yes No Making  application |
| A licence for work on a foreshore for which an application is required from the Foreshore Unit of the Department of Housing, Planning, Community and Local Government | Yes No Making  application |
| Written permission for access to private property, museum collections, archives or lands | Yes No |
| Consent from National Parks and Wildlife Service for work on sites designated for nature conservation (i.e. Special Areas of Conservation, Special Protection Areas and Natural Heritage Areas) | Yes No Making  application |
| Letters of support from organisations or individuals whose involvement of help is vital for your project’s success | Yes No |
| Other approvals, permissions, licenses or consents | Yes No |
| **Please Note:**  *If the project involves activities in and around a National Monument, a site on the Record of Monuments and Places (RMP), a Special Protection Area (SPA), a candidate Special A*rea of *Conservation (SAC), a Natural Heritage Area (NHA) or if it requires alteration or export of an archaeological or heritage object, legal permission to carry out such works must be granted by the relevant agencies. It is the responsibility of the applicant to be aware of the current heritage legislation and to obtain such consents. Mayo County Council cannot accept responsibility for actions arising from failure to provide correct information. Details on the locations of heritage sites and relevant data can be obtained from the Mayo County Council website* [*www.mayo.ie*](http://www.mayo.ie) *and the Department of Housing, Local Government and Heritage websites* [*www.archaeology.ie*](http://www.archaeology.ie) *and* [*www.npws.ie*](http://www.npws.ie) *and* [*www.heritagemaps.ie*](http://www.heritagemaps.ie) | |

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| **Part F – Criteria** | |
| Each project must benefit an element of heritage as listed in the Heritage Act, 1995 or local history/genealogy/folklore/folklife. Please indicate which element your project benefits. (Please tick all that apply) | |
| Monument | Archaeological Object |
| Heritage Object | Flora, Fauna, Wildlife habitats |
| Landscape | Architectural Heritage |
| Inland Waterways | Geology |
| Seascapes | Wrecks |
| Heritage Gardens and Parks | Local History/Genealogy/Folklore/Folklife |

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| **Part G – Budget for the project** | |
|  | **Amount €:** |
| **How much will the total project cost?** |  |
| **How much are you seeking from the Community Heritage Grant Scheme?[[1]](#footnote-1)** |  |
| **Other sources of funding for this project:** |  |
| Own Resources |  |
| Fundraising |  |
| Borrowing |  |
| Sponsorship/Donations/Fees |  |
| Other grant schemes (please state which one) |  |
| Other |  |
| **Please Note:**   * ***No double funding for projects from Mayo County Council is allowed*** | |
| **Please provide a breakdown of proposed costs associated with the project** | |
| **Item** | **Cost** |
|  |  |
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|  |  |
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|  |  |
| **Total Project Cost (€)** | |

* Please include a quotation(s) with your application
* Please note receipts are required at the end of project to draw down the grant

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| **Part H – Competent Advice** | |
| **Applicants must identify a competent person with knowledge, skills and expertise in a relevant field of heritage who will supervise the project. Give details of their qualifications** | |
| Name |  |
| Address |  |
| Qualifications |  |

#### Disclaimer

Mayo County Council shall not be liable in respect of any loss, damage or costs of any nature arising directly or indirectly from this application or the subject matter of the application. Mayo County Council, its servants or agents shall not at any time in any circumstances be held responsible or liable in relation to any matter whatsoever arising in connection with the development, planning, construction, operation, management and/or administration of individual projects.

I have read and understood the information and criteria applicable to this grant scheme and by signing below, I declare that:

* I am authorised to sign this application on behalf of the Applicant
* The information in this application and all information given in any documentation submitted in support of this application is truthful and accurate
* I understand that, if any of the information is deliberately or unintentionally misleading, the Council will reject the application

#### Signed on behalf of the applicant organisation:

|  |  |
| --- | --- |
| Name (CAPITALS) |  |
| Signature |  |
| Position in group |  |
| Date |  |

Please return completed application form to

Heritage Office, Mayo County Council, Aras an Chontae Castlebar, Co. Mayo, or by email to [heritage@mayococo.ie](mailto:heritage@mayococo.ie) on or before:

**Friday 10th May 2024 at 5pm**

**Late applications will not be considered**

**“The personal information (data) which you have submitted on your application for the Community Heritage Grant Scheme 2024, including any attachments, (which may include the collection of sensitive personal data) is collected for the purpose of processing the application and any data collected is subject to Mayo County Council’s privacy statement which can be found at** [http://www.mayo.ie/privacy](http://www.mayo.ie/privacy/)”

1. **Please note the maximum amount of grant funding towards the cost of a project is 75% of the overall project costs generally up to a maximum of €1,500** [↑](#footnote-ref-1)