



Department for
Communities

An Roinn
Pobal

Department for
Communities

www.communities-ni.gov.uk

Historic Environment Fund

District Council

Heritage Development Support

May 2022



Front cover, work to clean gutters organised by DCSDC as part of a Maintenance Matters programme.

Photo by Ronan O'Donnell

Historic Environment Division's Aim

To help communities to enjoy and realise the value of our historic environment.

Historic Environment Fund

The Historic Environment Fund has been set up by the Department to stimulate action across the historic environment in support of this aim. It is divided into four streams: Heritage Repair; Heritage Research; Heritage Regeneration; and Heritage Revival.

Heritage Revival

This year support is being provided to support district councils to develop built heritage activity in their areas.

What do we Fund?

Investment in heritage has been shown to deliver significant benefits to our society, environment and economy¹.

Wider understanding, better management, and better use of heritage assets, can ensure that the significant potential they hold for our community is fully realised.

¹ See 'Heritage Statistics' at www.niheritagedelivers.org for a detailed discussion of benefits.

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The Historic Environment Fund Heritage Development Support

The Scheme

- 1 A fund up to a maximum of £10k per district to support district councils to carry out heritage development activity.
- 2 Development work can include the following:
 - a. Work to research and improve community knowledge of heritage assets.
 - b. Work to encourage the maintenance of historic buildings and monuments.
 - c. Work to encourage the best practice management of heritage assets.
 - d. Work to tackle heritage at risk including urgent interventions.
 - e. Work to develop and encourage heritage led regeneration projects.
 - f. Work to encourage the sustainable reuse of heritage assets.
 - g. Work to increase participation and engagement with the historic environment in the Council area.
- 3 Only work completed by 31 March 2023 will be supported.
- 4 Proposals to support third parties to undertake development activity via a small grant scheme can be considered.
- 5 We hope to be able to support most applications but, in the event of oversubscription, applications will be assessed relative to their ability to deliver against the five main HEF criteria:
 - a. Conservation and enhancement of the historic environment (20%)**
 - b. Economic impact - contribution to tourism and to supporting communities (20%)**
 - c. Economic impact - supporting the construction and associated industries (20%)**
 - d. Social benefits – creating broader and deeper understanding of our heritage (20%)**
 - e. Social benefits – enhancing public engagement with the historic environment (20%)**
- 6 All awards will be published on the HED website and social media.

Eligibility

Examples of the work we have in mind are the following:

- Survey work to research local heritage asset types, or to conduct an audit² of heritage features and resources, the conclusions of which will be shared with the community via a seminar or publication.
- Support for the development of talks and publications on local heritage.
- Community archaeology investigations to stimulate public interest and add to knowledge.
- Practical demonstrations, a seminar or the development of media material to encourage the maintenance of heritage assets.
- Survey work on heritage at risk and vacancy and the development of a strategy to address this.
- Support to develop a small grant scheme to encourage owners to carry out holding repairs to heritage at risk.
- Work with communities to tackle issues faced by historic churches such as overgrowth by vegetation.
- Support for minimal holding works following the service of an Urgent Works Notice.
- Seminars and talks to highlight best practice in heritage management including the use of conservation plans.
- Heritage Skills initiatives.
- Seminars to consider the mitigation of risks from climate change to heritage or how to develop their tourism potential.

- Wellbeing and heritage initiatives such as developing content for social prescribing.
- Support for events and media that improve public awareness and celebration of heritage assets.

We can also offer assistance with some associated professional fees within the totals stated.

Work we will not fund in this programme:

- Capital repair work to heritage assets³

In return for support, the Department will require the following:

- The name and logo of DfC on project-related publications
- Public acknowledgment of the support, eg website, local media.
- You provide the Department with an article (including pictures if possible) suitable for the DfC website and social media (Applicants will be responsible for ensuring that all images sent to the Department have been passed for safeguarding and child protection considerations).

Value for money

We will expect you to demonstrate that your proposal can be considered value for money. This could be through evidence of at least three quotations for commissioned work, evidence of match funding for the Departmental investment made, or other evidence that demonstrates that the cost of the investment can be justified as reasonable.

² A template for this type of work can be found at: www.niheritagedelivers/news/heritage-asset-audits

³ Vegetation removal, and holding works such as provision of tarpaulins or window boarding are not regarded as capital repair works and are eligible for support.

Application Form and Process

Please use the form provided for applications under this funding route.

To apply for support, please fill out the relevant sections and refer to the guidance notes.

In advance of the issue of any letter of offer you should note that the following process is envisaged:

Stage 1

Applications must be received by the closing date of 5.00pm on 20 June 2022.

Stage 2

We will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid July.

Stage 3

Successful applicants will be notified and will subsequently agree the proposal with us.

Stage 4

Subject to compliance with the terms of the fund, and available budget, the Department will then issue a letter of offer based upon its consideration of the application.

Making your application

Contact us at the Historic Environment Fund team by emailing:

historicEnvironmentFund@communities-ni.gov.uk

to request Repair Stream application forms.

Alternatively call us on **028 9081 9234** to request application forms.

Completed application forms and accompanying information detailed on the application forms and checklist should be returned to us at:

Historic Environment Division

NINE Lanyon Place
Town Parks
Belfast
BT1 3LP



**Historic Environment Fund,
District Council Heritage Development Support**

Application Form

Applications must be received by 5.00pm on 20 June 2022

FOR INTERNAL USE

Date Received

Council Area

PLEASE COMPLETE ALL SECTIONS – INCOMPLETE APPLICATIONS WILL NOT BE VALIDATED AND WILL BE REJECTED.

SECTION 1 – APPLICANT'S INFORMATION

1. Applicant's Name

Organisation

Applicant's address

Post Code

Telephone

Email

2. Name and address of person

to whom all correspondence should be sent
(if different from above).

Post Code

Telephone

Email

SECTION 2 – DETAILS OF YOUR PROJECT

3. Project Title

(More than one project can be proposed to the cap of £10k. The combined impact will be scored)

4. Project Summary (150 words):

**5. What is the overall goal of your project?
How will your project help to achieve it?**

6. What evidence have you collected to demonstrate the need for your project?

7. Who will benefit from the project and how?

8. Criteria for assessment of HEF

Please explain how your project meets the criteria of the HEF.

The information you provide here will be important in determining which applications are funded.

1. Conservation and enhancement of the historic environment

2. Economic impact – contribution to tourism and to supporting communities

**3. Economic impact –
supporting the construction
and associated industries**

**4. Social benefits –
creating broader and deeper
understanding of our heritage**

**5. Social benefits –
enhancing public engagement
with the historic environment**

OTHER CONSIDERATIONS

9. Future Development.

Do you intend to maintain your project in the longer term and if so how?

10. Previous Funding.

YES

NO

Has the project been the subject of funding from HED or any other funding distributor in the last three years (including NLHF/ NIHE/ Challenge Fund)?

(If 'yes' please give details including organisation, date of application, amount awarded)

11. Does your project require permission from DfC or a third party? If so, for what and by whom? Has permission been obtained?

(Note: all permissions must normally be granted before a project begins)

12. Media. The Department requires all applicants who avail of our funding to consider ways of providing enhanced public access to, and increasing public awareness of, the historic environment as a result of their project.

Please indicate how your project could contribute to this aim.

14. Please detail **ALL funding that you have applied (or intend to apply)** for in respect **of this project** including time limits for expenditure [if any]:

15. What contribution are you making to your project?	
Funding	
Volunteer Time (Days)	
Other	

SECTION 4 – Department for Communities Privacy Notice and Declaration

Privacy Notice

How we collect and use information about you.

The Department for Communities (DfC) takes care to ensure that any personal information supplied to it complies with the requirements of the Data Protection Act 1998. When we collect information about you we may use it for any of our purposes including:

- Supporting you in your search for future employment;
- Administration of benefits;
- Occupational health and welfare;
- Prevention and detection of fraud or maladministration;
- Compilation of statistics; and
- Disclosure to other organisations when legislatively required to do so.

We may also check information we collect about you with other information we hold as well as information provided by other organisations. We may also get information about you from other organisations for any of our purposes if the law allows us to do so.

We may share your personal information with other organisations to protect public funds; detect and prevent fraud; and to check its accuracy. Data will only be shared where the law allows us to and where data sharing agreements exist. Organisations that we may share your data with include:

- Other NI and UK government departments;
- Councils and other public sector organisations;
- Private-sector organisations such as banks and third party private-sector debt collection agencies; and
- Employers via Direct Earnings Attachments.

You have a right under the Data Protection Act 1998 to see a copy of the information we hold about you.

To find out more about how we use information, visit our website:

www.communities-ni.gov.uk/publications/dfc-information-charter

or contact any of our offices.

Declaration

Your completed application form must be signed by, an authorised member of the Council who must sign and give his/ her job title.

Please note - the Department will take all opportunity to identify and pursue all fraudulent claims and if you make a false statement or knowingly or recklessly make a false claim for grant, you may be liable to prosecution.

I/ we hereby apply for support from the Historic Environment Fund Revival Stream. I/ we have read and accepted the guidance notes of the Stream and agree to be bound by them. To the best of my/ our knowledge the information given in this application is truthful and accurate. No information has been knowingly withheld. I/we confirm that the works can be completed by 31 March 2022.

Signature of applicant:

Print Name:

Date:

Assessment Form (Internal Use)

	Yes	No
Received by closing date?		
All sections completed?		
Cost information provided?		

Shortlisting criteria:

HEF CRITERIA	JUSTIFICATION	SCORE
Conservation and enhancement of the historic environment		
Economic impact - contribution to tourism and to supporting communities		
Economic impact - supporting the construction and associated industries		
Social benefits – creating broader and deeper understanding of our heritage		
Social benefits – enhancing public engagement with the historic environment		
TOTAL		

THE FOLLOWING PAGES GIVE ADVICE ON HOW TO COMPLETE THE APPLICATION FORM

Guidance Notes

Section 1 – Applicant’s details

Q1 Details of Applicant. Applicants must be named representatives of organisations who have a legal responsibility for committing the organisation to the project.

Q2 Applicant’s Address. Please provide the head office address, including postcode, along with a contact telephone number and e-mail address.

Section 2 – Details of the project for which funding is being sought

Q3 Project Title. Please provide a title for your proposal.

Q4. Project Summary. Please provide a summary of your project in 150 words. Explain why you think this project is necessary.

Q5. Overall Goal. Set out here how you propose to work to achieve the aim of the funding route you are applying for.

Q6. What Evidence. Have you evidence to support the effectiveness of the route you have proposed? Please outline this here and attach supporting information if necessary.

Q7. Who will benefit and how? Please clarify who you see as the principal beneficiaries of this approach.

Q8 Criteria of the Historic Environment Fund.

Assessment of applications is a competitive process that also takes account of any wider benefits that the project may provide. Please detail and itemise any outcomes which will be delivered through the delivery of the works and the longer term benefits which may be accrued through the scheme. **(This is a critical element of your application form, as the information you provide will determine how we rank the applications received).**

Q9. Future Development. If you intend to develop this project into the future, please provide details.

Q10. Details of previous funding applications to the Department and other funding distributors. You should tell us about any support for similar works over the last three years.

Q11. Does your project require permission from DfC or a third party? If so, for what and by whom? Has permission been obtained? Works which alter the character of a listed building or any works to a scheduled monument will require statutory consent (LBC from a district council and SMC from the Department for Communities). Archaeological digs require a licence from DfC.

Q12 Media. The Department requires all applicants who avail of our funding to consider ways of providing enhanced public access to, and increasing public awareness of, the historic environment as a result of their project. One way is to take part in heritage events such as the annual European Heritage Open Days, a Europe wide event held annually in September. Details of this event can be found on the following website at the link:

<http://www.discovernorthernireland.com/loveheritageni/EHOD.aspx>.

It will be a condition that additional publicity including description of proposals, photographs and information including financial award[s] will be available for web dissemination, social media and printed publication.

Section 3 – Project Costs

Q13. Project Costs. The Estimated Cost of Works details must be completed and submitted along with the application form.

Applications without this information provided will be regarded as incomplete and rejected.

Q14. Details of other sources of funding – Have you applied, or do you intend to apply, to any other organisation(s) for funding towards the works proposed in this application? This includes other funders and organisations such as other Government Departments / Agencies, Northern Ireland Housing Executive, National Lottery Heritage Fund, Listed Places of Worship Grant Scheme. Gain share/claw back conditions are now added to DfC letters of offer, depending upon the level and nature of the funding assistance. These will be assessed on a case by case basis, with appropriate conditions included in the letter of offer.

Thank you for applying to the
Historic Environment Fund





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Commonities

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**INVESTORS
IN PEOPLE**

To help communities to enjoy and realise
the value of the historic environment.

Historic Environment Division

NINE Lanyon Place

Town Parks

Belfast

BT1 3LP

Tel: **028 9081 9278**

Email: **historicenvironmentfund@communities-ni.gov.uk**

Web: **www.communities-ni.gov.uk/topics/historic-environment**