Department for
Communities

An Roinn
Pobal

Depairtment fur
Commonities

www.communities-ni.gov.uk

Historic Environment Fund

Research and Revival Streams
Scheme Guidance

June 2024

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.

What do we Fund?

Investment in heritage has been shown to deliver significant benefits to our society, environment and economy[1].

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

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

Contents

Support for Heritage Research

1. Heritage Research Fund.

Support to stimulate heritage research work in Northern Ireland by funding initiatives that aim to carry out and/or share the results of research into the historic environment.

Under Section 225 (2) of the Planning Act (NI) 2011, the Department for Communities can 'make grants to any body of persons (not being a body carried on for profit) which appears to the Department to have among its principal objectives furthering the preservation, conservation and regeneration of historic buildings'. Under Article 26 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995: 'The Department may - (a)provide advice and disseminate knowledge about historic monuments and the protection and enhancement of historic monuments; and (b)provide, or assist in the provision of, publicity, mapping and information services relating to historic monuments.'

For research into historic buildings, therefore, applications can be considered from District Councils, voluntary groups, University departments, other third level research teams, and training bodies that comply with the above legislative requirements.For research into historic monuments or archaeological objects, applications can, in addition, be considered from private companies or partnerships.

Research that can be supported under this stream can cover a wide range of activity. However, **Limited funds** have been allocated to this route and because of this we envisage that most awards offered will not exceed £10,000. Applications will be considered relative to their impact upon the main HEF criteria. Projects that can demonstrate match funding or greater are likely to be able to deliver better impact and this will be taken into account in the assessment. Consideration will also be given to the methodology and deliverability of the project.

Heritage Research Fund Criteria:

1. **Conservation and enhancement of the historic environment. (15%)**

2. **Economic impact - influence or impact upon future economic activity. For example, net zero, tourism, craft skills, specialist research to augment archaeological or architectural knowledge now or in the future. (10%)**

3. **Social benefits – creating broader and deeper understanding of our heritage. (40%)**

4. **Social benefits – enhancing public engagement with the historic environment, now and/or in the future. (10%)**

5. **Methodology and Deliverability. (25%)**

Projects that score less than 50% will not be considered for support. Applications must be submitted by the closing date. Late applications cannot be considered. Following the closing date, applications will be assessed and scored according to the weighted criteria. Funding will be awarded to those applications receiving the highest scores until the available budget is fully allocated.

Since June 2016 the Historic Environment Division has embarked upon a structured engagement with key stakeholders which has, among other things, identified priorities for research work. This has isolated: work to establish the economic value of heritage; the impact and mitigation of climate change; strategic archaeological research and heritage skills as key areas of interest. **Applications for projects in these areas are encouraged**.

In return for support the Department will require the following:

- The name and logo of DfC on project-related publications **Branding Guidelines for the Department for Communities | Department for Communities (communities-ni.gov.uk)**
- Public acknowledgment of the support, e.g. website.
- You provide the Department with an article (including pictures if possible) suitable for the DfC website and social media.

Application Form

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

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

Work funded by the Department must be complete by 28th March 2025.

Support for Heritage Revival

Enhancing public awareness of heritage value:

Support aimed at stimulating heritage projects that aim to increase public awareness of the heritage value of historic buildings and monuments in Northern Ireland. Such information can be communicated through a range of arts and media including conferences, seminars, awards and publications.

Heritage value may be understood as the intrinsic architectural, archaeological or historic value of buildings, monuments, and places, or it may be the economic, environmental and social value provided by such assets. Applications which seek to highlight overlooked aspects of heritage are particularly encouraged.

Under Section 225 (2) of the Planning Act (NI) 2011, the Department for Communities can 'make grants to any body of persons (not being a body carried on for profit) which appears to the Department to have among its principal objectives furthering the preservation, conservation and regeneration of historic buildings'. Under Article 26 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995: 'The Department may - (a)provide advice and disseminate knowledge about historic monuments and the protection and enhancement of historic monuments; and (b)provide, or assist in the provision of, publicity, mapping and information services relating to historic monuments.'

Applications can be considered from District Councils, voluntary groups, University departments, other third level teams, and training bodies that comply with the above legislative requirements.

Projects that can be supported under this stream can cover a wide range of activity. However, **Limited funds** been allocated to this route and because of this we envisage that most awards offered will not exceed £10,000. Applications will be considered and ranked relative to their impact upon the main HEF criteria. Consideration will also be given to the methodology and deliverability of the project.

Revival Fund Criteria:

1. **Conservation and enhancement of the historic environment. (15%)**

2. **Economic impact - influence or impact upon future economic activity. For example, net zero, tourism, craft skills and/or supporting communities. (10%)**

3. **Social benefits – creating broader and deeper understanding of our heritage. (10%)**

4. **Social benefits – enhancing public engagement with the historic environment, now and/or in the future. (40%)**

5. **Methodology and Deliverability. (25%)**

Projects that score less than 50% will not be considered for support. Applications must be submitted by the closing date. Late applications cannot be considered. Following the closing date, applications will be assessed and scored according to the weighted criteria. Funding will be awarded to those applications receiving the highest scores until the available budget is fully allocated.

In return for support the Department will require the following:

- The name and logo of DfC on project-related publications.
  Branding Guidelines for the Department for Communities | Department for Communities (communities-ni.gov.uk)

- Public acknowledgment of the support, e.g. website.

- You provide the Department with an article (including pictures if possible) suitable for the DfC website and social media.

Application Form

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

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

Work funded by the Department must be complete by 28th March 2025.

Historic Environment Fund, Research and Revival Streams

Application Form

Please indicate which Stream you are applying to for support

Research Stream

Revival Stream

All applications must be submitted by 5.00pm on Friday 6th September 2024.

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

SECTION 1 – APPLICANT'S INFORMATION

1. Applicant's Name

Please refer to guidance notes for details of who is eligible to apply for this funding.

Organisation
Registered Charity no [If applicable]

2. Applicant's address

Post Code

Telephone

Email

SECTION 2 – DETAILS OF YOUR PROJECT

3. Project Title

4. Project summary (max 350 words) to include:

- **the overall goal of the project**
- **who will benefit from the project**
- **how the project will to achieve goal and reach**
- **a short summary of the evidence which demonstrates the need for your project.**

5. Criteria for assessment of HEF

Please explain how your project meets the criteria of the HEF by filling out sections A - E below. These will be scored, therefore the information you provide here will be important in determining which applications are funded.

A) Demonstrate how this project will contribute to the conservation and enhancement of the historic environment.

**B) Economic Impact –
demonstrate how this research project can influence or impact upon future economic activity. For example, net zero, tourism, craft skills, specialist research to augment archaeological or architectural knowledge and/or supporting communities now or in the future.**

C) Social benefits –
describe how this project will
create broader and deeper
understanding of our heritage.

D) Social benefits –
describe how this project will
enhance public engagement
with the historic environment,
now and/or in the future.

E) Please provide your proposed methodology for delivering this project to deliver the stated objectives. This should include a realistic, programme for delivery with identified dates and milestones, to be completed by 28th March 2025.

OTHER CONSIDERATIONS

6. Previous Funding.

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)

YES   NO

7. 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)

SECTION 3 PROJECT COSTS

What is your overall project budget?

How much are you requesting from the HEF?

8. Please detail your project costs below

Item	Total cost	Amount requested from the HEF
Overall project Cost		
Overall amount requested from the HEF		
Likely profile of spend over the period of the project		

YES   NO

9. Are you applying as a private individual?

If not please give your status, details of the organisation and proof that the project is within the remit of the organisation:

10. If you are not applying on your own behalf, please **confirm that you have authority** to accept the funding offered subject to conditions, and can repay the monies if required, on behalf of the organisation.

11. 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]:

12. 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 information the Department for Communities (DfC) collects from and about you depends mainly on the reason for your business with us.

We will use information about you for all of the Department's purposes, which include:

- The payment of social security benefits, grant loans and pensions;

- Developing policy and delivering programmes in areas such as housing, employment, historic environment, public records and uniting communities

- Processing grants for funding

- To provide you with information about our services

- To comply with our obligations to you

DfC uses information to deal with enquiries and complaints, to provide DfC services, to protect public funds, and to conduct research and produce statistics to monitor and improve our services.

We will obtain information about you as the law allows from other organisations to check the information you give to us, protect public funds, and to improve our services.
DfC also shares information with other organisations as the law allows, for example to protect against crime, and with HM Revenue and Customs.

DfC uses external suppliers to help deliver some services. We also use technology to make decisions and improve our services. We will only ask you for information about your health when this is needed for a benefit or service you are using. We will keep your information secure, and make sure nobody has access to it who shouldn't.

Please look at the DfC Privacy Notice on **www.communities-ni.gov.uk/dfc-privacy-notice** to find out more about:

- your information rights;

- how to request a copy of your information;

- DfC's data controller details and other data protection information;

- how long DfC will keep your data for; and

- more detail about how DfC uses personal information.

We would also like to include your details in our new stakeholder database to keep you informed about our Owners Forum, or the publication of relevant guidance. If you - are content that we use your information for this purpose please indicate your consent by ticking the box below. You can withdraw your consent at any time in the future or unsubscribe from communications.

Yes, I would like to receive updates from the Historic Environment Division

    YES

Declaration

Your completed application form must be signed by the applicant named in Q1 and where applicable all parties with a legal interest in the property [e.g. co-owners]. If the applicant is an organisation, an authorised member of the organisation 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.

Please note that the Department will also publish lists of properties which have been provided with funding through the Historic Environment Fund, and enter details on relevant databases such as the Government Funding Database.

I/ we hereby apply for support from the Historic Environment Fund Revival / Research 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.

Signature of applicant:

Print Name:

Date:

Assessment Form (Internal Use)

	Yes	No
Received by closing date?		
All sections completed?		
Cost information provided?		
Is this one of the identified priorities for research / revival applications? These include: work to establish the economic value of heritage; the impact and mitigation of climate change; strategic archaeological research and heritage skills as key areas of interest.		

Guidance Notes

This section provides further information on various criteria and processes. The following section provides further guidance on completing the application form.

This application form and guidance notes can be downloaded from our website at **www.communities-ni.gov.uk/topics/ historic-environment support**

How we will process your application

Stage 1. Receipt of Applications. On receipt of a completed application form together with supporting information, we will acknowledge your application. We will normally expect to do this within 5 working days. Please note that incomplete applications will be rejected and will be returned to you at stage 2.

Stage 2. Assessment. The Division will consider all applications relative to the HEF criteria and identify which projects will be supported this year. Applications must be submitted by the closing date. Late applications cannot be considered. Following the closing date, applications will be assessed and scored according to the weighted criteria. Funding will be awarded to those applications receiving the highest scores until the available budget is fully allocated.

Stage 3. Agreement of Proposals. Successful applicants will be notified and a member of our staff will arrange to meet with you to discuss the proposed scheme. The detail of the proposal including a programme of work with clear measurable outputs will be agreed in advance of the drawing up of a letter of offer.

If we approve your scheme for HEF funding. For successful applications, we will issue an offer letter detailing the amount of funding available. This will also set out the conditions which will apply to the offer. You will be required to formally accept any offer before your application is progressed further. **You must not start work until you have received written approval to do so from the Department.**

Monitoring of Works and Payment
We will agree regular review dates with you to ensure that work is being carried out to programme.

Note on the allocation of Scores

Assessment panels will consider the information provided on the application form relative to the published criteria. Scores will be allocated following the following weighting mechanism:

SCORE	MEANING
0 Zero	• No evidence that the project is consistent with the criteria
1 Very Poor	• Evidence is insufficient to meet the minimum criteria
2 Poor	• Meeting certain aspects to a minimum extent but fails in others • Little evidence of ability to meet or deliver to the strategic criteria of the scheme
3 Satisfactory	• Meeting the majority but not all aspects of the scheme • Adequate evidence of ability to meet or deliver to the strategic criteria of the scheme
4 Good	• Meeting all aspects of the criteria • Comprehensive clear proposal demonstrating a good understanding of the strategic criteria • Clear evidence of ability to meet or deliver the strategic criteria
5 Very Good	• Materially exceeding the strategic context, through a creative or innovative response or • Where additional 'added value' areas have been identified • Clear evidence of ability to exceed the strategic criteria.

This score between 1 and 5 will then be converted into a percentage. The final weighted mark will be the percentage value of the marks available. For example a score of 4 is 80%. In some routes criterion 1 has 40 available points, this equates to 32 i.e. 80% of 40

Thank you for applying to the Historic Environment Fund

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INVESTORS IN PEOPLE

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

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