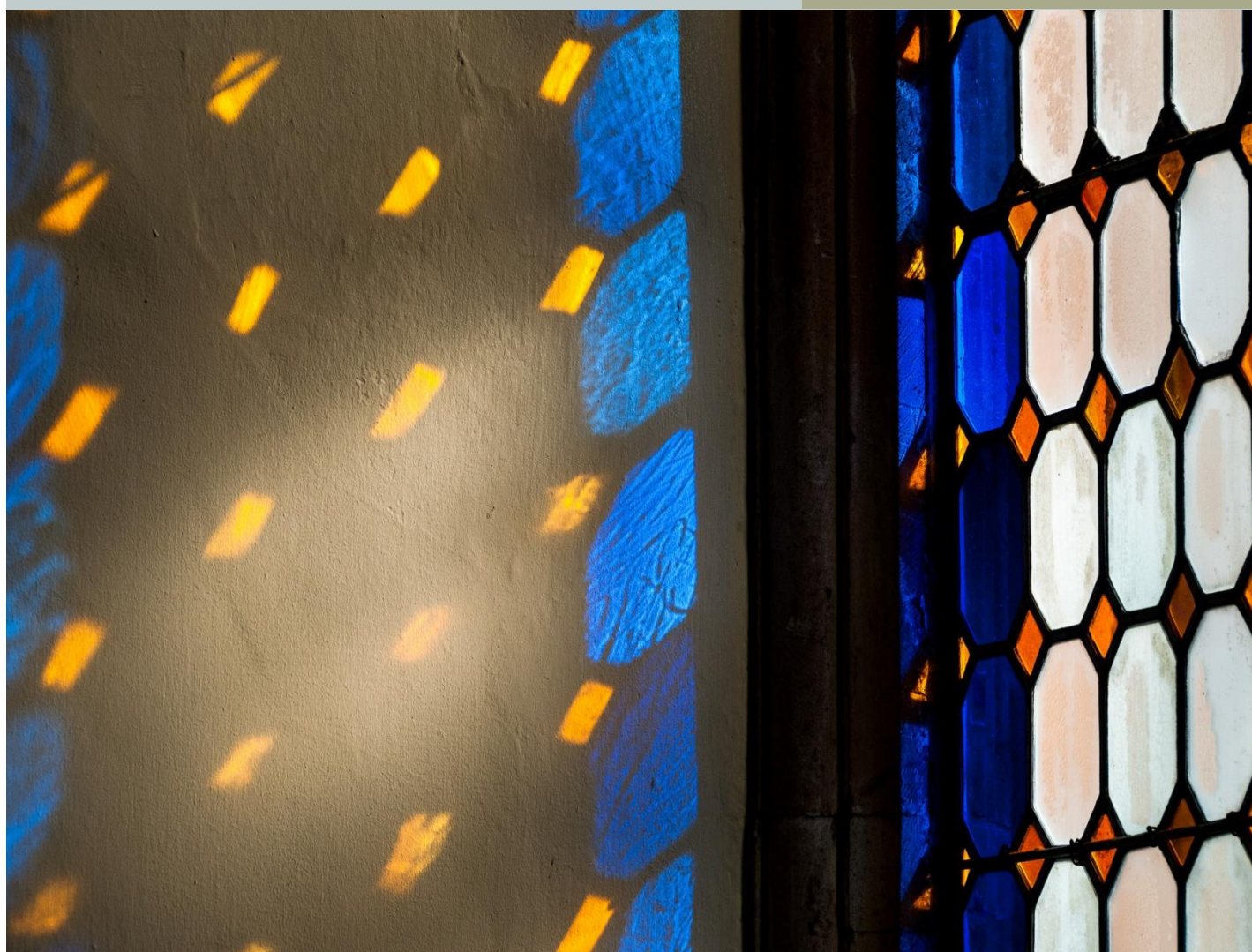


# Historic Environment Fund REVIVAL STREAM

Application forms and guidance: **September 2016**

Historic Environment Division



Department for  
**Communities**  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

## HISTORIC ENVIRONMENT DIVISION'S AIM

*To support and sustain vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.*

## HISTORIC ENVIRONMENT FUND

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

## HERITAGE REVIVAL

This document sets out how you can obtain funding for a project from the Heritage Revival Stream. This part of the Fund is focused upon promoting the social value of our historic environment and the innate contribution this can make to wellbeing and sustainable employment.

## WHAT DO WE FUND?

We have limited funds available this year and, following consideration of the relevant issues and the results of a public consultation, the following routes are open for applications:

HISTORIC ENVIRONMENT COMMUNITY ARCHAEOLOGY SUPPORT  
DISTRICT COUNCIL MAINTENANCE WEEK CATALYST  
HISTORIC ENVIRONMENT SCHOOLS TRANSPORT  
HISTORIC ENVIRONMENT AWARDS

Other routes to funding may be available in future years.

## WHY DO WE FUND IT?

The Historic Environment is a shared resource which can help to revive community spirit and pride and make an important contribution to the local economy. Increasing awareness and engagement with heritage assets will help to ensure that such benefits are understood and grasped.

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## Introduction – The Historic Environment Fund

The Historic Environment Division (HED) within the Department for Communities (DfC) is responsible for the recording, conservation and protection of the built heritage in Northern Ireland. The statutory authority to provide funding for listed buildings and scheduled monuments is detailed in Sections 199 and 225 of the Planning Act (NI) 2011 and Articles 19, 21, 23, 24 and 26 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995.

Taken together this allows a wide range of potential avenues to support the Historic Environment<sup>1</sup>. The Historic Environment Fund (HEF) aims to utilise all of these routes to help realise the full potential of our built heritage which has a key contribution to make to society. This can be summarised as follows:

**Our historic monuments and buildings, designed landscapes, and archaeological heritage improve our attractiveness as a destination and provide a powerful sense of connection between people and place, which in turn supports our confidence, capability and wellbeing as individuals and as a society. Our historic environment is also a vital and non-renewable component of our economy which has scope to tackle poverty, create jobs, and encourage community enterprise. In 2012 it was shown to generate an estimated £532 million annually, and create and sustain around 10,000 jobs.<sup>2</sup> Compared to our neighbours, this sector was also shown to have significant capacity for growth.**

It clearly, therefore, has the potential to contribute to many of the objectives of the Northern Ireland Executive's draft Programme for Government Framework 2016-2021. To realise this potential, the Fund has been divided into four streams:

**Heritage Research:** Increasing understanding of our shared resource and facilitating excellence.

**Heritage Regeneration:** Strengthening and improving the physical environment and fostering the positive identity of places among local communities, supporting third sector capacity and regeneration initiatives.

**Heritage Repairs:** Encouraging sustainability and the preservation of the historic environment.

**Heritage Revival:** Promoting the social value of our historic environment and the innate contribution this can make to wellbeing and sustainable employment.

This booklet contains applications forms and guidance relating to Heritage Revival projects.

<sup>1</sup> The Historic Environment is that part of our environment which has been affected by the action of man. The term highlights the wider context in which heritage assets are located and which can be relevant to their appropriate management.

<sup>2</sup> Study of the Economic Value of Northern Ireland's Historic Environment, DOE, June 2012, p40

## Conservation Principles and Values

Underpinning HEF is a framework, based upon UK and international best practice, for the sustainable management of the historic environment. The six identified principles are as follows:

Principle 1:

**The historic environment is a shared resource and we have a shared responsibility to pass it on to the next generation in good condition.**

Principle 2:

**Everyone should be able to participate in sustaining the historic environment.**

Principle 3:

**Understanding the significance of places is vital.**

Principle 4:

**Significant places should be managed to sustain their values.\***

Principle 5:

**Decisions about change must be reasonable, transparent and consistent.**

Principle 6:

**Documenting and learning from decisions is essential.**

### \*Values

A range of *heritage values*, arranged in four groups, have been identified. These are:

- **Evidential value:** the potential of a place to yield evidence about past human activity.
- **Historical value:** the ways in which past people, events and aspects of life can be connected through a place to the present – it tends to be illustrative or associative.
- **Aesthetic value:** the ways in which people draw sensory and intellectual stimulation from a place.
- **Communal value:** the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.

## The Historic Environment Fund Revival Stream

The Historic Environment Revival Stream is focused upon promoting the social value of our historic environment and the innate contribution this can make to wellbeing and sustainable employment.

In 2016/17 the Department will seek to encourage this through four routes of funding:

**HISTORIC ENVIRONMENT COMMUNITY ARCHAEOLOGY SUPPORT**

**DISTRICT COUNCIL MAINTENNANCE WEEK CATALYST**

**HISTORIC ENVIRONMENT SCHOOLS TRANSPORT**

**HISTORIC ENVIRONMENT AWARDS**

Information on each of these routes is set out in the following pages

Other routes to funding may be available in future years.

## Historic Environment Fund Evaluation Criteria

Proposals across all streams of the HEF are marked against standard criteria. The weighting given to each varies between funding routes. Applicants should seek to address their scheme's contribution to:

- **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**

These are the key measures against which we the priorities and outcomes of funding will be assessed.

## Historic Environment Community Archaeology Support:

Historic Environment Division (HED), as a part of the Community Cohesion Group in the Department for Communities, is responsible for the protection and promotion of the historic environment. The statutory authority to provide funding for community archaeological projects is detailed in Articles 24 and 26 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995.

The Department of Communities supports the viewpoint that community archaeology must be initiated and driven by local communities. It must involve community groups planning and delivering projects that are of direct interest to them, but which also contribute to knowledge and/or to the conservation of their local heritage. Involvement from professional archaeologists will be required, but that involvement must be kept to facilitation only, such as help with excavation procedures and the gaining of licences to legally excavate. The core strategic ideas and guidance of any project must normally lie with the community, not professional archaeologists.

**This year such work must be complete by 17 March 2017 to receive support and applicants must make a commitment in regard to this on their application form.**

Archaeology has the power to inspire both individuals and communities and, because it deals with culture, place and identity, it can be inclusive of everyone in society. Everyone is capable of making a genuine contribution to our shared knowledge of the past; and in more fully understanding our past we help build a better future.

There are various methods used in archaeological investigation including: desk based studies, excavation, working with artefacts, surveying upstanding remains of sites and wider historic landscapes, and working with archives, memories and oral testimony. When we seek to interpret the evidence gathered by archaeological investigation we are, in effect, telling a story. We can choose to tell those stories in many ways, through a range of arts and media.

Involvement in archaeological projects offers opportunities for lifelong learning and both physical and mental wellbeing. Participation will help people understand their history and care for the historic environment. It can also increase understanding and respect among different traditions and communities, helping to foster reconciliation. Participation in community archaeology can also



support the development of new and transferable skills ranging from literacy, numeracy and IT, to observation, team working, communication and initiative — all of which contribute towards self-belief and confidence.

## Application Guidance for Community Archaeology Support

In general, the Department is looking to receive applications from community groups that wish to engage with their heritage in ways that positively benefit:

1. Conservation and enhancement of the Historic Environment (10%)
2. Economic impact – contribution to tourism and to supporting communities (25%)
3. Economic impact – supporting the construction and associated industries (5%)
4. Social benefits – Creating broader and deeper understanding of our heritage (30%)
5. Social benefits – enhancing public engagement with the Historic Environment (30%)

For community archaeology the assessment of applications will be more heavily weighted towards any potential contribution to aims 2, 4 and 5, and applicants are advised to bear this in mind.

Applicants are also advised to contact HED well ahead of any application in order to avail of informal discussion and advice on their ideas.

**In Northern Ireland, it is illegal to conduct archaeological excavation, or use a prospecting device within a protected place, without a licence from the Department for Communities. In practice, this means that if you do not have a licence from HED and you start digging for archaeology anywhere, or use a metal detector or geophysical survey equipment on a scheduled or state care site, you will leave yourself liable for prosecution.**

Such licences are regulated and issued by the Historic Environment Division (HED) of the Department and are only granted to appropriately qualified people. In practice, this normally means that such licence holders are professional archaeologists, not community group members.

In advance of applying, applicants are advised to discuss such matters with HED archaeologists and gain advice on how to progress the legal aspects of their projects. Failure to include licence-eligible persons on projects where they are required may well lead to rejection of your application.



Community groups should seek to partner with professional archaeologists but, as advised above, should retain strategic decisions and oversight of any project, with the archaeologists acting only as facilitators.

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).

### **Application Form and Process**

**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.

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 10<sup>th</sup> October 2016.

**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 October 2016.

**Stage 3.** Successful applicants will be notified and will subsequently agree the proposal with us.

**Stage 4.** Applicants will then progress the agreed works and submit documentation to the Department.

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 your application.

## DISTRICT COUNCILS MAINTENANCE WEEK CATALYST

Historic Environment Division(HED), as a part of the Community Cohesion Group in the Department for Communities, is responsible for the protection and promotion of 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’*.

This support is aimed at providing assistance to district councils who desire to further the preservation, conservation and regeneration of historic buildings within their area through the encouragement of owners to maintain their buildings. The focus of the support is to allow councils to stage awareness raising events and tie into UK publicity surrounding ‘Maintenance Week’, an initiative promoted by the Society for the Protection of Ancient Buildings (SPAB) each autumn when it is good practice to take action to clear gutters and drains.

More information can be found at the following link:

<http://www.maintainyourbuilding.org.uk/main/>. This site also clearly explains why the good practice ‘stitch in time’ approach to building maintenance is preferable to undertaking major works.

This year, the week takes place on 18th-25th November with ‘National Gutters Day’ falling on Friday 25th November. The Department will also consider proposals from Councils to stage such events at other times in the year. **All events must be completed and evidence submitted to the Department by 17 March 2017.**

The Society sets out the following ‘top tips’ for actions during the week:

- Look for blocked downpipes (best done during heavy rain to see water coming from any leaky joints – in dry weather look for stained brickwork)
- Check ground level gullies and drains to make sure they are clear of debris like leaves, twigs and even things like balls and toys - and have them cleaned out if necessary
- Every autumn, clear any plants, leaves and silt from gutters, hopperheads, flat roofs and drainage channels. It’s a good idea to do this in spring too to deal with anything that might have found its way into the wrong place
- Remove potentially damaging vegetation from behind downpipes by cutting back or removing the plant altogether

- Use a hand mirror to look behind rainwater pipes as splits and cracks in old cast iron and aluminium often occur here and are not easily noticed
- Fit bird/leaf guards to the tops of soil pipes and rainwater outlets to prevent blockages
- Have gutters refixed if they are sloping the wrong way or discharging water onto the wall
- If sections are beyond repair, make sure that replacements are made of the same material as the originals (on older houses, this is sometimes lead, but more usually cast iron)
- Regular painting of cast iron is essential to prevent rust – and keeps your property looking good!
- Don't undertake routine maintenance work at high level unless you are accompanied and have suitable equipment. If in doubt always seek help from a professional
- Remember to take care at all times, wear protective gloves when necessary and never work at heights or use ladders if you are alone.

Support is available, upon the receipt of well justified application forms, up to a maximum of £20,000 per council. Limited funds have, however, been allocated to this stream and in the event of oversubscription applications will be assessed relative to their ability to deliver against the five main HEF criteria:

- |   |              |
|---|--------------|
| <b>1. Conservation and enhancement of the historic environment</b>                    | <b>(30%)</b> |
| <b>2. Economic impact - contribution to tourism and to supporting communities</b>     | <b>(15%)</b> |
| <b>3. Economic impact - supporting the construction and associated industries</b>     | <b>(15%)</b> |
| <b>4. Social benefits – creating broader and deeper understanding of our heritage</b> | <b>(20%)</b> |
| <b>5. Social benefits – enhancing public engagement with the historic environment</b> | <b>(20%)</b> |

For this route the assessment of applications will be more heavily weighted towards aims 1, 4 and 5, but delivery against the other aims will remain important. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED well ahead of any application in order to avail of informal discussion and advice on any proposal. Our general email address is

[Historicenvironmentenquiries@communities-ni.gov.uk](mailto:Historicenvironmentenquiries@communities-ni.gov.uk).

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.
- You provide the Department with an article (including pictures if possible) suitable for the DfC website and social media (Councils will be responsible for ensuring that all images sent to the Department have been passed for safeguarding and child protection considerations).

### **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.

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 10<sup>th</sup> October 2016.

**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 October 2016.

**Stage 3.** Successful applicants will be notified and will subsequently agree the proposal with us.

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 your application.

## HISTORIC ENVIRONMENT SCHOOLS TRANSPORT

Historic Environment Division (HED), as a part of the Community Cohesion Group in the Department for Communities, is responsible for the protection and promotion of the historic environment. The statutory authority to provide funding for access to archaeological sites in its ownership or guardianship is detailed in Article 21 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995. There are nearly 200 such sites across Northern Ireland.

This support is aimed at providing assistance to schools to transport children to such sites and thereby develop the awareness and appreciation of pupils in regard to the historic environment. Support is not available to meet associated administration or teacher costs.

Schools may apply as many times as they wish, but only once for a single class in any academic year. The maximum award is £200 per trip. Limited funds have been allocated to this stream and, in the event of oversubscription, applications will be assessed relative to their ability to deliver against the five main HEF criteria:

1. **Conservation and enhancement of the historic environment** (5%)
2. **Economic impact - contribution to tourism and to supporting communities** (20%)
3. **Economic impact - supporting the construction and associated industries** (5%)
4. **Social benefits – creating broader and deeper understanding of our heritage** (50%)
5. **Social benefits – enhancing public engagement with the historic environment** (30%)

For this route the assessment of applications will be more heavily weighted towards aims 4 and 5, but delivery against the other aims will remain important. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED well ahead of any application in order to avail of informal discussion and advice on any proposal. Our general email address is

[Historicenvironmentenquiries@communities-ni.gov.uk](mailto:Historicenvironmentenquiries@communities-ni.gov.uk).

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 school newsletter and website.
- You provide the Department with an article (including pictures if possible) suitable for the DfC website and social media (schools will be responsible for ensuring that all images sent to DOE HED have been passed for safeguarding and child protection considerations).

### **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.

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 10<sup>th</sup> October 2016.

**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 October 2016.

**Stage 3.** Successful applicants will be notified and will subsequently agree the proposal with us.

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 your application.

## HISTORIC ENVIRONMENT HERITAGE AWARDS

Historic Environment Division (HED), as a part of the Community Cohesion Group in the Department for Communities, is responsible for the protection and promotion of the historic environment. The statutory authority to provide funding to *‘assist in the provision of, publicity, mapping and information services relating to historic monuments’* and to *‘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,* is detailed in Article 26 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995 and Section 225 (2) of the Planning Act(NI) 2011.

This support is aimed at providing part funding to organisations (not being a body carried on for profit) who wish to develop the awareness and appreciation of the public and the building industry of good practice in regard to the conservation and enhancement of our historic environment.

Limited funds have been allocated to this stream and in the event of oversubscription applications will be assessed relative to their ability to deliver against the five main HEF criteria:

- 1. Conservation and enhancement of the historic environment (20%)**
- 2. Economic impact - contribution to tourism and to supporting communities (20%)**
- 3. Economic impact - supporting the construction and associated industries (20%)**
- 4. Social benefits – creating broader and deeper understanding of our heritage (20%)**
- 5. Social benefits – enhancing public engagement with the historic environment (20%)**

For this route the assessment of applications will be evenly weighted across these aims. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED well ahead of any application in order to avail of informal discussion and advice on any proposal. Our general email address is [Historicenvironmentenquiries@communities-ni.gov.uk](mailto:Historicenvironmentenquiries@communities-ni.gov.uk).



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 school newsletter and website.
- 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).

### **Application Form**

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

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**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 October 2016.

**Stage 3.** Successful applicants will be notified and will subsequently agree the proposal with us.

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 your application.



**PLEASE COMPLETE ALL SECTIONS - INCOMPLETE APPLICATIONS WILL NOT BE VALIDATED AND WILL BE RETURNED.**

**SECTION ONE ..... 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 (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. Conservation Principles. How will your project comply with the Conservation Principles associated with the HEF?

**9. 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

**10. Future Development. Do you intend to maintain your project in the longer term and if so how?**

**11. Previous Funding. Has the project been the subject of funding from the HED of DfC [formerly NIEA] or any other funding distributor in the last three years (including HLF/ NIHE/ Challenge Fund)?**

YES / NO

IF yes please give details including organisation, date of application, amount awarded.

**12. How many community Groups/ volunteers/ partners will be involved in the project delivery?**

**13. How far is the project led by the community and how do you recruit, train, support and recognise the volunteers who will be involved in the project?**

**14. 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.

**15. 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.**

### SECTION 3 PROJECT COSTS

What is your overall project budget? \_\_\_\_\_

How much are you requesting from the HEF? \_\_\_\_\_

#### 15. Please detail your project costs below

Item	Total Cost	Amount requested from the HEF



<b>Overall project Cost</b>		
<b>Overall amount requested from the HEF</b>		
<b>Likely profile of spend over the period of the project</b>		

**17. 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:

YES / NO

18. 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.

19. 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]:

<b>20. What contribution are you making to your project?</b>	
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](http://www.communities-ni.gov.uk/publications/dfc-information-charter) or contact any of our offices.

**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 [eg 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.

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. For Community Archaeology and Maintenance Week Catalyst applications, I/we confirm that the works can be completed by 17 March 2017.

Signature of owner:

Print Name:

Date:

**ASSESSMENT FORM (INTERNAL USE)**

	Yes	No
Received by closing date?		
All sections completed?		
Cost information provided?		
Acceptable media proposal? [Question 15]		
If not has an acceptable argument been put forward? [Question 15]		

## HEF CRITERIA

## JUSTIFICATION

## SCORE

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

## GUIDANCE NOTES

### A. GENERAL GUIDANCE

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](http://www.communities-ni.gov.uk/topics/historic-environment-support)

#### How we will process your application

**Stage 1. Receipt of Applications.** Applications must be received by the closing date of 5pm on 10 October 2016. 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.

**Stage 2. Batching.** The Division will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this consideration will be complete by mid October 2016.

**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.

The following pages give advice on how to complete the application form



## B. GUIDANCE ON FILLING OUT THE APPLICATION FORM

### 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. Details of how the proposed works will comply with the Conservation Principles associated with the Historic Environment Fund?** Clarify how your project will comply with the principles and advice set out in these sections.

#### Q9 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.**

**Q10 Future Development.** If you intend to develop this project into the future, please provide details.

**Q11 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.

**Q12. How many community Groups/ volunteers/ partners will be involved in the project delivery?**

If your project involves partnerships with other groups and bodies, please tell us about this.

**Q13. How far is the project led by the community and how do you recruit, train, support and recognise the volunteers who will be involved in the project?** This question is aimed at the Community Archaeology Support funding route in particular.

**Q14. 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.

**Q15 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

**Q 16 Project Costs.** The Estimated Cost of Works details must be completed and submitted along with the application form, along with a likely spend profile over the period of the project.

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

**Q17 Status of applicant.** If you are applying on behalf of an organisation or commercial interest, you will need to clarify that the organisation is empowered to enter into a legal agreement with the Department and that it is allowed, under its constitution and with regard to any relevant covenants to undertake such work.

**Q18 Confirmation of authority.** Where you are applying on behalf of an organisation or commercial interest, you must show that you are able to act on behalf of the organisation and can enter into a legal agreement with the Department regarding the HEF. This might include, for example, the ability to repay the funding if conditions were not complied with.

**Q19 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, Heritage Lottery 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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# DfC

Department  
for Communities  
[www.communities-ni.gov.uk](http://www.communities-ni.gov.uk)

Supporting and sustaining vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.

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