



2015 Invitation and Guidelines for applications for funding to support actions of the Government Policy on Architecture 2009-2015

The Department of Arts, Heritage and the Gaeltacht invites applications from bodies, such as charities, academic institutions, local authorities, professional organisations and others, for funding for good quality projects which **will support and complement the actions of the Government Policy on Architecture 2009-2015** (GPA). Any funding made available for such projects will be provided in accordance with the guidelines outlined below.

The overall level of funding available for eligible projects in 2015 will not exceed **€80,000 in total**. For projects which will not be fully completed in 2015, applications for a discrete portion (to be completed in 2015) of a project will be considered. Depending on the level of funding available, applications for funding may also be invited in 2016.

Financial assistance from the Department of Arts, Heritage and the Gaeltacht may not exceed 80 % of the estimated overall cost of delivering a project. The unfunded element may include personnel time invested and/or other financial resources.

Conditions and Criteria

1. Project Themes

1.1 These would include initiatives such as:

- Research, surveys, reviews including those which could contribute to architectural or policy development;
- Promoting an increased appreciation and public awareness of architecture/urban design in Ireland or the rich and unique built heritage environment (exhibitions, conferences, lectures, specific initiatives etc.);
- Increasing awareness and public understanding of the challenges confronting the built environment; and
- In particular we would encourage potential applicants to view **both previous Annual Reports**. Actions not previously supported as outlined in these reports will be given greater priority. Applicants should note that some of the 45 actions are particular to certain organisations. For the 45 actions see **Appendix 1**. The two Annual Reports and the Government Policy on Architecture are available on the Department's website at:

<http://www.ahg.gov.ie/en/Publications/HeritagePublications/ArchitecturalPolicyPublications/>

2. General Conditions - Application

- 2.1 All recipients should adhere to their responsibilities in relation to Department of Public Expenditure and Reform's Circular 13/2004: *Management of and Accountability for Grants from Exchequer Funds*, in relation to expenditure of public funds by way of disbursement of grant funding to all bodies, including agencies, companies, committees, advisory groups, charities, or individuals, whether through directly from the Votes of the Government Department/Offices or through an intermediary body or series of bodies.
<http://circulars.gov.ie/pdf/circular/per/2014/13.pdf>

Relevant tax clearance procedures in respect of public sector grant payments as set down by the Revenue Commissioners must be followed. Please refer to www.revenue.ie for further details. With the exception of organisations that have been granted charitable status by the Revenue Commissioners, where the application is equal to or exceeds €10,000, the applicants are required to submit their current Tax Clearance Certificate to the Department or relevant details thereof where they have registered their agreement to the use of the web-based Revenue Commissioners Tax Clearance verification tool. The successful applicant's Tax Clearance Certificate must be valid at the time of drawdown of funding from the Department. In line with Section 4(1) of

Department of Finance Circular 44/2006: *Tax Clearance Procedures: Grants, Subsidies and Similar Type Payments*, it will be a matter for each recipient to ensure that the proper tax clearance procedures are being adhered to by applicants, contractors and subcontractors.

The Department of Finance's *National and EU Public Procurement Guidelines* must be followed in respect of grant administration. Comprehensive information on all aspects of public procurement is available on www.procurement.ie.

All procedures must comply with the Department of Public Expenditure and Reform's Circular 13/13: *The Public Spending Code: Expenditure Planning, Appraisal & Evaluation in the Irish Public Service – Standards Rules & Procedures*, whereby all Irish public bodies are obliged to treat public funds with care and ensure that the best possible value-for-money is obtained wherever public money is being spent or invested.

- 2.2 Generally salaries of public sector employees are not eligible for funding under the GPA. However, where the particular programme of work for which the grant aid is being sought requires a short-term contract of employment being put in place, a portion of the related costs may be eligible.
- 2.3 Applications for funding to support actions under the GPA may be subject to the *Freedom of Information Acts*.
- 2.4 Where an applicant has applied for or has received funding from other schemes financed by the Exchequer or the EU for the project concerned, the cumulative total of such funding and the grant under this scheme **must not exceed 80% of the total cost**, except in exceptional circumstances.
- 2.5 Applicants must have bank accounts to enable electronic fund transfer.
- 2.6 All applicants are required to lodge with the Department:
 - a. an up-to-date copy of a Constitution and Rules;
 - b. a Strategic and/or Business Plan;
 - c. a document, such as an annual report, which sets out the function of the organisation, membership level etc., where the documents set out at a) or b) are not available;
 - d. an indication should also be given of any other funding being provided by the Departments of Arts, Heritage and the Gaeltacht or Environment, Community and Local Government or that was provided by their predecessor Departments (before 02/06/2011). Details of funding being provided for the project by other State organisations should also be included in the application.
- 2.7 Project proposals must be clear and concise with the objectives, outputs and expected outcomes clearly identified as well as a methodology for the delivery of the objectives within a specified timeframe and performance indicators against which progress can be monitored. Projects should make best use of information/networks/knowledge if already available.
- 2.8 Where applicable, all appropriate statutory approval or consent procedures must be complied with before a project commences.
- 2.9 Details must be provided of the proportion of funding being sought from the Department and the level of finance, if any, required beyond 2015 in order for the project to be maintained. The award of funding in 2015 does not imply that funding will be made available in 2016.
- 2.10 A full description of costings including the purpose for which the money will be used and measures which will be taken to ensure reasonable use of resources and achievement of value for money must be clearly set out; as well as an assessment of the size of the target audience to be reached if the project is to raise awareness.

- 2.11 For each year in the period that a grant is awarded, a statement from the auditors of applicants' accounts confirming that all the monies received/expenses incurred were used solely for the agreed purposes must be submitted to the Department.
- 2.12 Any grant not used for the purpose for which it was given, must be paid back to the Department.

3. General Conditions – Drawdown of any Grant Awarded

- 3.1 Payment of any grant awarded under this scheme will be subject to the provision by the beneficiary to the Department of Arts, Heritage and the Gaeltacht of agreed project deliverables and the meeting of agreed deadlines.
- 3.2 Clear evidence of expenditure incurred (**on foot of original invoices**) must be provided before payments will be made. Records should be maintained in good order for a period of 7 years following the year of payment and be readily available for audit.
- 3.3 Beneficiaries are required to furnish a progress report at the end of 2015 (if the project extends into 2016) setting out, inter alia, progress against performance indicators, expenditure against profile, next steps etc. Final reports must be submitted on completion of the project or at an agreed date in 2015 (whichever is earlier). Funding in 2016, if approved, will only be provided following receipt of satisfactory progress reports for 2015.

4. Evaluation and Award Criteria - Assessment

- 4.1 All applications for funding will be assessed by a panel appointed by the Department and projects deemed successful will be subject to the approval of the Minister. Successful applicants will, in the Departmental panel's view:
- best satisfy the conditions/criteria outlined above and best support the Department's needs in terms of advancing its strategies and objectives;
 - clearly demonstrate effective use of resources and value for money;
 - have the experience and technical ability to complete the project as described within the timescales outlined and achieve expected outcomes; and
 - demonstrate the feasibility of the project for implementation.
- 4.2 Regard will also be had to existing projects of a similar nature designed to meet the same needs.
- 4.3 Where a project has not commenced **by 7th September 2015**, the Department, following consultation with the project promoter, reserves the right to reallocate funding as it deems appropriate.

5. Publication

The Department will publish a list of the proposals approved for funding on its website www.ahg.gov.ie.

6. Enquiries

All enquiries from potential applicants and complete applications should be directed to:

Built Heritage and Architectural Policy

Telephone: 01-8882149

Email: architecture@ahg.gov.ie

