



Rialtas na hÉireann  
Government of Ireland

# Community Monuments Fund Handbook

CMF2023

Prepared by the Department of Housing, Local Government and Heritage  
[gov.ie/housing](https://www.gov.ie/housing)

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## Appendices

- **Application Form CMF/A** to be completed by the Applicant [Including Checklist and Summary to be completed by Local Authority (or State-funded organisation)]
- **B. Appraisal Form CMF/B** to be completed by Local Authority when the site/monument is not in Local Authority ownership.
- **C. Recoupment Claim Form CMF/C** to be completed by Local Authority or State- funded organisation
- **D. Conflict of Interest Form** to be completed by Local Authority

## Community Monuments Fund

The Community Monuments Fund was established in 2020 to provide investment in Ireland's archaeological heritage.

**This funding is prioritised for Local Authorities, private owners and custodians and community groups for the care, conservation, maintenance, protection and promotion of archaeological monuments.**

Total funding available nationally for projects under **Community Monuments Fund 2023** will be **€6,000,000**.

The **Community Monuments Fund** is investing essential capital in our archaeological heritage to help owners and custodians of archaeological monuments safeguard them into the future for the benefit of communities and the public.

The impacts of climate change on our monuments are increasingly evident. With increased weathering and severe climate events, the repair cycle on built heritage is becoming shorter. Increased maintenance and repair are key to building resilience in monuments to enable them to withstand the effects of a changing environment.

The core aims of the Fund are the **conservation, maintenance, protection and presentation of archaeological monuments**. It will:

- **enable** conservation works to be carried out on monuments which are deemed to be significant and in need of urgent support;
- **build resilience** in our monuments to enable them to withstand the effects of climate change;
- **encourage** access to monuments and improve their presentation.

### Traditional Skills Training

The Department encourages projects to incorporate a traditional skills training element. This is to help preserve traditional building and craft skills that are of benefit in the conservation of archaeological monuments and to build capacity in the sector. Training may be recommended where there is a gap in traditional skill sets available. This may include, for example, training and upskilling in traditional masonry and use of lime mortars, dry stone walling, roofing, thatching, joinery and ironwork etc. The application shall be clear as to who is to receive the training and who will provide the training. It should be demonstrated that training providers have appropriate accreditation.

## Who Can Apply?

The Community Monuments Fund provides funding for projects in relation to:

- (i) **Archaeological Monuments** that are included in the Record of Monuments and Places (RMP) under the National Monuments Act 1930 (as amended);
- (ii) **Archaeological Monuments** that are identified in the Sites and Monuments Record compiled by the National Monuments Service.

Eligible projects will be drawn from the following categories:

- a) projects proposed by a Local Authority in relation to **archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated;
- b) projects proposed by a Local Authority on foot of applications from **private applicants who are the owners or custodians of relevant archaeological monuments** where there is a tangible public benefit;
- c) projects with a clearly defined heritage focus and community or public benefit proposed directly to the Department by **a State-funded organisation** working in the heritage area.

## Available Funding - What Will Be Funded

Stream	Available Funding	What will be funded	Maximum Grant
1	Grants up to <b>€100,000</b> for essential repairs and capital works for the conservation of archaeological monuments.	Essential repairs and capital works for the conservation of archaeological monuments	100% of eligible costs
2	Grants of up to <b>€30,000</b> for the development of Conservation Management Plans/Reports and detailed Specification of Works aimed at identifying measures for conservation of archaeological monuments and improving public access.	Conservation Management Plans/Reports and detailed Specification of Works aimed at identifying measures for conservation of archaeological monuments and improved public access	100% of eligible costs
3	Grants of up to <b>€30,000</b> for the enhancement of access infrastructure and interpretation (including virtual/online) at archaeological monuments	Enhancement of access infrastructure and interpretation at archaeological monuments	100% of eligible costs

- i. Applicants shall confirm the source of any necessary additional project funding
- ii. Projects shall be completed and paid for before recoupment is sought from the Department
- iii. Projects shall be carried out in compliance with the Revenue Commissioners' tax clearance requirements and relevant approval procedures under the National Monuments Acts
- iv. Projects shall be carried out in compliance with all relevant statutory provisions (e.g. National Monuments Acts 1930 to 2014, Planning and Development Acts and nature conservation legislation) and have the permission of the owner to carry out the works
- v. Projects shall comply with best conservation methodology and practice

For further details please see Section 'Qualifying Conditions' below.

The following will **not** be eligible for funding:

- i. Projects or elements of projects where works have already commenced prior to grant award
- ii. New build or extensions
- iii. Works not in accordance with sound conservation and archaeological methodology and practice
- iv. Purchase of lands or buildings
- v. Works associated with conservation, maintenance, interpretation and access to National Monuments in the ownership or guardianship of the Minister for Housing, Local Government and Heritage managed by the Office of Public Works (unless prior agreements are in place)

## Selection Criteria

Eligible applications for **Streams 1 to 3** will be assessed for selection under the following four criteria:

1	<b>Significance</b> of the archaeological monument
2	<b>Efficacy</b> of the grant in achieving the aims of the Fund, including how the project would build resilience in the archaeological monument to enable it to withstand the effects of climate change
3	<b>Quality</b> of the methodology and technical merit of the proposed project
4	<b>Broader public or community benefit</b> of the project*

**Applications which fail to achieve a qualifying mark under any one of the above assessment criteria will fail the assessment overall and will not be considered for funding.**

### \* A Statement of Public Value Benefits

It is expected that all proposals should be able to illustrate some tangible public value benefit. This may include access, physical and virtual, or provision of information to the public in some form.

## Conservation Professionals in CMF Projects

Project team members on a Community Monuments Fund project must be interdisciplinary in nature and shall include an archaeologist. The team may also include as appropriate (but not be limited to): a building conservation professional, an ecologist and heritage building contractors. This interaction should ensure that each aspect of heritage is considered by a suitably qualified and experienced professional.

### Project Manager

Conservation works must be designed, specified, monitored and overseen on site by appropriately qualified and experienced building conservation professional(s) - an architect, building surveyor or structural engineer - who will act as Project Manager and will be required to confirm on completion that works have been carried out in line with good conservation practice and to a satisfactory standard. The Project Manager should have **conservation accreditation from a relevant professional body or a demonstrable competence** in the relevant area of building conservation

The building conservation professional is required to **produce a comprehensive and sound Method Statement to accompany the application. The absence of a suitably comprehensive Method Statement will result in a project failing at assessment stage.**

(See **Section 'Guidance Note on Method Statements'** page 23)

### Project Archaeologist

As the Community Monuments Fund is concerned with archaeological monuments, the engagement by the applicant of a suitably qualified and experienced archaeologist as Project Archaeologist is required as a condition of funding across all three funding streams.

Where the project concerns a masonry structure, the archaeologist should be appropriately qualified, experienced and competent to undertake the assessment and recording of such monuments. The archaeologist engaged should be included in all discussions from the very earliest stages with the other professionals involved in the projects, including building conservation professionals, ecologists and relevant others as part of the interdisciplinary team.

### The Role of the Project Archaeologist in Conservation-led Projects

The Project Archaeologist is required to carry out and submit a comprehensive Archaeological Assessment to include an Archaeological Impact Statement for agreement with the National Monuments Service before work commences. The Project Archaeologist is also required to carry out archaeological supervision and recording of conservation work, provide input to site presentation and interpretation content (if such forms part of the project) and to submit an archaeological report on completion.



**Adequate provision should be made by the Project Archaeologist in their costing for any potential post-excavation costs that may arise from the project. This will also inform the funding letter required as a condition of an archaeological excavation licence or Ministerial Consent.**

(See Section – ‘**Guidance Note on Archaeological Assessment, Recording and Supervision**’ page 25)

### **CMF Compliance Coordinator**

The applicant is advised to appoint a member of the project team as CMF Compliance Coordinator to coordinate and ensure compliance with CMF grant conditions and statutory requirements including all aspects of the National Monuments Acts 1930 to 2014, which are key components of the fund.

The CMF Compliance Coordinator will be responsible for coordinating all specialist reporting requirements and ensuring required reports are submitted to the National Monuments Service in a timely manner.

## How to Apply

### Covid-19

All works shall be carried out in full compliance with any current Government/HSE guidance on COVID-19. In the event that such guidance or other ruling by Government around COVID-19 prevents any work from proceeding for any period of time, then the local authority should be informed, who should in turn inform the National Monuments Service. Any savings arising from such delays may be reallocated by the NMS as per the terms of this Handbook.

### Stream 1

This stream offers grants of up to **€100,000** aimed at essential repairs and capital works for the conservation of archaeological monuments.

1. Local authorities submitting applications for works to **archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated, should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 14 February 2023**.

Each Local Authority may **submit up to 3 projects in this category** for consideration.

2. **Private applicants and/or community groups who are the owners or custodians of archaeological monuments** should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to their Local Authority at a date specified by the LA but not later than 1 February 2023

Each Local Authority may **submit up to 2 valid projects in this category** to the Department (including Appraisal Form CMF/B) by close of business **14 February 2023**.

3. Applications for projects with a clearly defined heritage focus and community or public benefit proposed by a **State-funded organisation** working in the heritage area, should:
- ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 14 February 2023**.

Eligible State-funded organisations may **submit up to 2 projects in this category** for consideration.

**Note: in exceptional cases where applications are accompanied by a Method Statement and a fully costed Specification of Works with a Conservation Management Plan already in place, the Department may consider awarding Stream 1 applications up to the value of €120,000.**

## Stream 2

**Stream 2** offers grants up to €30,000 for development of Conservation Management Plans/Reports/Assessments and detailed Specification of Works that are aimed at identifying measures for conservation and maintenance of archaeological monuments.

1. Local Authorities submitting applications for **archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement (outline of Conservation Plan) and any other required documentation
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 14 February 2023**.

Each Local Authority may submit **up to 3 projects** in this category for consideration.

2. **Private applicants or community groups who are the owners/custodians of archaeological monuments** should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement (outline of Conservation Plan) and any other required documentation
  - ✓ Submit to their Local Authority **on a date specified by the LA but no later than 1 February 2023**.

Each Local Authority may **submit up to 2 valid projects in this category** to the Department (including Appraisal Form CMF/B) by close of business **14 February 2023**.

3. Applications for projects with a clearly defined heritage focus and community or public benefit proposed by a **State-funded organisation** working in the heritage area, should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement (outline of Conservation Plan) and any other required documentation.
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 14 February 2023**.

Eligible State-funded organisations may submit **up to 2 projects in this category** for consideration.

### Stream 3

**Stream 3** offers grants of **up to €30,000** for enhancement of access infrastructure and interpretation at archaeological monuments.

- 1. Local authorities submitting applications for works to archaeological monuments in public ownership**, where a clear heritage focus and community or public benefit has been demonstrated should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement and any other required documentation.
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 14 February 2023**.

Each Local Authority may **submit up to 3 projects in this category** for consideration.

- 2. Private applicants or community groups who are the owners/custodians of archaeological monuments** should:
  - ✓ Complete Application Form CMF/Form A
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to their Local Authority **on a date specified by the LA but no later than 1 February 2023**.

Each Local Authority may **submit up to 2 valid projects in this category** to the Department (including Appraisal Form CMF/B) by close of business **14 February 2023**.

- 3. Applications for projects with a clearly defined heritage focus and community or public benefit proposed by a State-funded organisation** working in the heritage area should:
  - ✓ Complete Application Form CMF/A
  - ✓ Attach a comprehensive Method Statement and any other required documentation
  - ✓ Submit to the Department (email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie)) on or before **close of business 14 February 2023**.

Eligible State-funded organisations may **submit up to 2 projects in this category** for consideration

## Submitting Applications

### What to include

Applications which meet the criteria should be submitted to the Local Authority (or directly to the Department in the case of a State-funded organisation) for consideration by the deadline.

Please check in particular –

- The amount of funding requested does not exceed the maximum grant available.
- Details of other exchequer funding have been declared.
- A separate email shall be submitted in respect of each project ensuring all relevant material for that application is included. The size of the email should not exceed 15MB. Fragments or partly completed applications, or multiple applications in the same email, will not be considered for funding.
- The **email subject** should be '**CMF2023**-[Local Authority Name or name of State-funded organisation]-[Stream (1,2 or 3)]-[Project Name/Monument name] e.g CMF2023-Galway County Council – Stream 1 – XXX Castle'

**Note: Applications will be accepted by email only to [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie) (you should receive a an acknowledgement of receipt email automatically - if you do not, please contact [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie))**

## **Application Checklist**

- 1) Appraisal Form CMF/A - completed and signed by applicant
- 2) Appraisal Form CMF/B - completed and signed by Local Authority/State-funded organisation (if applicable)
- 3) Site location map with location of works clearly marked in red
- 4) Written consent of owner (if Applicant is not the owner)
- 5) Method Statement
- 6) Conflict of Interest Form
- 7) Has the ownership been checked on Property Registration website?

## **Project Checklist (for submission following an award of CMF funding)**

- 1) Section 12(3) Notification or Application for Section 14 Ministerial Consent as appropriate
- 2) Application for an Archaeological Excavation Licence if relevant.
- 3) Archaeological Assessment including Archaeological Impact Statement (if not previously submitted as part of CMF application)
- 4) Revised Method Statement if changes are required following Archaeological Impact Statement.
- 5) Specification of works/ tender document for the project
- 6) Name and contact details of CMF Compliance Coordinator
- 7) Name and contact details of Project Manager
- 8) Compliance with Award conditions and CMF Handbook

## Recoupment of Funding

Works must be completed and verified by the Local Authority/State-funded organisation before payment of grant funding can be sought from the Department. The Local Authority (or State-funded organisation) is responsible for payment of the grants to the owners/occupiers of approved CMF projects in advance of seeking recoupment from the Department.

It is a requirement for any conservation works that the building conservation professional shall sign off on completion that the works have been carried out in line with best conservation practice.

**Where works are not carried out in accordance with the terms of the scheme, in particular where the scope of works changes without prior authorisation of NMS, and the new works do not conform to the required standards of good conservation and archaeological practice, the Department is under no obligation to award the grant, as this is a material breach of the terms of the grant offer.**

Once payment to an applicant has been made, the Local Authority/State-funded organisation must complete and return Recoupment Form CMF/C by 17 November 2023 to recoup the grant from the Department. Recoupment Form CMF/C must be signed by a member of the local authority professional staff competent to undertake this function with oversight of the project and countersigned by the Chief Executive Officer or Director of Services. The officer shall certify that the works have been overseen and carried out in accordance with the terms of the grant award to appropriate standard in terms of conservation/heritage practice.

Recoupment Form CMF/C must be accompanied by proof of payment e.g. print-out showing applicant's name/name of payee, amount paid and date of payment, and reference to CMF project. Invoices or Purchase Orders alone are not acceptable proofs of payment. It should also include a 150-word summary of the project and visual aids such as photographs or video clips to allow the National Monuments Service compare 'before' and 'after' images of the completed works. (see Project Reporting page 17)

All invoices submitted must contain the unique CMF Project Reference Number as assigned to each project by the Department upon award.

A separate email shall be submitted in respect of each recoupment claim, ensuring all relevant material is included in one email. The subject line should be Recoupment – CMF Ref No – Name of project. Zip files are not acceptable.

Funding cannot be claimed after the deadline date.

**Principles above apply to any eligible State-funded organisation who may be awarded funding.**



## **Project Reporting**

The works carried out shall be appropriately recorded during the course of the project and on completion.

### **Building Conservation Professional**

A final report (including a full record of drawings, annotated photographs, specifications, as necessary) shall be submitted to the National Monuments Service by the Building Conservation Professional on behalf of the applicant clearly showing the nature and extent of the interventions.

The report shall confirm that works were carried out in accordance with the approved Method Statement and include a detailed record of any part of the monument that was newly revealed or removed in the course of any conservation works or other interventions.

### **Project Archaeologist**

A final report on the recording, archaeological monitoring and/or excavation shall be submitted to the National Monuments Service by the Project Archaeologist on project completion in accordance with CMF conditions. Where the supervision will have been carried out having obtained an archaeological excavation licence, this can be a copy of the report which shall be submitted (in the formats required) to the Licensing and Planning Unit of the National Monuments Service, as required in the licensing or consent conditions. All archaeological excavation reports shall be in accordance with the Department's published [Guidelines for Authors of Reports on Archaeological Excavations](#).

### **Other Specialist Reports**

Any updates to or additional specialist reports to those within the Conservation Management Plan should be submitted in accordance with grant conditions.

### **Summary Report for Claim Recoupment**

For claim recoupment purposes a summary of the project is also required to be included within Recoupment Form CMF/C and should include: CMF Ref, RMP Number (s), Site Type, Excavation Licence number (if applicable), two images to illustrate the site, and a description of 150 words.

## Qualifying Conditions

### Archaeological Principles

Projects should adhere to best practice in relation to the conservation, protection and preservation of the archaeological heritage.

Full account shall at all times be taken of the fact that:

- The archaeological heritage is a non-renewable resource;
- The first option in all circumstances shall be non-destructive investigation and study;
- There should always be a presumption in favour of avoiding developmental impacts on the archaeological heritage.

An Archaeological Assessment is key to understanding the archaeological heritage of the monument or structure and an Archaeological Impact Statement is essential in identifying potential impacts on that heritage.

Works at, in relation to, or in proximity to, monuments and places protected under the terms of the National Monuments Acts 1930 to 2014 shall have full regard to the general principles for the protection and management of the archaeological heritage as set out in the policy document **Framework and Principles for the Protection of the Archaeological Heritage** (Government of Ireland, 1999 [framework-and- principles-for- protection-of-archaeological-heritage.pdf \(archaeology.ie\)](#)) and full regard to all relevant policy and guidelines publications by the National Monuments Service.

### Architectural Conservation Principles

All qualifying works carried out under the Community Monuments Fund shall be in accordance with the standards of best practice as outlined in the Department's **Architectural Heritage Protection Guidelines for Planning Authorities (2011)** and relevant volumes of the Department's **Advice Series** <https://www.buildingsofireland.ie/resources/> in particular 'Ruins – the conservation and repair of masonry ruins'.

Any conservation works carried out under the Community Monuments Fund should follow best practice and procedures as set out in international conservation charters. The character and special interest of the monument should not be compromised and interventions should be minimised.

Conservation works should be based on a proper understanding of the archaeological monument involving input from an interdisciplinary project team with expertise and experience in working with historic structures and sites.

Works to the fabric of the monument should, wherever possible, use traditional building materials, skills and techniques. Only skilled and competent building operatives with relevant experience in working with historic structures, and under appropriate supervision, should be employed to carry out the works.

The contractor appointed should be required to demonstrate experience of working on historic structures of a similar scale and complexity to the project at hand.

All interventions should be recorded as the works progress in both photographic and written form. In some cases drawings may be required. On completion of the works, a report should be compiled of the works which have taken place including the location and nature of interventions, specifications of any new materials used on the structure and any other relevant matters. Good conservation practice points to the development of a strategy for maintenance beyond the completion of the works.

# Guidance Note on Conservation Management Plans

## What is a Conservation Management Plan?

A Conservation Management Plan (CMP) is a document that explains why a monument or place is significant. It outlines how that significance will be maintained or enhanced when any change or work including repair and conservation is proposed. It begins with understanding the monument or place, then assesses why it matters and its particular issues and vulnerabilities. It develops policy and actions aimed at retaining its significance and concludes with a plan for implementation and how the monument or place will be managed in the future. It sets out a work programme with actions for conservation, maintenance, management, access, use or other issues particular to the monument or place. The programme is usually five years in duration and not more than ten years.

## Why have a Conservation Management Plan?

“Places of cultural significance enrich people’s lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and lived experiences” (Burra Charter 2013).

It is important that archaeological heritage is protected and conserved for present and future generations. Conservation Management Plans are an essential tool in the conservation process. Any conservation management plan carried out under the Community Monuments Fund should follow best practice and procedures as set out in international conservation charters. (e.g. The Australia ICOMOS Charter for places of Cultural Significance 2013 <https://australia.icomos.org/publications/burra-charter-practice-notes/>)

A CMP should encompass a long-term vision where a monument can be interpreted based on all available evidence, where there is a clear vision for what is intended in the future and where works can be programmed and costed to achieve that vision in a structured way.

## Who to include in the interdisciplinary team?

The CMP process should aim to provide a holistic view of heritage that is interdisciplinary in nature. All persons with an interest in or associations with the monument or place have a role to play.

Project team members in a Community Monuments Fund project shall include an archaeologist. The team may also include as appropriate (but not be limited to): a building conservation professional, an ecologist and heritage building contractors. It is important that the team interact to inform the process and share their knowledge of the project as it progresses. This interaction should ensure that each aspect of heritage is considered by a suitably qualified and experienced professional. If the monument is a historic structure, the project manager should ideally be a registered building professional such as an architect, structural engineer or building surveyor **with**

**conservation accreditation from the relevant professional body or a demonstrable competence** in the relevant area of building conservation.

All project team members should be competent, trained and experienced as appropriate to their role in the proposed project.

### **What to include in a CMP?**

The CMP shall include the following information:

- The names and details of the project team and project leader
- Ownership of the monument: For the purposes of the CMF, the monument may be in local authority or private ownership, or ownership of another heritage organisation. Ownership informs the types of permissions that may be required for the future conservation works (see below)
- Statutory protection of the monument. These may include:
  - A monument and place protected under the National Monuments Acts 1930 to 2014.
  - A protected structure, or proposed protected structure, within the meaning of the Planning and Development Act 2000, as amended;
  - A protected nature conservation site;
  - A protected species of flora and fauna and their key habitats
- A consideration of other designations. The monument may also lie within:
  - An architectural conservation area within the meaning of the Planning and Development Act 2000, as amended
- The methodology used in the compilation of the CMP
- Description of the monument and its setting
- A description of associated heritage assets, such as geology, ecology and wildlife
- A synopsis of the history and archaeology of the monument
- Description of the surviving remains (including maps, photographs, and drawings where appropriate)
- An assessment and statement of significance (Why is the monument important?) using established heritage value criteria: architectural, historical, archaeological, artistic, cultural, scientific, technical and social

- List of current management issues
- List of future management policies
- List of actions (action plan) in the conservation of the monument over the life of the CMP

# Guidance Note on Method Statements

## Method Statements

Method Statements shall be submitted for all projects, across all streams. Method Statements will draw on information gathered in Conservation Management Plans. For detailed guidance see section on **Conservation Management Plans** page 20.

Where the project involves conservation works or other physical interventions (e.g. access infrastructure, interpretation signage) a Method Statement shall be submitted with the application.

The Method Statement should describe the condition of the monument and give details of the proposed works/project and how it will be carried out. This document does not need to be unduly long but it should be **appropriate to the nature and scale of the proposed works/project**.

The Method Statement for Stream 1 and 3 projects **should** include:

### a) A Concise Description of the Monument

This section should describe the monument as it currently exists, noting all its salient features and historical evolution, its appearance, setting, form, present function (if any) and the materials of which it is composed. It is also to include a brief architectural /archaeological history, prepared by the project archaeologist, and a statement of significance.

### b) Photographs

Relevant photographs of the monument are to be provided.

### c) A Description of the Proposed Works/Project

This section is to include a description of the works proposed, with their sequence set out. It should describe how each intervention is intended to be carried out and include - where available - relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations.

The following issues are to be addressed:

- i. The nature and extent of the works that are required at the monument. This may be divided into phases and should include the methodology for the treatment and clearance of vegetation, if required
- ii. The purpose of these works.
- iii. Whether the works are temporary or permanent, all permitted works should be designed to cause minimal interference to the retained historic structures and/or fabric.

- iv. What replacement materials (if any) will be incorporated and justification for the replacement or the introduction of new materials? Full details of any proposed new element, such as tying-in and repair work that shall be required should be included.
- v. A Method Statement for the raking out and re-pointing of the extant stonework and associated repair details shall be provided. Details of the historic stone coursing, sizes of stone as well as mortar colour shall be provided.
- vi. Details of on-site management, and monitoring.
- vii. Estimated project cost(s) broken down into phases to reflect the proposed works/project deliverables (as per Application Form CMF/A);
- viii. List of Project team with qualifications and role detailed (as per Application Form CMF/A);

**d) Other mitigation measures**

Other mitigation measures may include design, timing and methodology (e.g. repairs timed to avoid interfering with bat colonies or rendering works timed to allow lime mortar to set), reversibility, choice of materials, etc.

**e) Supplementary Material**

Any material that has a direct bearing on an application (e.g. archaeological reports, technical research, analytical and three-dimensional drawings, detailed historical research, etc.) should be included.

While the submission of existing Conservation Management Plans as supplementary material is welcomed, these should not be submitted in place of a project specific Method Statement.

**f) Changes to the submitted Method Statement**

Any changes to the nature and scope of the project as outlined in the Method Statement shall be submitted to [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie) for approval. Particular attention should be paid to necessary changes following Archaeological Assessment and recording as work progresses.



# Guidance Note on Archaeological Assessment, recording and supervision in Conservation Projects

## Archaeological Assessment

The Archaeological Assessment is generally carried out as part of (or draws from) the Conservation Management Plan with the archaeologist working as part of the interdisciplinary team.

The Archaeological Assessment shall comprise a comprehensive historical and architectural analysis and an analytical record of the archaeological and related structures that includes the following:

- a. A desk-study that draws on primary and secondary historical, cartographic and photographic sources to describe the monument and its historic setting and context.
- b. Archaeological recording (annotated plans, elevations, sections, details of features and interpretative drawings derived from measured surveys, photographic surveys, digital (laser) surveys and opening-up works) that secures an understanding of its development, its phasing (including supporting scientific dating of appropriate samples where relevant), the identification of architectural features (e.g. put-log holes, crenellations, building joints, niches, arrow/gun loops, buttresses, historic repairs, historic plaster etc.), and its condition and vulnerabilities. The recording should be a multi-disciplinary activity and the archaeologist is required to work closely with the building conservation professional in the preparation of this part of the report as they are likely to have additional reports and insights. This recording will require site inspection(s) and interdisciplinary site inspections are advisable.
- c. A written account of its overall form (structure, materials, layout) and of its successive phases of development, together with the evidence supporting this analysis.
- d. An Archaeological Impact Statement which sets out recommendations and mitigation measures to record and protect archaeological remains (buried and above ground) prior to and during the project. This may include further recording or supervision required (in particular for vegetation removal, rebuilding or following raking out of masonry), details of proposals for the reuse of stonework (including any architectural fragments), treatment of architectural features, preservation in situ of fabric/features and an outline of proposed conservation works (prepared in liaison with the building conservation professional). Consideration of impacts such as storage of materials, access and scaffold shall be considered. While minimal impact is the preferred option, in some cases

investigation of overburden, collapse or wall footings may be required to inform the project and the archaeologist will set out appropriate archaeological mitigation measures such as archaeological test excavation or monitoring. **An archaeological excavation licence or Ministerial Consent will be required for such mitigation.**

The outcome of the Archaeological Assessment shall inform the preparation of any scheme of stabilisation, conservation and repair that ensures that significant features are highlighted and not damaged, concealed or lost. The input of the archaeologist will also be required in identifying vulnerable areas of the site and/or buffer zones, which shall then be shared with the project team, including the building contractor and all sub-contractors in a **toolbox talk** (a presentation regarding issues to remember on site & ensure best practice).

The Archaeological Assessment including an Archaeological Impact Statement shall be forwarded to the National Monuments Service for agreement prior to work commencing.

### **Archaeological Supervision and Recording of Works**

The supervision of works and the recording of newly exposed features following vegetation removal and during conservation is a critical part of the archaeological process for conservation of monuments funded under the Community Monuments Fund. Many of these monuments have not previously been recorded or revealed in modern times and it is essential that this new information be added to the archaeological archive. It can also lead to a deeper understanding of significance of the monument.

The archaeologist shall carry out a visual assessment of the area under conservation, aided by photogrammetry survey or laser scans, where they exist. The results of this survey and a narrative interpretation shall be included in the archaeological report, augmenting and updating the archaeological recording undertaken for the pre-conservation Archaeological Assessment report.

As with the Archaeological Assessment phase, the identification of newly revealed architectural features (e.g. put-log holes, crenellations, building joints, niches, arrow/gun loops, buttresses, cut stone, springing points, belfrys, historic repairs, historic plaster, historic graffiti etc.), and their condition and vulnerabilities should be recorded. Stone by stone recording should take place as appropriate in consultation with the National Monuments Service. It is therefore essential that the Project Archaeologist be facilitated on an ongoing basis to record and investigate fabric that has been raked out and/or otherwise exposed because of opening-up works, removal of renders or vegetation. No removal or taking down of fabric or groundworks are to take place in the absence of the Project Archaeologist. Collapsed masonry should not be moved without prior consultation with the Project Archaeologist. It is essential that any new features identified or new information on the monument be communicated to the Building Conservation Professional as changes to the specifications of work may be required.

Should previously unknown archaeological material be found during the course of the conservation work the Project Archaeologist shall be prepared to be advised by the National Monuments Service with regard to any necessary mitigating action e.g. redesign to allow for preservation in situ, and/or archaeological investigations.

**Due to the potential for discovery of archaeological objects or features during the conservation process, it is a condition of the Community Monuments Fund that an archaeological excavation licence be obtained by the Project Archaeologist for the supervision of removal of vegetation and raking out of mortar.**

### **Archaeological input to site presentation and interpretation content**

The Project Archaeologist plays a valuable role in the decisions to be taken regarding site presentation and in the preparation of content for interpretation. The Project Archaeologist shall ensure that any proposals for interpretation shall be authentic, up-to-date and accurate and be in accordance with guidelines of the 2008 ICOMOS Charter for the Interpretation and Presentation of Cultural Heritage Sites. In addition, they shall advise on locations of interpretation which avoid physical and visual impact on the monument.

### **Archaeological Report**

A final report on the recording, archaeological monitoring and/or excavation shall be submitted to the National Monuments Service by the Project Archaeologist on project completion in accordance with CMF conditions. Where the supervision will have been carried out having obtained an archaeological excavation licence, this can be a copy of the report which shall be submitted (in the formats required) to the Licensing and Planning Unit, as required in the licensing or consent conditions. All archaeological excavation reports shall be in accordance with the Department's published [Guidelines for Authors of Reports on Archaeological Excavations](#).

## Terms and Conditions

**All projects shall be carried out in accordance with the Community Monuments Fund Handbook 2023 and conditions attached to grant award.**

In addition the following terms and conditions will apply to all projects

### 1. Statutory Requirements

Grant-approved works shall meet all relevant statutory requirements, including planning permission. Where works are proposed to archaeological sites/monuments protected under the **National Monuments Acts 1930 to 2014**, all provisions of the Acts shall be complied with including the statutory requirements for notification or for Ministerial Consent. Where archaeological investigation or mitigation is required, relevant licences or consents shall be in place.

The onus is on the applicant to comply with all other relevant statutory requirements, such as the Wildlife Acts, foreshore licenses (if applicable), Safety, Health and Welfare legislation, and environmental and employment legislation.

The attention of the Local Authority is drawn to: **(DAHRRGA 2012) Strict Protection of Animal Species: Guidance for local authorities on the application of Articles 12 and 16 of the EU Habitats Directive to development/works by or on behalf of a Local Authority**. The publication **Bat Mitigation Guidelines for Ireland** (2006) is available on the Department's website at:

<https://www.npws.ie/publications/search?title=bat+mitigation&keyword=&author=&series=All&year=&x=0&y=0>

### 2. Supplementary Material

Supplementary material with the application form should be submitted as part of the Method Statement if it has a direct bearing on an application.

### 3. Site Inspection by Local Authorities

Detailed inspections of the monument shall be carried out, prior to commencement and following completion of the works, by the Heritage Officer and/or Architectural Conservation Officer (ACO) and/or Local Authority Archaeologist or other person appointed by the Chief Executive for this purpose, or by State-funded organisation.

Applicants/owners and their agents will be required to make any arrangements that may be necessary to provide access to any part of the structure or works.

### 4. Project Progress Reporting

The National Monuments Service shall be kept up to date at all times of any change in project constraints such as time, scope, and budget, and will periodically throughout the CMF project lifecycle, seek project progress reports from the Local Authority/State-funded Organisation..

## 5. Site Inspection by National Monuments Service

As part of the controls that the Department undertakes in relation to the monitoring of expenditure and procedures under the Community Monuments Fund, the National Monuments Service will carry out site inspections on a number of funded projects, including inspections concerning compliance with approved Method Statements. The National Monuments Service will inform the Local Authority of intended visits so as to coordinate efficient and safe access. Applicants/owners and their agents must allow access to the monument in such circumstances.

## 6. Findings of Site Inspections

In the event that a site inspection uncovers any instance of irregularity or fraud or non-compliance with approved Method Statements and/or Statutory Requirements, steps to be taken may include:

- **Irregularity** – Withdrawal of the wrongly obtained advantage by obligation to pay or repay the amounts due or wrongly received.
- **Fraud** – Referral to appropriate authority.
- **Non-compliance with approved Method Statements** – to be advised by the National Monuments Service.
- **Non-compliance with Statutory Requirements** – will be reported to the relevant authority.

## 7. Drawdown of Grant

Projects must be completed and funds drawn down on or before 17 November 2023

Grants will be paid on the basis of vouched expenditure. Grantees are required to certify that:

- i. The invoices used to support their claims relate exclusively to activities and services associated with the grant approved work or service,
- ii. The amounts invoiced have been paid in full,
- iii. The invoices or related payments have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in agreed joint-funding arrangements).

## 8. Eligible Expenditure

**Value Added Tax (VAT)** is allowable under this scheme only for works being funded where such VAT is not recoverable under this scheme by any other means.

## 9. Reallocation of Funding

The Department may reallocate any grant approved under the Fund to other projects meeting the qualifying criteria where an urgent need has arisen in another case.

## 10. Tax Requirements

The applicant and any contractors must be tax compliant. Relevant tax clearance procedures in respect of public sector grant payments as set down by the Revenue Commissioners must be adhered to. Please refer to [www.revenue.ie](http://www.revenue.ie) for further details. 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 LA to ensure that the proper tax clearance procedures are being adhered to by applicants, contractors and subcontractors, and in line with LA's own financial control procedures.

Owners who have received a determination under **Section 482 of the Taxes Consolidation Act 1997** (as amended) (formerly Section 19 of the **Finance Act 1982**) and/or where the owner/occupier has received tax relief under the **Home Improvement Scheme** or the **Living City Initiative**, should inform the Revenue Commissioners of any funding received through this scheme.

## 11. Procurement

Projects in receipt of grant assistance must comply with Public Procurement Guideline. <https://www.gov.ie/en/organisation/office-of-government-procurement/>

## 12. DPER Circular 13/2014

Grantees are reminded of their responsibilities under the Public Spending Code which can be found at <https://www.gov.ie/en/publication/public-spending-code/> and will be required to comply with Department of Public Expenditure and Reform Circular 13/2014 - Management of and Accountability for Grants from Exchequer Funds <https://circulars.gov.ie/pdf/circular/per/2014/13.pdf>.

## 13. Inspection of records

All grantees are informed that they have an obligation to make books and accounts available to the Comptroller and Auditor General where 50 per cent or more of their total income is sourced from Exchequer Funds, and NMS and Local Authorities have a right to inspect the grantee's records

## 14. Endangerment Notices

Where the archaeological monument is in the ownership of a Local Authority or State-funded heritage organisation, or where a Local Authority or State-funded organisation is providing financial assistance for works to an endangered structure under Sections 59, 69 and/or 70 of the Planning and Development Act 2000 (as amended), the application may be made by a designated officer of that Local Authority.

### **15. Advertising of Scheme**

Each Local Authority shall advertise the Community Monuments Fund on its website and social media platforms within one week of having been notified of the Scheme by the Department.

### **16. Indemnity**

The Department accepts no liability arising out of any works consented to or approved under CMF2023 and shall be indemnified as a condition of approval.

### **17. Transfer of Ownership**

If the grant-aided property is sold, or the ownership transferred within a period of 5 years from date of payment of the grant, some or all of the funding awarded may be subject to claw-back. In the event of transfer of ownership prior to grant payment, the Local Authority or State-funded organisation may make arrangements to transfer the grant to the new owner of the property subject to his/her compliance with all conditions attached to the grant.

### **18. Ownership Confirmation**

For applications from private landowners or community groups, the Local Authority shall carry out a validation check via the Property Registration Authority, (PRAI). The obligation is on the Local Authority (or State-funded organisation) to verify details. Where there is any doubt over ownership this must be highlighted in the application.

## 20. Other Exchequer Funding

Projects may be eligible to receive funding from more than one publicly-funded scheme. Information provided by the applicant in Sections 4a and 4b of the application form should be cross-checked in respect of possible other grants from exchequer funds.

Where the archaeological monument in question is being used for economic activity, funding under the Community Monuments Fund may be considered to be **de minimis** funding for State Aid purposes.

## 21. Publicity / Social Media

Successful applicants are encouraged to use social media to highlight the project, acknowledging the support of the Fund. Further information will be issued to successful project applicants on award.

## 22. Photography

Good quality digital photographs of the project before works commence shall be included in the Report upon completion of the works, as well as post-works completion photographs. These may be used later for a 'before and after' comparison for reporting purposes. Please note that the Department reserves the right to use any or all images supplied by either the applicant or the Local Authority to advertise or publicise the Fund. Applicants and local authorities are advised to obtain all necessary permission to use images before they submit them to the Department and shall state who owns the copyright of the photos.

## 23. Annual Report and Publicity

Each Local Authority (or State funded organisation) should include information on its operation of the fund in its Annual Report. The contribution of the Department should be publicly acknowledged in all advertisements and publicity in relation to this scheme and the appropriate logos/devices used in any print material.

## 24. Conflict of Interest

A conflict of Interest Form as per Appendix supplied shall be submitted by each Local Authority making an application or applications for each project submitted to the Department.

## 25. Department Decision

In deciding the allocations of funding, the Department may take account of a number of factors including geographical balance in support of regional equality and also the desirability to fund a variety of projects. The Department will retain the right to **reassign approved funds** to another approved project if the terms of the original approval are not met within a defined period.

## 26. GDPR / Privacy Statement

The Department of Housing, Local Government and Heritage is committed to protecting and respecting privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will not process



your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law.

The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. Further information on Data Protection can be found on our website at:

<https://www.gov.ie/en/organisation/department-of-housing-local-government-and-heritage/?referrer=http://www.housing.gov.ie/corporate/compliance/data-protection/data-protection>

## **27. Freedom of Information Acts**

Applications for funding under the scheme may be subject to the Freedom of Information Acts.

## **Contact Details**

For further information regarding this scheme, please email [cmf@housing.gov.ie](mailto:cmf@housing.gov.ie) with subject line of email: 'CMF2023'

[gov.ie/housing](https://gov.ie/housing)

