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Rialtais Áitiúil agus Oidhreachta
Department of Housing,
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Community Monuments Fund Handbook

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Introduction to the 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, State-funded organisations, private owners, custodians and community groups for the care, conservation, maintenance, protection and promotion of archaeological monuments.

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 more frequent extreme weather events, flooding, storm damage, coastal erosion and changing vegetation patterns placing additional pressures on heritage assets. 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.

1 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.

2 Available Funding – What Will Be Funded

Stream	Available Funding	What will be funded	Maximum Grant
1	Grants up to **€130,000** 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 **€30,000** 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 **€30,000** for the enhancement of access infrastructure, interpretation projects (including virtual/online), small-scale emergency conservation works, and stone storage options at archaeological monuments.	Enhancement of access infrastructure, interpretation projects and small scale emergency conservation works at archaeological monuments.	100% of eligible costs

2.1 Pilot Post-Project Monitoring Stream

A pilot post-project monitoring stream is being introduced for Local Authorities, which will allow for a visual inspection of previously undertaken CMF works. Local Authorities may apply for a maximum grant of €10,000 (VAT inclusive) to engage a suitably qualified relevant professional, such as an archaeologist with experience of conservation projects, to inspect previously completed CMF works at up to ten monuments in their respective area.

In this pilot stream, eligible monuments are limited to masonry ruins, including churches, castles, abbeys, and other similar structures. The scope of eligible monument types may be reviewed and expanded in the future. Both Local Authority owned monuments and privately owned monuments are eligible for inclusion.

The post-project monitoring stream will use a concise standard template only, which will be provided by NMS to Local Authorities. No other form of report will be required for the pilot post-project monitoring stream. The template contains specific questions relating to the monument, the works undertaken and future recommendations. A separate template should be completed for each monument included under the post-project monitoring stream.

A costed breakdown should be submitted with the application, outlining the number of monuments proposed for post-project monitoring, including the most recent CMF reference number, and who will undertake the inspections. Only one application form is required per Local Authority with the requisite number of sites stated.

2.2 Ineligible Projects

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 builds or extensions.

iii. Works not in accordance with sound archaeological and conservation methodology and practice.

iv. Purchase of land 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).

vi. Projects that would increase climate-related vulnerability, conflict with identified adaptation objectives, or result in maladaptation of archaeological monuments.

2.3 Essential Requirements

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 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.

2.4 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.

2.5 Climate Action

Climate change is recognised as one of the. most significant long-term threats to Ireland's built and archaeological heritage. The Built & Archaeological Heritage Climate Change Sectoral Adaptation Plan 2025 (B&AH SAP 2025 available at https://assets.gov.ie/static/documents/e48fad63/Annex_3_-_Built_and_Archaeological_Heritage.pdf) sets out the national framework for strengthening the resilience of historic buildings, archaeological monuments and sites, cultural landscapes, collections, and underwater cultural heritage to the impacts of climate change. These include the impacts of flooding (inland and coastal), increased storm frequency and intensity, coastal erosion, soil movement and instability, , wildfire, pests, invasive species, mould, and the deterioration of buried (sub-surface)archaeological remains.

The Community Monuments Fund supports projects that contribute to the identification, management and reduction of climate-related risks affecting archaeological monuments. In assessing applications, additional weight may be given under the Efficacy and Public Benefit criteria where proposals demonstrate one or more of the following:

- Identification of vulnerable attributes of, and climate-related threats affecting archaeological sites and monuments;
- Assessment, recording and monitoring of measures that support the long-term resilience of archaeological heritage;
- Development of adaptation strategies that address site-specific climate impacts, with a particular emphasis on traditional and nature-based solutions, techniques and materials;
- Engagement with communities to raise awareness and understanding of the impacts of climate change on our archaeological heritage and of the actions that can be taken to monitor, protect, adapt and build resilience in our monuments.

The B&AH SAP 2025 sets out a series of goals and actions to guide long-term climate change adaptation across Ireland’s built and archaeological heritage sector. Climate change adaptation is an ongoing process of identifying vulnerabilities, assessing risks, implementing appropriate conservation and management measures, and monitoring their effectiveness over time. By incorporating climate resilience into conservation planning and management, archaeological monuments can be better protected from current and future climate-related impacts.

All projects supported through CMF should, where relevant and appropriate, demonstrate how they contribute to the Goals and Actions of the B&AH SAP 2025 and support the long-term resilience, conservation and sustainable management of Ireland's archaeological heritage.

3 Selection Criteria

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

1	**Significance** of the archaeological monument
2	**Efficacy** 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	**Quality** of the methodology and technical merit of the proposed project
4	**Broader public or community benefit** 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.

4 Qualifying Conditions

4.1 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 (or Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023 (HAHMP 2023), once fully commenced), 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 Framework and Principles for the Protection of the Archaeological Heritage and full regard to all relevant policy and guidelines publications by the National Monuments Service.

4.2 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' and 'Guidance on Repointing Rubble Masonry in Historic Structures'.

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. Drawings are an appropriate way to document these, along with annotated photographs and written descriptions. 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.

5 How to Apply

5.1 Stream 1

Stream 1 offers grants of up to **€130,000** aimed at essential repairs and capital works for the conservation of archaeological monuments.

1. Local authorities or community groups 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
- ✓ Local Authority to submit to the Department (email cmf@housing.gov.ie) on or before close of business **5 February 2027**.

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 **22 January 2027.**

Each Local Authority may submit up to **2 projects** in this category to the Department (including Appraisal Form CMF/B) by close of business **5 February 2027**.

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) on or before close of business on **5 February 2027**.

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 **€150,000**.

5.2 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 or community groups 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
- ✓ Local Authority to submit to the Department (email cmf@housing.gov.ie) on or before close of business on **5 February 2027**.

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 **22 January 2027**.

Each Local Authority may submit up to **2 projects** in this category to the Department (including Appraisal Form CMF/B) by close of business **5 February 2027**.

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) on or before close of Business **5 February 2027**.

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

5.3 Stream 3

Stream 3 offers grants of up to **€30,000** for enhancement of access infrastructure, interpretation projects and small scale emergency conservation works at archaeological monuments.

1. Local authorities or community groups 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.
- ✓ Local Authority to submit to the Department (email cmf@housing.gov.ie) on or before close of **5 February 2027**.

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 **22 January 2027**.

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 **5 February 2027**.

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) on or before close of business **5 February 2027**.

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

5.4 Pilot Post-Project Monitoring Stream

- ✓ The Pilot Post-Project Monitoring (PPM) Stream offers Local Authorities the opportunity to apply for a maximum of €10,000 (VAT inclusive) to undertake post-project monitoring on up to ten monuments, which have benefited from CMF funding in the period 2020 to 2026. This pilot stream will focus on ruins such as medieval churches, castles and abbeys. Only one application form is required from each Local Authority with the requisite number of sites stated. Complete the Pilot PPM Application Form.
- ✓ Attach a concise Method Statement, including a list of the sites proposed and detailed cost schedule.
- ✓ Local Authority to submit to the Department (email cmf@housing.gov.ie) on or before close of **5 February 2027**.

6 Submitting Applications

6.1 What to Include

Applications that 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 exceed15MB. Fragments or partly completed applications, or multiple applications in the same email, will not be considered for funding.
- The email subject should be 'CMF2027-[Local Authority Name or name of State- funded organisation]-[Stream (1,2 or 3)]-[Project Name/Monument name] e.g. 'CMF2027-Galway County Council – Stream 1 – XXX Castle'.

Applications will be accepted by email only to cmf@housing.gov.ie. You should receive an acknowledgement of receipt email automatically - if you do not, please contact cmf@housing.gov.ie.

6.2 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?

6.3 Project Checklist (for submission following CMF award)

1) Section 12(3) Notification or Application for Section 14 Ministerial Consent as appropriate (see Letter of Award for requirements).

2) Application for an Archaeological Excavation Licence if relevant (see Letter of Award for requirements). Applicants should be aware of the timescales required for the processing of archaeological licences and S14 Ministerial Consents and ensure applications are received by the Department in a timely manner.

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 Project Manager.

7) Compliance with Letter of Award conditions and CMF Handbook. The conditions of the Letter of Award should be made available to the full project team.

7 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 **12 November 2027** 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 section 8 Project Reporting).

- 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.

The principles above apply to any eligible State-funded organisation who may be awarded funding.

8 Project Reporting

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

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** Available at: https://www.archaeology.ie/collections-and-publications/publications/guidelines-for-the-authors-of-reports-on-archaeological-excavations/.

Building Conservation Professional

A final report (including a full record of drawings, annotated photographs and 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 works 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.

The report shall include the location of any agreed interventions which may have been required due to ecological mitigation measures.

Other Specialist Reports

Additional specialist reports, such as ecological reports, or any updates to those contained 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.

9 Team Members 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. The size and composition of the team required will reflect the scale and complexity of the particular project.

9.1 Project Archaeologist

The applicant must engage a suitably qualified and experienced archaeologist as part of the project team. A key role of the Project Archaeologist is to provide advice on compliance with the National Monuments Acts 1930 to 2014 (or HAHMP 2023, once fully commenced).

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 Project Archaeologist is 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. The Project Archaeologist shall note the requirement for either an archaeological excavation licence or Ministerial Consent as set out in the Letter of Award for the project, and shall apply for these in a timely manner.

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 12).

9.2 Building Professional

Conservation works must be designed, specified, monitored and overseen on site by appropriately qualified and experienced building conservation professional(s)—an architect, or structural engineer—who 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 Building Professional should have conservation accreditation from a relevant professional body and a demonstrable competence in the relevant area of building conservation.

The building conservation professional is required to produce a comprehensive works method statement to accompany the CMF application. The absence of a suitably comprehensive works method statement will result in a project failing at assessment stage (See Section ‘Guidance Note on Method Statements’ page 24). The building conservation professional will produce a conservation works report at the end of the project.

9.3 Project Ecologist

CMPs and conservation projects will require the services of a suitably qualified ecologist. An Ecological Impact Assessment will be required for conservation works. Ecological mitigation measures, where required, must be incorporated into the works method statements. Ecological advice and/or supervision may be required for certain activities associated with the development of the Conservation Management Plan and /or the conservation works. See CMF guidance document on the Role of the Ecologist.

9.4 Heritage Contractor

CMF conservation works require the services of suitably experienced heritage contractors. It is a requirement that only skilled and competent building operatives with relevant experience in working with historic structures, and under appropriate supervision, shall be employed to carry out CMF funded works. Projects may provide Traditional Skills Training (see Section 2.4) where appropriate supervision is provided.

9.5 Project Manager

A dedicated Project Manager should be assigned to each CMF project from within the selected team members. The Project Manager will ensure that the outputs of the relevant team members are interdisciplinary in nature and will take overall responsibility for the project. The Project Manager must have the skills and experience to perform this role. The Project Manager will co-ordinate meetings and reports and ensure that mitigation measures proposed by team members, and approved by the National Monuments Service, are understood by the wider team.

The Project Manager will coordinate and ensure compliance with CMF grant conditions and statutory requirements including all aspects of the National Monuments Acts 1930 to 2014 (or HAHMP 2023, once fully commenced) which are key components of the fund.

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

10 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 specified actions for conservation, maintenance, management, access (physical or virtual), 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 and conserved based on all available evidence, where there is a clear aim for what is

intended in the future, and where works can be programmed and costed to achieve that vision in a structured way.[1]

Whom to include in the interdisciplinary team?

The CMP process should aim to provide a comprehensive 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. A Project Manager should be appointed at the outset to manage the outputs of the interdisciplinary team into a single cohesive document. The Project Manager should be the person with the skills and experience to ensure delivery of the project. All team members should be suitably qualified and experienced in their relevant fields of expertise.

What to include in a CMP?

The Conservation Management Plan should include all relevant outputs from the interdisciplinary project team integrated into a **single document with a clear set of recommendations for the site. Where conservation works are proposed or recommended the CMP shall include a clear set of costed specifications for the required work, accompanied by appropriate imagery and/or measured survey.[2]**

[1] If a conservation works application is being made and no CMP is available, then the rationale and justification for not undertaking a CMP in the first instance must be demonstrated.

[2] Recommendations made in CMPs are subject to discussions with and the approval of NMS. Approval of CMPs funded through the CMF scheme does not negate the need for further discussion with NMS on individual proposals arising from any CMP action plan.

The CMP should contain an executive summary with a synopsis of the findings of each of the interdisciplinary team members, and any mitigation measures, which have been recommended to enable conservation works to proceed. For example, the Project Archaeologist may recommend archaeological assessment of material and detritus overlying a medieval vault prior to conservation, or the Project Ecologist may make recommendations regarding derogation licences required under Regulation 54 of the European Communities (Birds and Natural Habitats) Regulations 2011 (as amended).

Limited vegetation management may be required in some projects proposed for CMPs to facilitate visibility of the monument. Notification to the NMS will be required where this is proposed.

The CMP should include the following information, if relevant:

- The names and details of the project team and Project Manager.
- 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).
- Executive Summary; a brief overview and a synopsis of the findings of each of the interdisciplinary team members, and any mitigation measures.
- Statutory protection of the monument. These may include:

  A monument and place protected under the National Monuments Acts 1930 to 2014 (or HAHMP 2023, once fully commenced);

  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.

- A 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.
- A written description of the surviving remains.
- Maps, annotated photographs and scaled drawings.
- 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.
- Written specifications for any proposed conservation works accompanied by appropriate annotated measured survey drawings and/or ortho rectified imagery. Where repair specifications are recommended which involve the use of modern materials or other interventions, then the rationale and justification for such proposals should be clearly set out. An options appraisal should be provided where several approaches to a particular complex aspect of the works are being considered.
- Costed specification of the works.
- Site specific reference to identified risks associated with climate change (and extreme weather events) For example, a climate vulnerability assessment identifying climate hazards, potential risks and impacts, monitoring requirements and recommended adaptation measures over the lifetime of the CMP.
- 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, including actions relating to the monitoring of change and maintenance of the monument following conservation works.
- Clearly outline how the CMP and its proposed action plan can support the implementation of the Built and Archaeological Heritage Climate Change Sectoral Adaptation Plan 2025. This may include climate adaptation

considerations, for example, current climate related pressures and resilience benefits of the proposed works.

Relevant appendices from the interdisciplinary team members, for example, the Archaeological Impact Assessment and Ecological Impact Assessment.

11 Guidance Note on Method Statements

Works method statements shall be submitted for all projects, across all streams. Method statements will draw on information gathered in Conservation Management Plans. **Please note works method statements are separate to archaeological method statements**.

11.1 Stream 1 and Stream 3 Conservation Works

Works method statements should be prepared by the relevant building professional who has specified the works. 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.** Works method statements should be informed by the advice set out in **Repointing Rubble Masonry in Archaeological Monuments and Historic Structures** and the Advice Series, which can be accessed at: https://www.buildingsofireland.ie/resources/. Where possible, applicants should seek to minimise embodied carbon through the retention and repair of historic fabric, use of traditional and locally sourced materials where appropriate, and avoidance of unnecessary replacement.

The Method Statement for Stream 1 and 3 conservation works 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 (max 400 words), prepared by the project archaeologist, and a statement of significance.

b) Map location and SMR reference using extract from the Historic Environment Viewer at www.archaeology.ie.

c) Photographs, ortho-rectified imagery & scaled plans/elevations

Relevant annotated photographs, appropriate ortho-rectified imagery and scaled plans and elevations are required.

d) A Specification 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 undertaken and cross referenced to the scaled plans and elevations.

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. Vegetation should only be completely removed from walls proposed for conservation in the **current phase of works.**

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 should be included, with supporting plans and drawings. Options should be presented for discussion where there are several ways to approach any particular aspect of the work.

v. Details of on-site management, and monitoring.

vi. Estimated project cost(s) broken down into phases to reflect the proposed works/project deliverables (as per Application Form CMF/A);

vii. List of Project team with qualifications and role detailed (as per Application Form CMF/A);

e) Other Mitigation Measures

Other mitigation measures should be outlined. These may include measures which affect the design, timing and sequencing of works. For example, archaeological assessment of deposits overlying medieval vaults in castles and churches, repairs

timed to avoid interfering with bat colonies, repointing works timed to allow lime mortar to set.

f) 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.

g) 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 for approval. Particular attention should be paid to necessary changes following Archaeological Assessment and recording as work progresses.

11.2 Method Statements for Stream 2 CMPs

Method statements for **Conservation Management Plans** should be compiled by suitably qualified professional(s) with experience in undertaking such plans. Method statements for CMPs do not need to be unduly long; rather they must show there is an understanding that the required output can be delivered by a suitably experienced team, which is; a CMP with a costed specification of works broken into phases (if necessary), with relevant disciplines included, mitigation measures clearly set out, and appropriate ortho-rectified imagery/measured survey cross-referenced to the specifications.

The method statement should include:

i. Location of monument taken from HEV and the relevant RMP/SMR number;
ii. Rationale and justification for the need for a CMP for the particular site;
iii. Concise archaeological background (max 400 words);
iv. Photographs of the monument in its current condition;
v. Project team and professionals required, i.e. archaeologist, engineer, ecologist, architect etc.

vi. Whether vegetation management is required as part of the CMP process
vii. Fully costed proposal with breakdown of costs for each team member and a project manager identified;
viii. Constraints to the delivery of a CMP;
ix. Name of the professional compiling the method statement.

Please note, undertaking a CMP may be premature where constraints have been identified which may compromise the required output, e.g., a plan which does not include a properly costed specification or the required surveys. As such, it is important that applicants for CMPs have a good understanding of the requirements prior to application stage and have sought advice from the relevant professionals in this regard.

11.3 Method Statements for Other Stream 2 and Stream 3 Projects

Method statements for other Stream 2 and Stream 3 projects (where there is no physical intervention to the monument itself but may be in proximity), such as specifications of works, lidar or geophysical surveys, access improvement or interpretation, or similar, should set out the materials, what is proposed, how it will be carried out, and should list the personnel required to undertake the projects. A fully costed specification should also be included, with personnel allocated to each item.

If physical interventions in proximity are required, e.g. signage, then the applicant should make adequate provision in the application for an archaeological assessment (see section 12 for further information).

12 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 CMP 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 professional in the preparation of this part of the report as they may have additional reports and insights. This recording will require site inspection(s) Interdisciplinary site inspections are advisable.

c. A written account of the monument's 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 archaeological

assessment of vault material, 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). Impacts such as storage of materials, access, scaffold and any associated infrastructure (site compound, huts, temporary fencing etc.) should 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 (or similar requirements under HAHMP 2023, once fully commenced) will be required for such mitigation**.

The outcome of the Archaeological Assessment will 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, through the Project Manager, including the building contractor and all sub- contractors in a **toolbox talk** (a presentation regarding issues to remember on site and ensure best practice).

Where vegetation removal is proposed the Project Archaeologist, along with the Project Manager, should agree access routes and produce an access map for all contractors in advance of undertaking such work. Full consideration is to be given to the protection of all archaeological features, both above and below ground, during the proposed works.

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 in CMF projects. Many of these monuments have not previously been recorded or revealed in modern times, and it is essential that this new information is added to the archaeological archive. It can also lead to a deeper understanding of the significance of the monument.

The archaeologist must 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 must 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, belfries, historic repairs, historic plaster, historic graffiti etc.), and their condition and vulnerabilities should be recorded (to include photographs and annotated sketches with measurements as appropriate). Stone by stone recording should take place, as appropriate, together with recording and cataloguing of any loose ex situ architectural fragments and their location. All proposals for storage or re-use of ex situ architectural fragments must be discussed in advance with the National Monuments Service and the National Museum of Ireland, as appropriate.

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 ssProfessional 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 will 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.

Where there is potential for the discovery of archaeological objects or features during the conservation process an archaeologist must be engaged to supervise the works and the archaeologist must apply for and obtain an archaeological excavation licence. Adequate time should be given by the Project Archaeologist to allow for the processing of archaeological licences by the Department.

Archaeological input into 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 should ensure that any proposals for interpretation are authentic, up- to-date, accurate, and be in accordance with guidelines of the 2008 ICOMOS Charter for the Interpretation and Presentation of Cultural Heritage Sites. In addition, they should 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 NMS by the Project Archaeologist on project completion in accordance with CMF conditions. Where supervision was carried out under 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 ministerial consent conditions. All archaeological excavation reports shall be in accordance with the Department's published **Guidelines for Authors of Reports on Archaeological Excavations** Available at: https://www.archaeology.ie/collections-and-publications/publications/guidelines-for-the-authors-of-reports-on-archaeological-excavations/.

13 Terms and Conditions

All projects shall be carried out in accordance with the Community Monuments Fund Handbook 2027 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, (or HAHMP 2023 once fully commenced) 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 / State-funded organisation is drawn to: European Union (Birds and Natural Habitats) (Amendment) Regulations 2021 (S.I. No. 293 of 2021) and specifically Regulations 42; (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. Additional Funding

Applicants shall confirm the source of any necessary additional project funding.

4. 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.

5. 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.

6. 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.

7. 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.

8. Drawdown of Grant

Projects must be completed and funds drawn down on or before **12 November 2027** 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).

9. 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.

10. 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.

11. 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 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.

12. Procurement

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

13. 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 .

14. 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

15. 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.

16. 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.

17. Indemnity

The Department accepts no liability arising out of any works consented to or approved under CMF2027 and shall be indemnified as a condition of approval.

18. 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.

19. 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. Successful applicants will be supplied with signage from the Department which can be installed at monuments where conservation works are underway. 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-information/648102-data-protection/#data-protection-policy

27. Freedom of Information Acts

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

28. Drone Operators

Drone operators must be registered in accordance with the policy of the Irish Aviation Authority. Where drone photography is proposed at sites managed by the Office of Public Works (OPW) then permission from the OPW is required in advance.

Contact Details

For further information regarding this scheme, please email cmf@housing.gov.ie with subject line of email: ‘CMF2027’

14 Appendices

A. **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.

E. **Application Form CMF/Pilot Post Project Monitoring Stream** to be completed by the Applicant (one form per Local Authority).

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The Department of
Housing, Local Government and Heritage

An Roinn Tithíochta,
Rialtais Áitiúil agus Oidhreachta
Department of Housing,
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