

An Chomhairle Oidhreachta
The Heritage Council



Department of
**Agriculture,
Food and the Marine**
An Roinn
**Talmhaíochta,
Bia agus Mara**



'The European Agricultural Fund
for Rural Development: Europe
investing in rural areas'.

GLAS TRADITIONAL FARM BUILDINGS GRANT SCHEME

TERMS AND CONDITIONS

APRIL 2016

THIS SCHEME IS FUNDED BY THE 2014-20 RURAL DEVELOPMENT PROGRAMME -THE
EUROPEAN AGRICULTURAL FUND FOR RURAL DEVELOPMENT IN EUROPE

INTRODUCTION

The Heritage Council administers the GLAS Traditional Farm Buildings Grant Scheme for the conservation and repair of traditional farm buildings and other related structures on behalf of the Department of Agriculture, Food and the Marine. The Heritage Council has prepared this document as an aid to ensure that applicants are aware of the requirements and conditions attaching to grants, and to assist in completing applications for this grant scheme.

BACKGROUND

The GLAS traditional farm buildings grant scheme builds upon the success of the REPS4 Traditional Farm Buildings Grant Scheme (2007-2013). This very successful scheme ensured that more than 350 buildings throughout Ireland were conserved for agricultural use, and over 140 previously unknown roosts of protected species were discovered and conserved. A selection of projects supported under the REPS4 Traditional Farm Buildings Grant Scheme can be viewed here: <http://www.heritagecouncil.ie/architecture/our-initiatives/traditional-farm-buildings-scheme>.

Grants will be made available to GLAS participants to carry out approved conservation works to traditional farm buildings, including roofs, outside surface of walls, windows and doors. Grants will also be available for other related structures such as historic yard surfaces and landscape features around the farmyard such as walls, gate pillars and gates. To be eligible for the scheme, buildings and other related structures must have architectural or vernacular heritage character, make a contribution to their setting and not be overwhelmed by large-scale modern buildings. It will be an objective of the scheme that a reasonable geographical spread of grantees across Ireland is achieved.

OBJECTIVE

The principal objective of this scheme is to ensure that traditional farm buildings and other related structures that contribute to the character of the landscape, and are of significant heritage value, are conserved for agricultural use.

FUNDING AND FINANCING

The Scheme is jointly funded by the Department of Agriculture, Food & the Marine and the European Union. The financial allocation to the Scheme is €6million for the lifetime of the 2014-2020 Rural Development Programme. Grants awarded will not exceed 75% of the cost of the works, with a maximum grant of €25,000 and a minimum grant of €4,000 being made. Applicants who receive the maximum grant of €25,000 are not eligible to reapply under this scheme. All applications will be individually assessed using the selection criteria listed on page 5, and the highest priority projects will be accepted for grant aid.

WHO CAN APPLY FOR THIS SCHEME?

The Scheme is only open to farmers who

- (i) Have a GLAS contract with the Department of Agriculture, Food and the Marine and who are approved for participation in the GLAS scheme; and
- (ii) Are the owner of the building/other related structure for which funding is sought or are acting with the permission of the owner (in which case the owner must sign the application form).

WHAT YOU CAN APPLY FOR

Eligible Buildings and Other Related Structures

NB: BUILDINGS AND OTHER RELATED STRUCTURES MUST BE LOCATED ON A PARTICIPATING HOLDING IN GLAS

- Traditional farm buildings constructed before 1960 for a use associated with agriculture, and built using traditional methods and materials such as timber, brick, stone, earth, tile, slate or thatch and which were, or still are, used for an agricultural purpose;
- Other traditional buildings now used as farm buildings;
- Reinstatement of previously existing features which were removed (such as a building which has lost its roof) will only be considered where the Heritage Council deems exceptional circumstances apply **and** if there is strong evidence, e.g. old photographs, of their former appearance **and** they complete an otherwise intact environment. Ruined buildings where more than 50% of the building has been lost will not be considered.
- Other related traditional farm structures, such as historic yard surfaces, landscape features around the farmyard – walls, gate pillars, gates, millraces etc.
- The buildings and other related structures must be in fair condition: they must be repairable and have surviving materials that contribute to their character.

Ineligible Buildings

- Farmhouses, residential or domestic buildings, currently in occupation or intended for occupation;
- Buildings already converted to a non-agricultural use, for example, to a residential or non-agricultural business use;
- Traditional farm buildings which are intended to be converted to a non-agricultural use during the life of the current GLAS agreement;
- Traditional farm buildings that will not be in the applicant's ownership or control for the life of the GLAS agreement;
- Corrugated iron hay barns;
- Post 1960 farm buildings such as slatted sheds or milking parlours.

Eligible Works

Conservation works are those that maintain the character and integrity of the building by the use of compatible repair or construction techniques. The works should not be designed to modernise the appearance of the buildings or other related structures as, in many cases, the wear and tear of the years contributes to their character. Instead the works should be the minimum necessary to ensure that the building is weather tight and stable, and the works should be carried out using traditional building techniques and materials such as corrugated iron, natural slate or lime render and whitewash. For further advice on conservation works please consult the *Built Heritage Policy Advice Series* available on the following website: www.ahg.gov.ie/heritage/heritage-publications/.

The following is a list of the types of work envisaged:

- Repair of a slate, thatch or small-scale corrugated iron roof including its structure;
- Re-pointing of stone walls in earth or lime mortar;
- Re-plastering of stone walls in lime plaster;
- Repair of earthen walls, or parts of walls;
- Repair or re-instatement of timber doors or windows;
- Repair or renewal of lintels;
- Structural repairs to prevent walls leaning over/ensure structural stability;
- Repair of loft where it is required to ensure structural stability;
- Repair of rainwater goods where they are pre-existing;
- Drainage works where they are deemed necessary to ensure structural stability;
- Repair of other related farm structures and features such as dry stone or lime mortared stone boundary walls around the farmyard, wrought or cast iron farm gates, stone-paved or cobbled yards or trackway surfaces, gate piers.

Ineligible Works

- Internal works, other than those that are required to ensure structural stability;
- Alterations and Improvements;
- Routine maintenance and minor repairs ;
- Works already carried out or underway;
- Works that cost below the threshold of the minimum grant.

THE APPLICATION PROCESS

Applications – How to apply

Applications will be invited over a number of advertised tranches, which will continue until the end of the Rural Development Programme period (end 2020). A copy of the application form can be obtained in advance of each tranche by contacting The Heritage Council at telephone number 056 7770777 or can be downloaded from the website: www.heritagecouncil.ie. Completed applications

must be submitted in hard copy format only to The Heritage Council, Áras na hOidreachta, Church Lane, Kilkenny by the stated closing date. Late applications shall be rejected and returned to the applicant as ineligible. Applications submitted by fax or email shall be rejected and deemed ineligible. Applications that do not have **all** the required supporting documentation will be deemed ineligible and rejected. Full responsibility for the information contained in the application and supporting documentation submitted and for the receipt of applications by the closing date rests with the applicant.

Required Supporting Documentation to be submitted:

The following documents **must** be submitted in support of an application by the stated closing date:

1. A signed completed application form;
2. A site location map with location of building and/or other related structure clearly marked in red;
3. Photograph of the exterior;
4. Photograph of the interior (if applying for building);
5. Photograph of any parts in need of repair;
6. Photograph of building or other related structure in wider surrounding from a public place (where available);
7. A cost estimate;
8. Written consent of owner (as appropriate).

Any additional information not included in this list can also be submitted if you consider it to be relevant.

THE ASSESSMENT PROCESS

All applications are screened to ensure eligibility and any that do not meet the requirements listed above are rejected and will not be assessed further. All eligible applications will be assessed by the Heritage Council and then by an expert panel comprising external and internal expertise. All eligible applications will be assessed under the following weighted selection criteria:

1. Heritage interest of the building/other related structure
2. Project that will best demonstrate public benefit, including landscape value
3. Habitat value or potential
4. Climate Change Mitigation/Environmental Sustainability
5. Employment benefit of the project
6. The necessity of the works
7. Evidence of previous maintenance
8. Suitable conservation supervision of the project
9. Value for money

Please see appendix 1 for further information on the selection criteria.

If any of the supporting documentation submitted raises queries, clarification will be sought in writing from the applicant. If there is no response within three weeks of the date of the letter from the Heritage Council, a second letter will issue and if the query is not clarified within 10 working days of the issuing of the second letter, the application will then be rejected. The recommendations of the expert panel will be presented to the Heritage Council Board for final approval, following which all applicants will be notified in writing. Successful applicants will have two weeks to inform the Council of their decision to accept or reject a grant. Unsuccessful applications will not be carried forward through to following years of the grant scheme.

INFORMATION ON CONDITIONS

Detailed conditions attaching to approvals will be published on The Heritage Council website www.heritagecouncil.ie in advance of each tranche.

Funding

The minimum grant amount offered will be €4,000 and the maximum, €25,000. The grant will not be for more than 75% of the cost of the approved works. The balance of funding may not be from any other State source. Leader funding cannot be obtained for the conservation works in addition to a grant under this scheme. The smallest project that could be funded would cost in the region of €5,700. The cost of VAT is eligible only in circumstances where such VAT is not recoverable by the grantee by any other means. For grants of €10,000 and over a current Tax Clearance Certificate will be required from all applicants prior to payment of grant.

Conservation Supervision and Specification

It is important that an appropriately qualified conservation consultant provides advice and oversees the works to be carried out and all successful applicants must employ a conservation consultant to supervise the works. The cost of supervision can be included in the overall costs of the project for grant aid. Applicants are not required to employ this person at the application stage.

The conservation consultant will, on behalf of the successful applicant, be required to submit a conservation specification on the works proposed, to supervise the project as it progresses, to provide an interim report and on completion a final report. Upon completion the conservation consultant will also sign off on the costs claimed and the standard of works carried out.

Works cannot commence until the conservation specification is submitted and agreed with the Heritage Council. It should be agreed at least three months prior to end-date for completion of works. The conservation specification must adhere to best conservation practice and should demonstrate the maximum works needed to secure the survival of the building or other related structure whilst, at the same time, being the minimum necessary to solve its problems. Replacement of original or historic material should be kept to a minimum and

should only be carried out when absolutely necessary. The conservation specification will include such information as:

- A concise description of the existing structure, noting its significance, appearance, setting, condition, present use, floor area (if building applied for), brief architectural history (if available), and the materials it is made of;
- A concise description of the works proposed identifying the issues that are causing risk or decay, what remedial repairs are proposed, how they will be done, what materials will be used and how the fabric will be conserved;
- Photographs and/or other illustrations;
- Details of on-site supervision and monitoring.

Wildlife

Many farm buildings and farmyards provide roosting sites for bats, and nesting sites for birds that are protected by law. A bat/bird survey may be required to identify which species are present and how to carry out the works without affecting them - for example altering the timing of the repair work or the material used. Up to 75% of the cost of the wildlife survey may be allowed in the grant allocation.

NB: If bats or nesting birds are present, a derogation licence from the National Parks and Wildlife Service may have to be obtained before works can commence.

Statutory Permissions

Repair works are usually considered exempt from the planning process but for grant aid to be considered applicants will need written confirmation from the Local Authority, or other agency, that the works are exempt. If the works relate to a protected structure applicants should consult the Local Authority prior to making a grant application. If a building was built prior to 1700, it is likely to be protected under the National Monuments Acts 1930-2004. If this is the situation, the Local Authority and the National Monuments Division of the Department of Arts, Heritage & the Gaeltacht need to give consent to the plans before grant aid can be considered. As noted above if bats or nesting birds are present, a licence from the National Parks and Wildlife Service may need to be obtained before works can commence. All grant aided works must meet all statutory requirements as noted above, and including the Safety Health and Welfare at Work Act 2005, Safety, Health and Welfare at Work Construction Regulation 2006 and employment law. The onus of obtaining all consents, permissions, etc. rests with the applicant.

Use

The building must be maintained in agricultural use while the applicant continues to have a GLAS contract with the Department of Agriculture, Food and the Marine and, in all cases, for a period of not less than five years after payment of grant. If the building being grant-aided is used for another

purpose or sold within a period of 5 years from payment of grant, the Department of Agriculture, Food and the Marine reserves the right to claw-back some or all of the grant monies from the proceeds of the sale of the property.

Reporting

As stated above, an interim report prepared by a conservation consultant, must be submitted during progress of the project. This should be a concise report with photographs detailing works carried out to date, and noting any unforeseen issues that arise. Upon completion, a final completion report will be required, containing a short summary on the works carried out, photographs, details on employment benefit, a copy of the bat/bird survey (where required) and reference to the implementation of the bat/bird survey (as appropriate).

Inspections

The Heritage Council will carry out a pre and final inspection of every project. Works cannot commence until the prior inspection takes place and the conservation specification is agreed. The Heritage Council may also carry out an inspection while works are underway. No inspection will take place by the Heritage Council without the express prior consent of the applicant. The Department of Agriculture, Food and the Marine reserves the right to carry out inspections at any time on approved works with or without prior notice at any reasonable time(s) and without prejudice to public liability.

Publicity and Public Awareness

The Heritage Council will have a photographic record made of the buildings or other related structures and/or the works being grant-aided, and may wish to use such photographs in promoting the support and work of The Heritage Council and the Department of Agriculture, Food & the Marine.

The grant-aid given must be suitably acknowledged by the applicant in the form of a plaque, written acknowledgement or other agreed form. The Heritage Council may wish to represent the project by a symbol on Heritage maps <http://www.heritagecouncil.ie/maps/welcome-to-heritage-maps/>. You may also be requested to allow a sign to be erected on site during construction acknowledging the support of the Heritage Council, The Department of Agriculture, Food and the Marine, and the European Agricultural Fund for Rural Development.

Applicants must ensure that any new archaeological discoveries will be reported to the National Monuments Service and/or the National Museum of Ireland. Any biodiversity data collected should be submitted to the National Biodiversity Data Centre and any bat/bird survey may be forwarded to National Parks and Wildlife Service by the Heritage Council.

Completion of Works and Payments

On submission of the interim report a checklist will be sent to applicants outlining that the following documents must be submitted in support of a claim for payment:-

1. Signed Completed Checklist;
2. Completion report by the conservation consultant on the project;
3. Costs certified by the conservation consultant including receipts (see below);
4. Own labour timesheets signed by the conservation consultant (as appropriate);
5. Confirmation that statutory consents have been received (as appropriate);
6. Signed declaration on VAT status;
7. Current Tax Clearance Certificate in applicant's name for grants over €10,000.

All works must be completed and claim for payment with documentation received in the Heritage Council offices by the date specified in the letter of offer. The Department of Agriculture, Food and the Marine will make all payments in relation to this scheme upon receipt of certification from the Heritage Council that the works are complete and the applicant has complied with the terms and conditions of the scheme. Grants will be paid in a timely manner in accordance with the Farmer's Charter. In accordance with EU regulations, all EU scheme payments to farmers can only be made to a bank, building society or credit union accounts held with the State.

Requirement for receipts

Clear proof of payment in the form of receipts for all costs associated with the approved works must be submitted. The receipts submitted must be in the name of the applicant and should at least include the name, address and VAT number of the supplier/contractor (if registered) and be dated. Invoices marked paid are not sufficient – a separate official receipt, signed and dated by a company employee, must be furnished. Where details are not printed on a receipt using headed paper, a hand written receipt for items purchased is acceptable provided it is signed, dated and marked by a company employee. Cash sales not showing the applicant's name are ineligible. The contents and layout of each receipt must show itemised purchases, actual cost of each item excluding VAT and total amount paid and any discount given. Where the invoice/receipt is not denominated in Euro, evidence of the exchange rate used for the purposes of payment must also be provided. Receipts will not be returned. Additional proofs of payment may also be required, including copies of bank records and account transactions.

Applicant's Own labour and/or use of own machinery

Applicants who intend to carry out some or all of the works themselves must maintain timesheets of the hours and days worked and the particular works carried out. Own labour timesheets will be

available on request from the Heritage Council. If you do not have experience in the use of certain traditional materials (e.g. lime mortar) you must undertake training in it, the cost of which is grant eligible. The rates for own labour and use of own machinery to be costed within current Department of Agriculture, food & the Marine guidelines, available here: <http://www.agriculture.gov.ie/farmerschemespayments/farmbuildings/>. Payment shall only be made where the hours claimed and rates charged are deemed appropriate and the timesheets have been signed off by the conservation consultant.

Penalties

Failure to comply with the Scheme's terms and conditions and eligibility criteria will result in an appropriate penalty/sanction. Serious breaches of the scheme terms and conditions may lead to the grant being refused or withdrawn in full.

Data Protection

The information submitted on application forms will be stored on a database held by the Heritage Council, and will be treated as a public record. Applicants agree that the Heritage Council may request or access data held externally which is required for the purpose of assessment or verification of their application under this Scheme. The Heritage Council operates in accordance with both the Freedom of Information Acts and the Data Protection Acts.

Appeals

The decision of the Heritage Council and the Department of Agriculture, Food and the Marine regarding funding awarded under this scheme is deemed to be final. However, the applicant has, by virtue of the Agriculture Appeals Act, 2001, the right to appeal that decision to the Agriculture Appeals Office. The appeal must be made, in writing, within three months of the date of the decision. The appeal must include the facts and contentions upon which the applicant intends to rely together with such documentary evidence that the applicant wishes to submit in support of his/her appeal.

SELECTION CRITERIA

All eligible applications will be assessed to identify the best and highest priority projects under the following weighted selection criteria:

1. Heritage Interest

If you have any information on the building or other related structure that you think is important please let us know. It may, for example, be typical or rare, curious, or an outstanding example of a local type in the area in which it is located. Perhaps it is ornamental or architecturally designed for example, found on a model farm, or in parklands or designed landscapes. Although the grant scheme can generally not include works to the interior of a building, there could be internal features (such as loose boxes for horses) that contribute to its unique nature. A wrought iron gate may have the signature of the blacksmith who forged it; a stone pier may be of a distinctive local type. The Heritage Council is particularly interested in farm buildings with thatched roofs. Photographs can help highlight aspects that are of interest.

2. Project that will best demonstrate public benefit, including landscape value

The Heritage Council is keen to raise public appreciation of heritage and your application must show that your project will have strong public benefit. It may be in a view of the countryside that is accessible to the public. It should add to the area's landscape character. Perhaps the building is a protected structure. If your farm has hosted a regular series of public events over the years, please let us know. You may be willing to host a traditional skills demonstration day on your farm or an event for heritage week. If so, please say so. Are you willing to contribute an article or an interview to your local or national newspaper or other media source, or write a blog? If so, please let us know. Further advice on communicating and engaging the public can be found here: <http://www.heritagecouncil.ie/grants/grants/> This list is not exhaustive but may give you further ideas on how best to demonstrate public benefit.

3. Habitat Value or Potential

Traditional farm buildings often provide important wildlife habitats that are not easily replicated if the old buildings are destroyed. Bats and owls are often found in farmyard buildings. If the building hosts a protected species please let us know. It may be in an area designated as a natural heritage area, a special protected area, a special area of conservation, a nature reserve or have a wildlife designation. We would like to know. If you have done anything to enhance the habitat value of your building or farm (such as installed bat/bird boxes, retained birds' nests in a building or any other wildlife friendly work) please let us know. Photographs can help highlight any wildlife friendly work you have carried out.

4. Climate Change Mitigation/Environmental Sustainability

Keeping and repairing existing buildings reduces waste generation, conserves the energy embodied in the original building materials and construction, and so is in the wider interests of sustainability. Perhaps you have reused an old dwelling as a farm workshop. The continued use of old space makes excellent use of frugal resources. A comparatively high proportion of the materials used in conservation are sourced in Ireland. Stone should always

be taken from the nearest appropriate source, and fat lime and earth can be sourced in Ireland. Thatching materials can also be sourced locally. Virtually all new slate used in Ireland for roofing is imported but the reuse and repair of much of the roof slate on the existing farm building is often possible. The reuse of existing materials where this can be done will be preferable to replacement.

5. Employment benefit of the project

Under this scheme the Heritage Council wishes to support labour-intensive, small-scale conservation projects and to support the employment of skilled and experienced craftspeople, tradespersons and conservation professionals, as well as encouraging own-labour. Conservation works, based on the principle of minimum intervention, prioritises spending on labour over spending on materials. For example, the repair of a slate roof following conservation principles will require that the maximum of slates are re-used, and the minimum bought in, and that the timber roof structure is carefully repaired rather than replaced. Labour is critical, as the materials are handled and re-attached to the building with the maximum amount of care and attention. Please outline the total number of estimated days (a day is defined as 8 hours) of employment required for the duration of the project.

6. The necessity of the works

We will consider the sort of work that needs to be done and how urgent it is. The key conservation principle of minimum intervention should be applied, that is, the works should be the maximum needed to secure the survival of the built heritage into the future, whilst at the same time being the minimum necessary to solve its problems. Much of the character comes from the weathering, benign plant growth, dents and chips in wood and stone or previous well crafted repairs. If these are continuing to function there is no necessity to replace them. Please ensure that the works to be carried out are listed. Works which are, in the opinion of the Heritage Council, restoration works, are very unlikely to be supported with grant aid.

7. Evidence of previous maintenance

All building materials decay to different extents due to the effects of rain, sun, wind and frost. On-going maintenance is probably the most important feature in the long term survival of the built heritage. It is mundane but vital for ensuring its sound future and, if carried out on a regular basis, it can save money in the long run. Proper maintenance is better accomplished when access is easy and safe. Without regular maintenance, buildings quickly fall into disrepair, wrought iron gates are thrown in a field and the long term benefit of grant aid may be doubtful. Please tell us about any previous repairs or works carried out. Photographs can also help highlight where previous maintenance has been carried out.

8. Suitable conservation supervision of the project

It is important that an appropriately qualified conservation consultant provide advice and oversees the works to be carried out to help ensure the project meets best practice in

heritage. It is not necessary to employ this person at the application stage but the question on the application form, including details of architectural conservation qualification/accreditation, must be answered.

9. Value for money

A well used building is more likely to be looked after. Such buildings can be sustained in the long term with limited funds and represent a good investment for grant aid. Buildings that have fallen into disrepair and have an uncertain use may require larger sums of money in the future. The benefit of the initial funding may thus be lost very quickly and not represent good value for money. The Heritage Council will also consider whether the GLAS scheme is the most appropriate grant for conserving the building.