

The background of the cover is a photograph of a stone church ruin. In the foreground, three people are walking away from the camera on a dirt path towards the church. The church has a steep gabled roof, two large arched windows, and a central arched doorway. A small decorative stone window is visible above the main entrance. To the right of the church, there is a low stone wall and some grass. The sky is blue with some clouds. Overlaid on the top right is a large dark blue circle and a smaller teal circle, both containing text.

Adopt a Monument Guidance for Community Archaeology Projects



An Chomhairle Oidhreachta
The Heritage Council

This is the second edition of *Adopt a Monument: Guidance for Community Archaeology Projects*, prepared by Róisín Burke, Dr Sharon Greene and Neil Jackman, Abarta Heritage.

This manual aims to provide a framework and guidance to community groups who wish to actively engage with their heritage. This document broadly covers some of the key factors and scenarios encountered with heritage sites and monuments, but for specific cases it is essential that you contact your local Heritage Officer or the National Monuments Service and engage the service of conservation and heritage specialists before undertaking any works that could impact the monument.

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Cover photo: Church of the Rath, Killeshandra, Co. Cavan.





Kilkerrin Battery on the
Shannon Estuary, Co. Clare.

Contents

page

Foreword from The Heritage Council	1
Introduction: What is Adopt a Monument	2
What does Adopt a Monument mean for you?	3
Chapter 1: Getting Started	5
Group Composition	5
Local Supports	5
Checklist for potential applicants	6
Obtaining permission and access from landowners and authorities	7
Chapter 2: Understanding Your Monument	9
Introduction	9
Research Questions	9
Recording source information	10
Local Libraries	11
A Guide to Research Sources	12
Chapter 3: Recording Your Monument	23
Archaeological Recording	23
Photographic Record	23
Written Record	24
Drawn Record	26
Recording Historic Graveyards	26
Chapter 4: Publication and Archiving	29
Publishing	29
Citation and Referencing	30
Archiving	30
Storage	32
Copyright	32
Data Protection	33
The Irish Community Archive Network (iCAN)	33
Chapter 5: Care and Conservation of your Monument	37
Best Practice in the ongoing care of the monument	37
Climate Change and your Monument	38
Legislation	39
Checklist before beginning works	41

Chapter 6: Interpreting your Monument	43
Interpretation Panels	46
Chapter 7: Promotion, Outreach and Communications	49
Most effective ways to promote heritage	49
How to prepare a Press Release	49
What to consider when building a website	50
The use of social media	50
How to use effective and evocative photography to promote your monument	51
How to plan and manage suitable events and tours to help increase interaction with the monument	51
How to engage with younger members of the community	51
Heritage and Wellbeing	52
Chapter 8: Funding your Project	55
Introduction	55
General Funding Advice	56
Funding Sources	59
Chapter 9: Health and Safety and Insurance	71
Introduction	71
Insurance	71
Occupier's Liability	72
Health & Safety	73
Chapter 10: Useful Contacts and Sources	79
Heritage Officer Network	79
Conservation Officer Network	81
Local Authority Biodiversity Officers	82
Local Authority Archaeologists	82
Useful websites	83
Useful Documents and Resources	84
Appendix I: Organisational Structure of your Group	86
Charitable status	87



Moygara Castle, Co. Sligo.



Foreword from the Heritage Council

In recent years the Heritage Council has promoted community archaeology programmes in Ireland. We have done this through our grants programmes, by supporting the employment of community archaeologists in local authorities, by developing the first ever community Adopt a Monument Scheme in Ireland, and by providing support and training for communities. It has been heartening to see these approaches are now mainstreamed in heritage practice.

The development of community archaeology has seen increased participation by members of the public in heritage projects such as community excavations, surveys, schools programmes and the development of experimental archaeological projects.

The key element in all of this has been equal partnership between local communities and heritage professionals as well as local and national government. Successful and exciting projects have involved training, responsibility sharing, upskilling and education and our experience has shown that archaeological projects embodying these practices are attractive to local authorities who are interested in place making and regeneration activities.

Well-designed projects also enhance understanding of the archaeological record. The Heritage Council's strategic plan for 2023-2028 *Our Place in Time* sets out the need to continue to broaden inclusivity and participation in all forms of heritage practice.

This manual is aimed at participants in the Heritage Council's Adopt a Monument programme but its content is much broader than just that. We hope this publication will be of interest to communities across Ireland, and even internationally, who are interested in engaging in heritage projects. In developing this we are grateful to Abarta Heritage and to all the communities who participate in our programmes.

Virginia Teehan
CEO

Martina Maloney
Chair

Introduction: What is Adopt a Monument

Ireland's heritage is one of our country's most important assets, and covers everything from our ancient megalithic tombs, to the ruins of our numerous medieval monasteries, our fine castles and abbeys, to the echoes of our past in the architecture and layout of our towns and cities and everything in-between. Heritage also covers our natural environment, our traditional music, storytelling, our literary and cultural wealth, our traditional crafts and industries.

Heritage is even more valuable than the preservation of buildings and monuments. Heritage is a vibrant and powerful engine for economic growth, civic pride and education. It is our heritage that helps to define us, it is our heritage that makes our country look the way it does, it is our heritage (archaeological, architectural, food, music, literary, storytelling and crafts) that gives Ireland its unique soul.

The Adopt a Monument Scheme has become a vital cog in the protection, engagement and promotion of Ireland's heritage. It brings monuments and local heritage from the periphery into the heart of a community. It is a democratising process for heritage, that encourages, mobilises and engages with a variety of people from across the community, and forms collaborations between communities and conservation and heritage experts to ensure the best-practice in conservation and interpretation of our monuments.

The Adopt a Monument Scheme can provide a powerful mechanism to connect monuments with communities for the benefit of both. For participants and communities, the Adopt a Monument Scheme offers opportunities to work collaboratively together as a community, to get active and participate in community development, to boost regional tourism, business and employment opportunities and to develop and understand the story of their locality. For the monuments, the scheme has the potential to ensure ongoing maintenance and care, increased protection through increased civic value, and much higher standards of interpretation and understanding.

Even if your monument or site is not part of the Heritage Council's Adopt a Monument Scheme, we hope that the information in this manual will be of assistance in managing and caring for sites across Ireland.



What does Adopt a Monument mean for you?

‘The group have found the scheme to be invaluable in helping us to understand, survey, provide direction on next steps, gaining funding and making the community more aware of the monument and its history. It has also made us more aware of other sites in the area and how they could be added to the project and provide something for both the local community and as an addition to the tourism package in the area.’

Arra Historical & Archaeological Society

‘For us the Adopt a Monument Scheme was a vital cog in our efforts towards the conservation of what we see as an important National Monument dating back to medieval times and synonymous with the origins of Killeshandra.’

Killeshandra Tidy Towns/Heritage

‘We think it is a very good scheme that benefits rural communities wishing to save and preserve local monuments.’

Knockboy Graveyard Committee

‘We are delighted with the mentoring and guidance we have received from Adopt a Monument.’

Moygara Castle Research & Conservation Project

‘It’s been a pleasure to be part of the scheme since 2016 and it has given us the confidence and support to reach many of the goals we set for the project in 2016.’

Gallowshill Community Archaeology Project

Adopt a Monument site meeting
at Doon Fort, Co. Donegal.





Chapter 1 | Getting Started

Group Composition

Adopting a monument can involve significant amounts of time and effort, so it is always recommended that a monument be adopted by a group or community organisation rather than an individual.

Identify a number of participants who can work together towards the shared aims of the Adopt a Monument Scheme. Discuss who will fulfil certain key roles for the project such as Project Manager, Treasurer, Secretary, Promotion and Events or Site Maintenance. If there is a skills gap within your community group, consider ways to fill the gap. You can avail of training through the Adopt a Monument Scheme and a number of other training programmes run by the Heritage Council and local development companies. Depending on the nature of your monument, it may be worthwhile recruiting volunteers with specialised skills, which could be anything from IT to event management to stone masonry. The network of local Volunteer Centres around Ireland can help your group to source new volunteers (see www.volunteer.ie). If a professional is part of the group (such as an archaeologist, conservation architect or similar), tap into their knowledge and skills. If they are willing to volunteer their time without a fee this counts as a benefit-in-kind contribution.

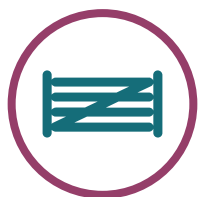
Local Supports

Always discuss your ideas with your local Heritage Officer. Every local authority now has a Heritage Officer and they are on hand to offer advice and guidance about your heritage project. They have a great range of contacts, experience and in some cases, funding schemes, to help you to achieve your goals.

Discuss the plan with local businesses and initiatives to see where they can best support you. If the aim of your adoption is to help develop tourism, this has knock-on benefits for local businesses. If approached they may be willing to sponsor materials or support, or offer a venue for meetings. Local community development companies or Community and Enterprise offices may also be a great source of support and advice. Don't neglect local social groups such as the Men's Sheds movement, or even children's groups like the Scouts. They could provide hands-on support for events or clean-ups.

Checklist for potential applicants

Before you apply for the Adopt a Monument Scheme, please do take the following factors into consideration:



1. Landowner & Consent: Establish who owns the site. Has the landowner (such as the County Council, Coillte, relevant church authority, Office of Public Works, private landowner) given consent for the monument to be put forward for the Adopt A Monument Scheme and for access to the monument?



2. Site Status: Currently, the Scheme is unable to consider applications from monuments in the ownership or guardianship of the Minister for Housing, Local Government and Heritage and the Office of Public Works. If you are unsure whether your site falls into that category please contact your local Heritage Officer or the Adopt a Monument team. A list of Monuments under the Minister's ownership or guardianship can be viewed at:

www.archaeology.ie/national-monuments/search-by-county



3. Community Involvement: What is the makeup of the proposed community group? The community group must be an established group with a clear organisational structure. What is the existing level of interaction with the monument? Is there the potential for a positive and inclusive steering committee that will drive the project to success?



4. Safety and Access: Is there safe access to the monument? Is the access through agricultural lands? Are there issues with livestock? Is the site structurally safe? Will the site itself be put at risk through any of the proposed works?



5. Environmental Impact: Will the scheme negatively impact upon the local biodiversity of flora or fauna habitats? What can be done to mitigate the impact? Will the increased footfall and works cause erosive damage to the monument? Is your site located in a Special Area of Conservation (SAC), or a Special Protection Area (SPA) or a Natural Heritage Area (NHA) (see www.npws.ie for more information about protected sites and how we can best conserve them).

The failure to meet all of the above criteria does not mean that a monument or community will not be selected to participate in the scheme. If you have any questions about the eligibility of a monument, do get in touch with Adopt a Monument team to discuss the scheme further.

Obtaining permission and access from landowners and authorities

The permission of the landowner is an essential factor for the Adopt a Monument scheme. Many sites are on private land, and a strong positive relationship with the landowner can ensure access and the future success of any endeavours.

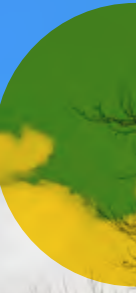
As part of the application, a written statement of consent from the landowner must be provided for your application to be considered.

If your site is on land owned by your local authority, then do get in touch with your local Heritage Officer/Local Authority to obtain the necessary permissions.

If your site is in the ownership of the Church of Ireland, then you must get in touch with the Church of Ireland Representative Church Body. If it is on land owned by the Roman Catholic Church then seek permission from your local priest.



Dunmanoge Graveyard,
Co. Kildare.



St Finian's Church, Esker, Lucan, Co. Dublin.

Chapter 2 | Understanding Your Monument

Introduction

Researching your monument is potentially the most exciting and rewarding part of your project. You may already know quite a bit about your monument, but there is always the opportunity to discover new information and stories through a programme of research. The growth of the Internet makes it easier to carry out research, but the traditional methods of visiting libraries, consulting archives and browsing old newspapers should not be forgotten. Local knowledge and folklore should be given due consideration as well. This chapter outlines the methods and key sources to bear in mind when conducting research. The Heritage Council's [Adopt a Monument Research Toolkit](#) should also be consulted.

Research Questions

It is best to think of research as a list of questions about your monument that you want to answer. This will depend on what you already know, but could include the following:

- How old is the monument? How long was it in use and when did it fall out of use?
- Who constructed the monument and how did they build it? Where did they get the materials?
- What type of monument is it? Are there similar monuments elsewhere? What makes the monument distinctive?
- What was the purpose of the monument? What do we know about the people who used it?
- What can we learn about the monument by studying its physical layout and attributes?
- Are there any recorded historical events or personalities associated with the monument? Is it possible to construct a timeline that shows the history of the monument over the centuries?
- Did the monument change at any time over the course of its history and if so, do we know why?
- Are there any major gaps in our knowledge about the monument? Is there anything about the monument that experts or scholars have been unable to explain?

These are broad questions, but as you work through them you may come up with more specific ones. Be aware that there are some questions we have about monuments that may never be answered; the information has simply been lost in the mists of time.

New information that you may discover through researching your monument could include:

- Folklore and stories associated with the monument
- Old photographs, sketches and drawings
- Excavation reports and details of artefacts found
- The background to the name of the monument and associated historical figures

Recording source information

Answering your research questions will depend on the available sources. You should endeavour to consult all relevant sources. The next section lists key sources for conducting research on monuments in Ireland. Before you start collecting information, however, it is vital to have a clear, methodical system to record the details of each source. These details must be clear enough to allow someone else to retrace your steps and find the source. At the very least, you should note the following:

- Author(s)
- Title of the book/journal article/newspaper/document
- Date and place of publication or journal title
- Publisher/publishing company
- Location where you acquired the source (name of library, web address etc.)
- Date on which you accessed the source (this is particularly important for online sources as websites can change frequently)
- Reference number, if any (this is most important for archival or manuscript sources)
- Page number

Print, photocopy or photograph documents and files where it is possible to do so and where you have permission. Save information to a computer, separate hard drive or cloud-based file-hosting service where possible. Otherwise, take clear and accurate notes from the sources you consult. Where there is a team of people conducting research, use a template to make sure there is consistency in the way information is recorded (a sample template is provided at the end of this chapter) Keep a research diary to record progress. All of this material can be included in your archive when the research is complete.

Consider also how the information will be stored once it is collected. It is best to keep all information in one central file that has an index which will allow information to be found quickly.

If you publish any material obtained from a book, journal, website or any other source, you need to acknowledge the original source. This procedure is known as referencing or citation and there are conventions for doing this. See the chapter on Archiving and Publication for further details.



On-site meeting with contractors in advance of conservation work at Killaghtee church, Co. Donegal. Image courtesy of Dunkineely Community Ltd.

Local Libraries

Your Local Authority public library is the best place to start your research. All County and City Libraries in Ireland have a Local Studies department. Here you will get guidance and expert advice from professional librarians who are experienced in local historical research. They are familiar with historical sources, published work and research techniques, and most importantly will be knowledgeable about your local area. They will inform you about previous research undertaken on your locality or your monument. Local libraries provide access to archives, electronic databases, and online resources. The libraries also have microfilm readers for browsing old newspapers and other documents, as well as other resources like photocopiers, scanners and printers.

In short, a visit to the local library can save you a huge amount of time and effort.

AskAboutIreland.ie is a collaborative project between Ireland's public libraries in the digitisation and publication of material from their local studies collections. This website gives a flavour of what is available in the local studies departments. New content is being added on an ongoing basis. You can also get names and contact details for all the local studies librarians in the country.

The local studies librarian will be able to put you in touch with the Local Authority Archaeologist and/or the Local Authority Heritage Officer. All City and County Councils in Ireland have a person in one or both of these roles. They are potential sources of guidance and information and should be consulted at an early stage.

A Guide to Research Sources

Local historical and archaeological journals

There are many historical and archaeological journals published in Ireland. Some are academic journals, some are published by dedicated amateur societies, while some are a combination of both. Their focus ranges from local level to county, regional and national. Most are published annually or in some cases more often.

Your local library should have holdings for the journals most relevant to your locality. They should also be able to advise on where you might find relevant articles in national and regional journals. In some instances, articles from these journals are available to read online and/or in electronic format. Many County Libraries also have an account on [JSTOR.org](https://www.jstor.org) which is a digital library that includes many historical and archaeological journals and books. This includes Archaeology Ireland magazine which is a quarterly periodical that deals with all aspects of archaeology on the island of Ireland. A Heritage Guide to a particular site or location is also produced alongside each issue. This may be a good source of information on your monument type, related sites or your locality.

Some older 19th century journals whose copyright have expired can be viewed online by searching Google Books or www.archive.org. This includes publications such as the Journal of the Royal Society of Antiquaries of Ireland. Bear in mind that facts and interpretations in some older journal articles may have since been revised as a result of more recent research.

In addition to these journals, people involved in local historical societies, and who often write for historical journals, can be a tremendous help. Generally they have huge enthusiasm for local history and archaeology and are familiar with source material. Consulting with them in the early stages can help to save time and labour.

Digital 3D scan of Killaghtee cross slab carried out by The Discovery Programme.



Archaeological Survey

An important port of call for information on Irish monuments is the Sites and Monuments Record (SMR) database. This is compiled by the Archaeological Survey of Ireland, a unit of the National Monuments Service. It can be accessed online at www.archaeology.ie via the (Interim) Historic Environment Viewer.

The database contains details of almost 160,000 monuments and sites across Ireland. The information is presented in the form of a map that you can navigate. You can also search by townland, monument class or SMR number. Each red dot on the map represents a monument or site. You can click on this to get access to the individual record for each site, which contains a written description, location information and photographs where available. Each site has a unique SMR identification number and a class that you should note. In many cases there is a list of publications at the end of the description that will direct you to further sources. Monuments included in the Record of Monument and Places (lists are available on www.archaeology.ie) are protected under the National Monuments Acts 1930 to 2014.

Apart from obtaining information on your own monument, you can also browse other archaeological sites in the area, or monuments in the same class at county or national level. This additional information can help to place your own site in its broader context.

The Archaeological Survey of Ireland SMR paper files are stored in the National Monuments Service Archive Unit. The Archive Unit can be contacted at nmarchive@housing.gov.ie.



Altan Farm Summer House, Co. Donegal. Image courtesy of Séan Ó Domhnaill.

Buildings of Ireland

The National Inventory of Architectural Heritage complements the National Monuments Archaeological Survey. It generally covers buildings and structures from the period after 1700. Like archaeology.ie, you can access information on individual sites via an online mapviewer. Each site is represented by a blue dot. When you click on this, you get basic information including a name, date and reference number. There is also a 'View Main Record' link to a detailed description of the site including a photo on the website www.buildingsofireland.ie. This is also accessible via heritagemaps.ie and the (interim) Historic Environment Viewer at www.archaeology.ie.



Geophysical surveying at Baltimore Ringfort, Co. Cork being undertaken by The Discovery Programme. Image courtesy of The Discovery Programme.

Ordnance Survey Maps

Between 1834 and 1841, Ireland was mapped in detail by the Ordnance Survey. These maps and associated information are a valuable resource. Initially the country was mapped at a scale of 6 inches to one mile. In the later 19th century, more detailed 25 inch to one mile maps were produced.

The vast majority of ancient monuments and sites were mapped during this time. In some cases, placenames that are no longer in common use appear on these maps. In addition, they can show how field boundaries and vegetation cover have changed since the 19th century.

In 2023, Ordnance Survey Ireland was merged with the Property Registration Authority (PRA) and the Valuation Office (VO) to form Tailte Éireann. This new state agency holds all the archive mapping of Ordnance Survey Ireland and the maps can be viewed via their website www.tailte.ie. Clicking on the Mapviewer link opens a map of Ireland in Geohive. Here you can scroll down to the Historic Maps & Townland Viewer. A map of Ireland will appear. Along with a basemap gallery which will let you choose which historic map you wish to view, including Historic Map 25 inch and Historic Map 6 inch. You will need to zoom right in to your locality to view these maps.

Along with maps, good quality aerial imagery can give a different perspective on a site. Aerial photographs can often show features that can be more difficult to distinguish at ground level, like the footprints of old houses and walls that are no longer standing. The Tailte Mapviewer has aerial imagery from 1995 to 2018 viewable on GeoHive. In addition, Bing Maps and Google Maps have high resolution satellite imagery of Ireland. Cambridge University also has an online catalogue of historic aerial photos that includes many locations in Ireland (www.cambridgeairphotos.com). Google Maps also has a

Street View function that provides a view of roads and streets and buildings adjacent to them. In 2009, Ireland became the first country in the world to have full Google Street View coverage. Some parts of the country have been covered again since then and the time slider function on Street View allows comparisons to be made.

Heritage Council Map Viewer

The Heritage Council Map Viewer is a free online resource available at www.heritagemaps.ie. It is designed as a one-stop shop for Ireland's built, cultural and natural heritage data. It works in a very similar way to the Archaeological Survey and Ordnance Survey map viewers, in that the user can navigate a map of Ireland to acquire information about places they are interesting in. An added feature is that the user can create and download their own customised maps, as well as measure distance and area. HeritageMaps.ie has data about archaeological sites, national monuments, pilgrim paths, burial grounds, walled towns, shipwrecks, ecosystems and much more. The information, which is regularly added to, comes from government departments, state agencies and local authorities. It includes the SMR and NIAH databases but also details of archaeological finds, protected structures and natural heritage. There are also useful tools that allow the user to display administrative boundaries (including townlands), to measure distances and areas and to share maps online.



A very useful function on heritagemaps.ie is the National Museum of Ireland's Finds database. Here you can see the location and basic details of artefacts that have been found over the years. If there are finds near your monument, they may help to broaden the story of the monument and the local area.

Ordnance Survey Letters

The Ordnance Survey Letters were written when the 6 inch maps were being produced, under the supervision of two scholars, John O' Donovan and Eugene O' Curry. They contain notes and observations compiled on a parish-by-parish basis. There are descriptions of local antiquities and monuments, associated history and folklore, along with sketches in some instances. They can provide an insight into the condition of monuments at that time, before modernisation and intensive farming practices, as well as local placenames. Cork is the only county in the Republic for which no volume was produced. In the 1930s and 1940s, the first printed copies of the OS Letters were edited and published by Fr. Michael O' Flanagan. Since then, several scholars have edited and published other versions of the Ordnance Survey letters, most notably Professor Michael Herity and Fourmasters publishers. Scanned copies of the original handwritten OS Letters are available on the AskAboutIreland website www.askaboutireland.ie.

Ask at your local library for a copy of the OS Letters for your county.

Placenames Database

Placenames are significant when conducting local historical research and can provide important insights into the origins and development of a place. The Placenames Database of Ireland was developed by Fiontar, a collaboration between Dublin City University and the Placenames Branch of the Department of Housing, Local Government and Heritage. It can be accessed free online in both Irish and English at www.logainm.ie.

You can search for individual placenames right down to street and townland level. Pay particular attention to spelling as the local name can often differ from the official name. Each record contains information on the Irish language version, and in some cases pronunciation and archival records.

The archival records are particularly important as they list all historical references to a placename going right back to the earliest written reference. This can provide important avenues for further research. The website also has a useful glossary of words commonly found in Irish placenames.



Geophysical survey of the field surrounding Inniskeen Motte, Co. Monaghan in 2023. Image courtesy of Inniskeen Enterprise Development Group Co. Ltd.

Adopt a Monument Dig
in a Box at Glenmalur
Old Crusher House,
Baravore, Co. Wicklow.



Schools Folklore Collection

The Schools Folklore Collection is part of the National Folklore Collection (NFC). It was undertaken by the Irish Folklore Commission between 1937 and 1939. Over 50,000 pupils in over 5,000 primary schools across Ireland gathered folklore from people in their local area. A diverse range of folklore is included, such as oral history, topographical information and local folk tales. All of the folklore was written down in manuscript form in copybooks. Each item includes the details of the pupil who collected the folklore and the name and address of the person from whom it was collected.

In some instances, the Schools Folklore Collection makes specific reference to archaeological monuments and historic sites, including local myths, superstitions and stories associated with the site.

The original manuscripts can be consulted at the National Folklore Collection, University College Dublin by appointment. Thanks to an ongoing project, the collection has been digitised and in some cases has been transcribed and is freely available online at www.duchas.ie. The easiest way to search the site is to click 'Places' and pan around the map of Ireland until you find the icon for the school you are interested in. You can read through the scanned copybooks for the school.

There are guidelines for citing the Schools Folklore Collection available on the NFC website. The following extracts are most relevant.

- **Prior to publication of material from the National Folklore Collection, permission to do so is required from the Director. On receipt of permission to publish, the following acknowledgement is recommended for inclusion in the publication: The National Folklore Collection, UCD.**
- **Footnotes and endnotes are suggested as follows:**
 - National Folklore Collection (henceforth NFC), Manuscript number, page number, informant, age, occupation, address. Collector, date.
 - The Schools' Manuscripts Collection should be referenced in the following manner: NFCS 15:10-12; Joe Malone (50), Feakle, County Clare. Collector: Mary Malone, Feakle National School, County Clare, 1936. Teacher: Mary Considine

National Library of Ireland

The National Library of Ireland (NLI) on Kildare Street in Dublin (adjacent to Leinster House) is the most comprehensive collection of Irish material in the world. It includes printed works (books, journals and newspapers), manuscripts, maps, and visual and digital material (photographs, drawings). The online databases include many antiquarian or historic images of locations around the country.

It is not possible to browse or borrow the material in the National Library; it can only be accessed by visiting the library. It is important, therefore, to prepare before your visit. You should have a good idea in advance of what document or source you wish to consult. You can browse and search the National Library's catalogues, databases and collections on its website www.nli.ie. This gives an overview of the types of materials held and the procedures for accessing them. Each item will have a call number/reference number that you should note.

You must have a Reader's Ticket to access materials. This is valid for three years and gives access to all their reading rooms and the Family History Room. Anyone over the age of 16 can obtain a Reader's Ticket at the library or applied for via their website using an online application form. All material to be viewed must be pre-ordered and up to eight items can be ordered at once.

Many large libraries, university libraries and archives operate on the same basis as the NLI. Generally, you should only consider visiting if you are consulting a specific source and you have as much detail about the source as possible.

CELT

Irish historic manuscripts, such as the ancient Annals and the Lives of the Saints, often contain references to historic sites and places. While these references are often brief, they give details of the history of a site or people associated with it.

CELT (Corpus of Electronic Texts) is a project of the Departments of History and Computer Science, University College Cork. It is an online text database that provides free access to a wide variety of Irish manuscript sources in electronic format. There are over 1,500 documents available covering the period from prehistoric Ireland right up to the 20th century. Some documents are in their original languages, including Irish, Latin and French.

Visit celt.ucc.ie to access the collection.



Graves of the Leinstermen,
Co. Tipperary



Excavation underway at Gallowshill, Dungarvan, Co. Waterford.

Archaeological Excavations

If there was an archaeological excavation at your monument or site after 1970, and if a report has been written on the excavation, a summary may be available on <https://excavations.ie/>. This is a free resource that allows you to search for excavation reports. You can browse the database or search by a number of fields including year, county, SMR reference number and site type.

Unpublished excavation reports can be obtained from the Archive Unit of National Monuments Service on submission of a written form which is available on their website www.archaeology.ie/publications-forms-legislation. A Finding Aid which lists all the archaeological reports in the possession of the Archive Unit is available as a Microsoft Excel spreadsheet can be downloaded at www.archaeology.ie/archive-unit.

National Museum of Ireland

The Topographical Files of the National Museum of Ireland contains details of archaeological artefacts found in Ireland. They record the type of artefact, the location, a description of the find and the name of the person who made the find. Each find has a unique registration number. The files are housed in the Irish Antiquities Division of the National Museum, Kildare Street, Dublin. See www.museum.ie for contact details for the National Museum should you wish to consult these files.

Newspaper Archives

There may be articles or references to your monument in newspapers. Many newspapers, such as the Irish Times, have their own online archive that you can search. The website www.irishnewsarchive.com has online archives for many national and local newspapers, including the Irish Independent, Irish Press and Irish Examiner. While these services are subscription-based, these archives can often be accessed for free in public libraries. Some services offer a free trial period which may be sufficient for your research but be aware that you will have to unsubscribe before the end of the trial period to avoid being charged.

Old issues of local and regional newspapers are generally available on microfilm or microfiche in public libraries. This can include newspapers from the 19th and early 20th centuries that are no longer in circulation.

Browsing through old newspapers is time-consuming. Ideally, you should have some idea of what you are looking for in advance, such as a particular date, story, event or journalist.

Third Level Institutes

If there is a third level institute in your area which has an archaeology, history or folklore department, you should consider getting in contact. Academic staff in these departments may be interested in your plans for your chosen monument. There may be postgraduate students in a position to collaborate with your research efforts. Third Level institutes are very interested in outreach work where they connect with community organisations. Many also offer diploma and other courses aimed at adult education and local historical societies. These courses may provide opportunities to take part in fieldwork projects.



Transition Year students helping to clear paths at Mountbellew Walled Garden, Co. Galway

Local Knowledge

Local knowledge from people living in the vicinity of monuments can provide unique insights into the story of the site. People who live near monuments can hold information that has been passed down through generations. They may be familiar with stories, customs and incidents associated with a monument and often know a great deal about how and when a monument has changed. This local community store of knowledge may not appear in any written sources. You should consider an oral history project to gather local folklore and stories about your monument, as such information can become lost if it is not recorded.

The Oral History Network of Ireland was founded in 2010 and brings together individuals and groups interested in oral history. Their website www.oralhistorynetworkireland.ie contains advice, links and information on oral history, including sample consent forms that you can use when interviewing people. They also offer both in person and online training courses.

Galway County Council and Galway County Heritage Forum published *Collecting and Preserving Folklore and Oral History: Basic Techniques* in 2006. This provides guidance on all aspects of conducting oral history and gathering folklore. You can learn about how to prepare and plan your project, what equipment to use, what to consider in terms of copyright and data protection, and how to archive the material once completed. It is available as a free download from <https://heritage.galwaycommunityheritage.org/content/heritage-publications/collecting-preserving-folklore-oral-history>.

Informed consent is an important principle when conducting oral history research. You need to be upfront with interviewees about the purpose of your research and where and how their interview will be stored. You should inform them if it is your intention to make the content of the interview public and should obtain their consent to do so. A written consent form can be used to outline these terms and conditions.

The Next Steps

Once you have gathered all of your information and exhausted the available sources, you can then consider the next step i.e. how you will interpret and present your research.



Group members with Killaghtee cross slab, Co. Donegal.

Chapter 3 | Recording Your Monument

Archaeological Recording

The level of archaeological recording required depends on the type of monument that you have. It is important to discuss any recording with the Adopt a Monument team who can advise on the best recording methods. There are different types of recording that can be carried out on site. The aim of your recording should be to present an accurate picture of what the monument you have chosen looks like.

Please note that any form of physical survey or archaeological excavation (no matter how small) must be carried out by qualified professionals under licence (for excavation and the use of detection devices) by the National Monuments Service. Please visit www.archaeology.ie for more information and guidelines.

Photographic Record

Seasonal Photography: The first steps when recording a monument is to document the monument throughout the seasons by taking photographs of it. Taking photographs of the monument at different times of the year records changes in vegetation and can uncover features which are hidden during the summer and autumn months due to dense vegetation growth. Make sure to take your photographs in good light and weather conditions and try and take them from a range of different angles. If a member of your group has access to a drone or a kite to take aerial photographs, such photographs can often show features which are not normally visible such as low earthworks or adjacent crop marks. Please see www.iaa.ie for more information on regulations on drone usage in Ireland. The use of a drone is prohibited at all OPW Heritage sites.

Conservation Records: If conservation works are scheduled to take place on the monument take before, during and after photographs of the monument from a range of different angles to record the works as they happen and to preserve the record of what the monument looked like before such works.

Images of People: Don't forget to take lots of photographs of events, walks, talks etc and of people enjoying your monument. These photographs can be used on websites, brochures and other promotional material to help to spread awareness about all the great work that is happening at your monument. Be sure to let people know that you are photographing them and that these images may be used on websites etc.

Historical Shots: If any member of the group knows of any historical images of the monument, do try and get permission from the owner to obtain a scanned copy of the image. These historical images are very useful to create a record of what the monument looked like in the past. There are several important sources of historic illustrations and photographs provided by the National Library of Ireland, Trinity College Dublin Library, the Royal Society of Antiquaries of Ireland and many more.

Written Record

When compiling a written record it is very important to have completed your historical research. Gather as much historical and folkloric information about the site before beginning any surveying works as historical and antiquarian accounts may highlight aspects or features of the site that were more visible in previous centuries.

When writing a description about your site, one of the most important pieces of information to include in the site description is the National Grid Reference and the Irish Transverse Mercator (the geographic coordinate system for Ireland).



Conservation works underway
at Church of the Rath,
Killeshandra, Co. Cavan.

Practical fieldwork can be undertaken by your group with advice from the Adopt a Monument team and only after obtaining permission from the landowner. It is best to think of fieldwork as a list of meaningful questions about your monument that you want to answer. These questions will depend on your site type and what you already know, but could include the following:

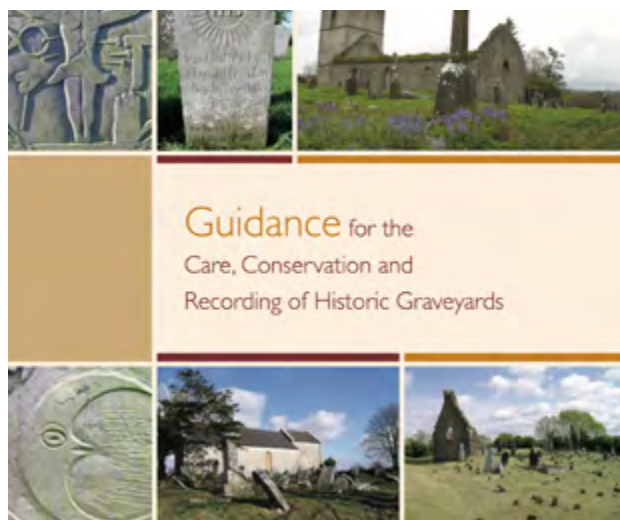
- What is the exact location of the site?
- Is it close to: major landscape feature, cliffs, lake, the sea, bogs, eskers ...
- Where is the monument situated?
- Is it on the brow of a hill, on the slopes of a hill facing north, south, east or west, in a valley or flood plain ...
- Are there any roads (old or modern) nearby?
- What is the soil like where the monument is situated? Boggy, well drained, seasonally flooded ...
- Is the monument located close to potential building raw materials, quarries or mines?
- Are there any other archaeological / historical sites in the vicinity?
- What is the orientation of your monument?
- What is the orientation of entrances, churches ...
- What is your monument constructed from?
- If stone, is that stone local? Is there mortar in the walls or was it constructed using the drystone method?
- What are the measurements (metres and centimetres) of your monument
- What is the roof (if there is one) made of – slate, thatch, stone, tiles?
- Are there any features in the walls of your monument such as windows, openings, thicker wall at base of building (batter), extensions that have been added onto the building

Drawn Record

A drawn sketch or plan of a site is a great way to record the details of your monument and specific features. When drawing a plan or sketch of the site, always include a north arrow. Be sure to also include boundary walls and other topographical features. Always label each sketch or drawing with a short description. A plan is different to a sketch as it is an accurate drawing of your site completed by taking measurements and drawn to an appropriate scale. When completing a plan, always include what scale it was drawn at. You may also need to use standard archaeological conventions which illustrate features like ditches, banks, stones and steep slopes. Standard archaeological conventions and tips for carrying out surveys on monuments can be found here: *A Practical Guide To Recording Archaeological Sites by Scotland's Rural Past*: <https://dokumen.tips/download/link/a-practical-guide-to-recording-archaeological-sites.html>.

Recording Historic Graveyards

Recording memorials (headstones, tombs etc.) in a historic graveyard is the most valuable work that a local community can do. *Guidance for the Care, Conservation and Recording of Historic Graveyards* published by the Heritage Council can be downloaded from www.archaeology.ie or www.heritagecouncil.ie. It contains detailed information on this topic and, along with the following, should be consulted for additional guidance.



Memorials are in a constant state of decay, so recording can preserve the information for future generations. The inscriptions on memorials fade over time and can be difficult to read on older memorials. There are several non-impact methods that you can use to read and record memorials. These methods will avoid any damage to the memorial. For example, shining an artificial light from an angle during darkness or using a mirror to reflect sunlight onto a memorial will make it much easier to read faded inscriptions. Do not use sand blasters, wire brushes, paint or chalk to highlight inscriptions as these can actually speed up the process of deterioration.

There is a huge variety of memorials within Irish historic graveyards. Some of them date back to medieval times. Many have distinctive features and style, some of which are specific to particular regions of Ireland. Pages 35-38 of the Heritage Council booklet gives an overview of the different types of memorials.

Drawing up a sketch plan or map of the graveyard to record the location of the buildings and each individual memorial is an important step. A numbering system can be used in conjunction with the map to record the position of individual memorials and burial plots.

You can also develop a standard template to record each individual memorial. This should include space to record the inscription, the type of memorial and its dimensions, a photograph and other relevant details. A sample recording form is included on pages 55-56 of the Heritage Council booklet, along with a checklist on page 41.

Once recording is completed, the sketch plan and the details of each memorial can be typed up or scanned and converted to digital format. This store of knowledge can then be put on a website and made freely available to a wide audience. The Historic Graves project - www.historicgraves.ie - is a great example of this approach. Making the records available online or via your local library is vital and will greatly assist those who wish to trace relatives.



Court Abbey, Lavagh,
Co. Sligo.



Adopt a Monument site visit with
community group members at Malin
Well Old Church, Co. Donegal.

Chapter 4 | Publication and Archiving

Publishing

When your research, recording and interpretation is complete, you may wish to publish some of your findings to increase public awareness of your monument and promote it. There are a number of options for doing so:

- Publishing an article in a local history journal is a good place to start. Many local journals are happy to publish articles of local interest, especially where new facts and information have been brought to light. The article will need to be well-written and conform with certain standards such as referencing/citing sources.
- Publishing a book or booklet containing your findings can be explored but should be carefully considered. In many ways it is an attractive option, but the cost and investment of time required can be considerable. Seeking sponsorship or grant aid is a possibility. You should think about the potential market for such a publication and whether you can sell enough copies of the published work to meet the costs or justify the effort involved.
- Online publishing provides an accessible and low-cost option for disseminating the product of your research. The advantages are that the publication is more widely available and that a larger volume of information, including photographs, drawings and maps, can be more easily included. It is also easier to update the publication and add new material. There are many online services that allow you to create a blog or website for free. The technical challenges associated with developing websites have been greatly simplified.
- Audio publications provide an accessible means of sharing information when combined with modern technologies. Audio recordings can be combined with images to create a video which could be uploaded to YouTube. Audio publications can also take the form of podcasts or an mp3 file which could be uploaded to a streaming website like SoundCloud.

Citation and Referencing

When publishing the findings of research, every effort should be made to acknowledge the original sources of information. This convention is known as citation or referencing and the general principle is that you must cite the source of information that you obtained through research. The Harvard System, also known as the Author-date system, is the most common referencing system utilised by academics. Using footnotes is the other main system.

The Chicago Manual of Style is one of the premier international guides to publishing and referencing. It provides a quick guide to citation/referencing on its website

www.chicagomanualofstyle.org

The Modern Humanities Research Association in the UK publishes a style guide dealing with all aspects of publishing. It is available to download on their website www.mhra.org.uk/style/. Chapters 10 and 11 deal specifically with footnotes and referencing.



Aerial view of Baltimore Ringfort, Co. Cork.

Archiving

Archiving is the process whereby you store all the documentation produced by your research. It is a permanent record that is accessible to the public. An archive is important as it keeps all your work together in one place where it can be consulted at a future date. It is important to plan carefully for setting up your archive so that it will be preserved. The principles of long-term care and public access are the most important considerations when creating an archive.

Although archiving happens upon completion of a research project, it should be considered at the start so that you can follow correct procedures.

Bumble bee feeding on a rare milk thistle in Dunmanoge graveyard, Co. Kildare.



Your archive is a complete record of all material related to your research. It should include documents and notes, but also photographs, audio and video recordings and any other information that you gathered. It should contain the results of any surveys undertaken on a site. Correspondence, rough notes, sketches and handwritten material should be archived. Given the nature of modern research, an archive will contain hard copies of documents in paper format, but also information in electronic format.

When archiving electronic information, think carefully about the method of storage. Data storage devices and formats can often become obsolete in a short period. While it is difficult to predict future advances in electronic data storage, you should try to choose a format that is simple and widely used. You may also choose to store audio or video in a number of different formats. For audio recordings, a hard copy transcript of interviews can act as an additional back-up.

The Digital Repository of Ireland (DRI) have produced a Guide to *Archiving Digital Records for Volunteer and Community Groups* which is available via their website. This is a guide for volunteer, grassroots and community groups, created to assist them with cataloguing and preserving their digital records. Although the focus is primarily digital records, it also provides information on cataloguing and organising physical records.

It provides clear, easy to follow and accessible instructions and advice for small organisations with limited resources, enabling them to make the best use of what resources they have and to preserve a cross-section of their digital records.

Please note that objects should not form part of your archive. If you discover any objects or artefacts on your site in the course of your research, you are legally obliged under the National Monuments Acts 1930 to 2014 to inform the National Museum of Ireland or a designated County Museum within 96 hours of discovery. All archaeological artefacts (the legal term is objects) are state property and should not be held by individuals or groups. It is an offence to do so. If you are unsure about the age of your object it is recommended to contact your local County Museum or the National Museum of Ireland.

When conducting research, do the following to assist with the process of archiving:

- Establish a system for managing all information gathered, including an indexing system where each item in the archive has a unique identifier number. Documents in an archive should be kept in the order in which they were originally created.
- Appoint one person as a curator with responsibility for managing this information
- Create a pro-forma document for recording information during the research process. This should include details such as the date on which a document was compiled, the person who compiled it and the original source
- Use consistent terminology throughout the research process. This includes spelling of names and placenames, references to time periods e.g. Bronze Age, medieval.
- Create a list of contents showing all information contained in the archive
- Ensure that documents intended for archiving are legible and printed on good quality paper. Avoid using metal paper clips and staples as these can rust. Adhesives should not be used to bind documents.

Storage

The archive should be held where it will be easily accessible to members of the public. It should be stored in a secure location where there is minimal risk of damage, deterioration or theft. Potential hazards such as fire, flooding, pests and theft should be considered. Archives are best stored in dark, dry conditions at a consistent temperature.

Your Local Authority library may be willing to hold the material and this option should be discussed with them. Other options could be a local museum, heritage centre, historical society or community centre. Avoid holding archive material in someone's private home or locally by the group. This can create difficulties with public access to the archive and increases the possibility of it getting damaged or mislaid.

Copyright

Ownership and copyright of archival material is generally vested in the organisation that stores the material. This means that if you lodge your archive with the local public library or archive, they will hold copyright.

Copyright law is a complex area and you may wish to delve into this issue in greater detail should your group wish to retain copyright on any material produced.



Data Protection

Publishing the findings of your research or creating an archive may mean your organisation has legal obligations under the Data Protection Acts 1988 to 2003. This may arise where your group has conducted interviews as part of a folklore gathering project or where you hold details of landowners of a site. Note that the Acts only concern data relating to living persons.

Amongst the legal obligations are to obtain and process information fairly, to keep it safe and secure and to provide a copy to the individual on request.

The Act only applies where your group retains control of the information. If it is placed with a library or with another organisation that control access to the archive, they assume responsibility for compliance with data protection legislation.

For further details on the data protection obligations, including GDPR, that apply to organisations see www.dataprotection.ie/en/organisations.

The Irish Community Archive Network (iCAN)

iCAN was established by the National Museum of Ireland in 2009 and has been developed in partnership with participating local authority Heritage Officers and with support from Creative Ireland. In 2023, they were joined by the Heritage Council as a new funding partner, to facilitate an expansion of the initiative.

Its main aim is to encourage and support communities to collect and share their local history and heritage online. iCAN helps communities to develop their own websites where digitised information including photos, maps, letters, records, stories and documents can be uploaded and made widely accessible. These websites are contributory, which means that anyone, anywhere in the world can contribute to help build the collections. The information found on the 33 websites that have been created to date ranges from information on local historical sites to traditions and genealogical information. This makes this an excellent format for sharing the stories of your adopted monument.

As well as documenting information about local heritage sites, traditions and well-known local people, the archives are also a valuable source for genealogy and ancestry projects. By May 2023, the iCAN network of websites had been visited over 2 million times by viewers from 215 different countries. You can find more information on iCAN and what is involved at www.museum.ie/en-IE/Learning/Irish-Community-Archive-Network.



The survey work at Brandon Hill, Co. Kilkenny moated site was featured on RTE's *Nationwide* in 2021.

THE KEY STEPS TO TAKE TO ENSURE GDPR COMPLIANCE





Baileborough Old Church, Co. Cavan.



Chapter 5 | Care and Conservation of your Monument

Best Practice in the ongoing care of the monument

The key principle of conservation is to ensure the future of a monument while maintaining its unique character. Through proper conservation, monuments can be made safe and accessible and their survival for future generations can be secured. As each monument is unique, different conservation methods and strategies are required depending on specific issues and no one conservation project is the same. **It is essential that experts in conservation be engaged before undertaking any works on a monument.** These experts are experienced and qualified to undertake works, and will ensure best-practice techniques are employed in accordance with the legislation.

Generally, conservation work should involve minimum intervention, fabric should be repaired rather than replaced and all phases of a monument's construction should be taken into account. An excellent document has been produced by The National Monuments Service, that details various aspects to consider when approaching a conservation project: *Ruins, The Conservation and Repair of Masonry Ruins, National Monuments Service, 2010*. This document is available to download from: www.buildingsofireland.ie and www.archaeology.ie.

The National Monuments Service play an essential role in protecting our archaeological monuments and have responsibility for:

- Archaeological issues arising at National Monuments in State care. The conservation and management (including visitor services) of these monuments is the responsibility of the Office of Public Works
- Carrying out surveys of known sites and where sites are thought to be located and compiling inventories of sites and monuments.
- Implementing the legislation in relation to the protection of monuments and sites, including historic wrecks and underwater archaeological sites
- Regulating archaeological excavations, use of detection devices for archaeological purposes and diving on historic wrecks and underwater archaeological sites.
- Providing advice to planning authorities on development proposals (development plans, heritage plans and individual planning applications) that may have implications for the archaeological heritage.
- Providing advice to individuals and local groups on archaeological issues.

Conservation of a monument (including removing vegetation in advance of works) should only be undertaken after extensive consultation with the Adopt a Monument team, the Heritage Council, the National Monuments Service, your local Heritage / Conservation Officers and qualified experts. These organisations can work with you in partnership to help navigate the planning permission that may be required and the various protective statutes that exist to ensure works are carried out in accordance with best-practice ensuring our heritage is protected for future generations.

Climate Change and your Monument

Climate change is posing a variety of threats to our archaeological and built heritage that we need to be aware of both from the point of view of monument protection and of personal safety. The increased instances of strong storms, high winds, extremes of temperature and drought can impact sites and monuments in different ways.

These include:

- Erosion and water logging because of increased flooding
- Coastal erosion caused by storms and rising sea levels
- Increased risk of collapse or damage due to wind or falling trees
- Erosion of stone surfaces through weathering or lamination due to extreme frosts

If there has been an extreme weather event you should approach your site with care in case elements of it have become unstable. If you observe any damage or noticeable changes in condition of your monument you should contact the National Monuments Service by calling 01 8882000 or e-mailing nationalmonuments@housing.gov.ie as soon as possible.



Scaffolding at
Knockboy Church,
Co. Waterford.

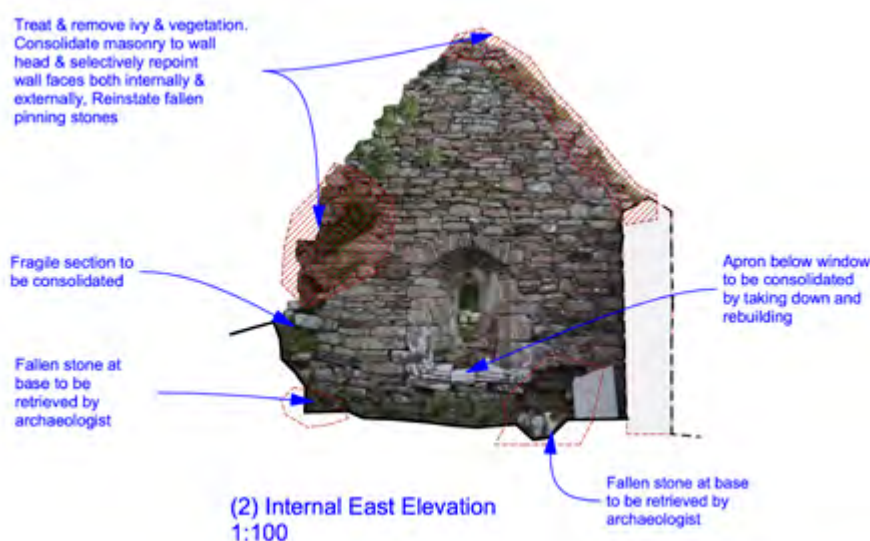
Legislation

The Historic and Archaeological Heritage and Miscellaneous Provisions Act 2023 was signed by the President on the 13th October 2023. A copy of the Act can be found on the Irish Statute book website (www.irishstatutebook.ie/eli/2023/act/26/). This legislation will replace the National Monuments Acts 1930 to 2014, however, with limited exceptions, the provisions of the Act are not yet in force. A series of Ministerial Orders ("Commencement Orders") will be made to bring the Act into force. It is anticipated this will be done over a two year period. For more information about the Act, see here: www.archaeology.ie/news/enactment-of-historic-and-archaeological-heritage-and-miscellaneous-provisions-act-2023.

It is important to understand the legal protection in relation to your monument as it may be protected under legislation. For more information about the legal status of your monument, you can consult www.archaeology.ie, the website of National Monuments Service, Department of Housing, Local Government and Heritage, who play a key role in the protection of our archaeological heritage.

Seek advice from specialists at the planning phase of your project to ensure everything moves forward smoothly and in accordance with the legislation.

Regular maintenance of a monument can prolong the life of a monument, but this maintenance must be undertaken with permission from the landowner and it is advisable to seek expert advice when removing vegetation as it can cause major damage to monuments if left unchecked. Ivy can become integral in the fabric of a monument and if it is removed without expert advice, the monument can become unstable resulting in collapse. Vegetation should not be cut back during the nesting season of March 1st - August 31st (inclusive), this is to ensure that breeding birds are protected. Roosting bats often take shelter in ruins and monuments. If you are concerned that there may be roosting bats at your monument when vegetation is to be removed, do get in touch with National Parks and Wildlife Service (www.npws.ie).



Detail of proposed conservation works at Killaghtee church.

(All work to be undertaken in accordance with detailed method statement developed with the Stone Mason, Archaeologist, Engineer and Conservation Architect and agreed with the National Monuments Service.)

If your conservation works are going to disturb ground level, the works may require a licensed archaeologist to be present to monitor any archaeology that may be uncovered. If your monument is recorded on the Record of Monuments and Places, the local authority or the National Monuments Service may deem it necessary to have a licensed archaeologist on site monitoring some of the conservation works or the archaeologist

may be required to carry out archaeological testing to gain an understanding of what archaeological features are present before works begin. You must also check if your monument is a Protected Structure (RPS). Your local authority has digital lists of all RPS available online.

Archaeological testing and investigation can be expensive and every project should ask if such an intervention is essential.

If your monument has loose stone or masonry fragments surrounding the structure, do not remove them, record their location and seek expert advice about them. If there is loose masonry within the fabric of your monument, do not use ladders and seek expert advice from the Adopt a Monument team, the Heritage Council, your local Heritage or Conservation Officer. Ruins or monuments may be potentially dangerous, so before commissioning any works, do be aware of health and safety precautions (see the Health and Safety section in this manual and the Health and Safety Authority: www.hsa.ie for further advice).

It is advisable to record the monument before any conservation works take place so that there is a record of what the monument was once like. Gather all historical information relating to the monument, including maps, old photographs and collect any local information to make a comprehensive file on the monument. Photograph all aspects of the monument, draw plans or sketches and write a description of the monument (please see the section on Surveying and Recording). Record the conservation works as they are progressing as this will become an important part of the story of the monument in the future. Do get in touch with the Adopt a Monument team for more advice on the practical aspects of recording your monument.

Funding for conservation works must be secured prior to undertaking any works. There are a range of different funds / grants that might be applicable for your particular project. See Chapter Eight for advice regarding this.



Rathbeagh Ringfort, Co. Kilkenny.

Checklist before beginning works:

- Get the right advice from the very beginning of the project and, where possible, try to use the same architect or expert throughout the project for consistency and accountability.
- Speak to the National Monuments Service and your local Heritage Officer and Conservation Officer (serving with your local authority) before contemplating any works on a structure. The National Monuments Service will be able to advise about its legal protection. Your local Heritage Officer will be able to advise about any potential funding.
- Be informed about the legal status of the structure and what notifications, permission or consents are needed for any works. Is it listed on the Record of Protected Structures (RPS), does it require planning permission or appropriate assessment?
- Only use qualified and experienced personnel during the conservation works.
- Secure funding to cover the cost of the works (see chapter 8).
- Be informed about the historical background of the structure
- Record the structure
- If the monument requires large scale conservation, engage a conservation professional at the very beginning of the process. In consultation with the conservation professional, break the work up into phases to ensure completion of the project rather than undertaking all aspects at once.

Malin Well Old Church, Co. Donegal.



Chapter 6 | Interpreting your Monument

*“Through interpretation, understanding;
through understanding, appreciation;
through appreciation, protection.”*

(Tilden, 1957)

What is Interpretation?

At its core, interpretation is simply how we tell the story of a particular site, place or time. It is about communicating the meaning of a place. Interpretation at its most basic can be a tour guide to tell the story of a site or a well-designed interpretative panel.

Why is interpretation important?

Good interpretation can help to understand the meaning of a site, and to see the site through new eyes with a deeper appreciation of the story. The interpretation should explain the importance and significance of the site within the larger story of a region or nation. Interpretation can sometimes convey intangible benefits to inspire visitors, possibly leading to an appreciation of the story of the site and the overall complexity of human life and their place in time. Interpretation can also be a useful tool in supporting formal education.

Visible interpretation can also help to ensure high visibility leading to a greater sense of public guardianship, people often ascribe more ‘value’ to sites that are clearly maintained with facilities and signage. This can lead to fewer instances of littering and vandalism.

Overall interpretation helps to make the site more relevant to visitors; sites can often have different meanings to different people, and your interpretation should offer something for everyone and give them a chance to learn something new and to appreciate the site in a variety of ways.

Interpretation today can take many forms. From printed brochures or leaflets, interpretative panels, guided tours, audio guides, apps, videos, reenactments, virtual reality, video games, murals, artworks, open days, lectures - the list goes on and on!

The core needs of interpretation:

- It must catch attention
- Be relevant – connect between the heritage and people's own experience
- Be well organised and easy to understand
- Meet the needs of a variety of audiences
- Have a clear theme
- It must not detract from the monument i.e. it must match the values of the site
- It must be sustainable without placing too much strain on the community
- Your interpretation must be authentic
- It must be accessible (for more information about accessible heritage sites, please see the National Disability Authority Code of Practice on Accessible Heritage Sites here: <https://nda.ie/uploads/publications/Code-of-Practice-on-Accessible-Heritage-Sites-Report.pdf>)

You should always remember that different types of audience have different needs and expectations for interpretation.

“People seek to make meaning of their experiences, and some psychologists believe that searching for meaning is a primary motivation in life”

John. H. Jameson, US National Park Service (retired)

Glenmalure Pure Mile with Mining Heritage Trust of Ireland and participants at Baravore Co. Wicklow for Heritage Week.



The creation of an interpretation plan can be a really useful way of making sure you keep a clear brand and message, and that you don't overspend on any one area of interpretation. An interpretation plan can give you a clear and logical map to ensure that you meet your targeted ambitions for your on-site interpretation, and it can save you money by helping you to consider all the different techniques and methods possible to reach your audience. The plan can be as long or short as you like, but try to include the following sections:

CREATE AN INTERPRETATION PLAN

1. Your aims – what do you actually want your interpretation to achieve? What do you want people to experience and learn at your site?
2. Your key themes – What are the core stories of your site? There can be several that you develop, but try to keep a core theme to help visitors easily understand what you offer.
3. Your audience – who do you want to reach? What is your target audience (age, nationality, etc). If you are aiming your interpretation chiefly at primary school level children you would write and present it differently than you would if you aimed it at historical societies or special interest groups. Are there any particular language groups you would like to aim at? Ensure they are well catered for.
4. What interpretation media will you use? – What techniques and platforms best suit your budget and target audience? Try to form a timetable and a budget to keep you on track. Ensure that you have a consistent design to help develop your site as a 'brand' that visitors can build a rapport with.
5. How will you evaluate your interpretation? – Carry out visitor surveys where possible, and watch where visitors spend their time on your site. For example If you find your interpretation panels are being bypassed perhaps it suggests they need to be redesigned to make them more appealing.

Different people access information in different ways – some prefer to read, others want to play a game or listen to an audio guide. Try to accommodate different ability and concentration levels throughout your interpretation. You must also consider that you do not inadvertently create any ‘barriers’ to people accessing and understanding your interpretation. As identified by English Heritage, barriers could include:

- **Intellectual barriers** – the interpretation is too technical and difficult to understand. The text is too long and dry, with an overuse of jargon.
- **Sensory barriers** – is the text large enough for people to read?
- **Physical barriers** – is it placed too high for wheelchair users or children to read?
- **Cultural barriers** – is it only in English? Does the information over rely on cultural references that are uncommon outside of Ireland?
- **Financial barriers** – are the costs too high? Parking, entrance fee, hire of audio guide? It can all add up.
- **Organisation barriers** – are events only scheduled midweek?

Interpretation Panels

The most common interpretation at heritage sites are interpretative panels. Consider the type of information you want to display on the panel bearing in mind the barriers mentioned above. A great way of conveying a lot of historical information is by using conjectural or reconstruction drawings of what the site might once have looked like. This is a great way of bringing a site back to life for a visitor and pictures are far more effective on signage than lots of text.

When considering erecting an interpretation panel, you should take into account the appropriate location for signage, its size and scale, its colour and appearance as well as the foundations required to install the sign. An archaeological assessment may be required at some sites when signage is being installed so do get in touch with the Adopt a Monument team before any signage is erected at your site. Signage must comply with the National Monuments Acts, therefore it is important to get advice from heritage professionals before any signage is planned.

Not all interpretation panels need to be fixed in place. At Rindoon, Co. Roscommon panels were erected on timber saw horses which are environmentally friendly, sustainable and blend into the natural landscape. It also meant that they could be moved if necessary.

For information about the different types of interpretation that can be used at sites, see the publication: Bored of Boards produced by The Irish Walled Towns Network and the Heritage Council: www.heritagecouncil.ie/content/files/bored_of_boards_1mb.pdf



A Guided Walk to Roundhill Motte, Lismore, Co. Waterford by Lismore Heritage Centre during Heritage Week

Developing Trails

One of the most effective ways of connecting together sites to form engaging tourism and heritage products for visitors is to create a heritage trail. This can also help to promote your particular site or area through collaboration with other sites on the trail. Before you begin work, it is strongly recommended that you speak with your local heritage and tourism officers and local Fáilte Ireland officer, as they may help to forge connections with other sites and perhaps identify funding and services to help put waymarkers or road signage up to identify the trail. Sport Ireland also supply information and advise on developing trails on their website: <https://www.sportireland.ie/outdoors/trail-development>.

Panels are not the only method of directing and informing people following your trail. A map or leaflet can be printed and made available in the locality or online. Digital trail guides are also becoming increasingly popular. Fáilte Ireland's Digital Trails Toolkit provides information on what is involved in developing these: <https://smartdublin.ie/wp-content/uploads/2021/01/Updated-Toolkit-Sept-2022.pdf>

When creating a trail, ensure you have considered the following factors:

- **Establish a broad theme (be it by period, story or geographic). A strong theme means it will be easier to 'brand' and promote your trail to the general public.**
- **Is it to be a driving, cycling or walking trail? Consider the needs for each. If it is a driving trail, is there suitable parking at each site? If walking or cycling, be sure that the trail isn't on dangerous roads with high-speed traffic.**
- **Selection of Points of Interest (POI) – firstly ensure you have permission to include the site on the trail, and that it is safe for visitors (no bulls in the field!). Objectively ensure that each stop is worth visiting on its own merits, this will lead to greater confidence in your trail and more buy-in from visitors.**
- **For the first POI, it should ideally be at a visitor centre, or in a town with facilities and shops nearby. A looped trail is always the ideal, visitors should end where they began.**
- **Don't overload the trail with too many POI, try to create suggested itineraries if possible – what to see in an hour, what to see for a day etc. Consider the length of time it would take to complete the tour, given adequate time at each POI.**
- **Identify the ideal location and quantity of both interpretative signage and waymarkers needed. This will help you to better target your best funding option. Consult with landowners about installing signage and obtain signage permits which may be required if POIs are located on county council land.**

Chapter 7 | Promotion, Outreach and Communications

Most effective ways to promote heritage



Gallowshill Medieval Day at Gallowshill Motte, Dungarvan, Co. Waterford.

How to prepare a Press Release

Writing a press release can be a daunting task for community groups. There are some fundamentals which must be included in your press release:

- You must have a news angle - your press release should be engaging and newsworthy.
- It must contain facts not your opinions.
- It should answer all the key questions in the first paragraph - who, what, why, where and when. Be clear about exactly where you are referring to, especially if sending it to regional or national press.
- Have all important information at the beginning of your piece as press releases are cut from the bottom up.
- Be sure to include contact information in case the recipient has any questions

What to consider when building a website

- Your website should be mobile enabled. Smartphones and tablets are now surpassing desktops and laptops as the medium by which most people browse the internet.
- Language used on the website should be in keeping with brand identity and positively communicate the benefits and significance of tourism to your monument.
- Your home page or landing page is vital. It should answer the main questions and be a welcoming port to encourage people to further explore your site.
- Internationalise your contact details. Display the phone number with international dialling codes eg. +353 12 345 6789
- Good quality photos and videos will tell your story, but be careful not to use too large a file size. This can dramatically increase page loading time meaning more people will not wait around on your website.
- Clever use of links and cross promotion essential. Ensure you link relevant websites, and local accommodation providers to have them link you in return.
- Ensure you are fully listed on DiscoverIreland.ie and that your information is correct
- When you have particular products or tours, register them on Tripadvisor. Many people use that to discover what to do in a locality.

The use of social media

Social media is a great and low-cost way to get your message out, however to use it to its best potential you need to be aware that each platform has its own factors to consider and its own particular audiences. What works for one, might not work for another.

Social media works best when it is a conversation with your fans. Your official social media accounts should always focus on the positive promotion of your area both in terms of raising awareness and enticing visitors. Each post should be considered in terms of “will this entice a visitor?” or “does this tell an interesting story that raises awareness?”. It is not a place for personal political opinion no matter how valid.

It is where potential visitors may first encounter you, so always treat them as you would treat a guest – be courteous, polite and helpful.



How to use effective and evocative photography to promote your monument

“A picture paints a thousand words” is a very old, but very true, adage. Good quality images are some of your most useful and versatile tools for highlighting your site.

Try to invite photography clubs / bloggers to ‘photo-walks’. Each of the photographers/ bloggers will have their own audience on various social media platforms, so you can connect with a really diverse range of people. Photo-walks can engender a sense of friendly competition. Use hashtags to help all the participants and their audiences to connect. Comment and share to encourage participation. Have a plan and structure in place; how long, how many people, what will they see? Is it a ramble or a guided stroll? What will the weather be like? Will there be food / refreshments? What is your promotional strategy? Perhaps have an exhibition of their images to help to promote them (and your site) with the local community.

How to plan and manage suitable events and tours to help increase interaction with the monument

Heritage Week (usually held in late August) is a fantastic opportunity to showcase and raise awareness about the great work that is being carried out at your monument. It is also an opportunity to create an event that will increase interaction between the wider community and your monument and will help to inform people about the value of your monument. Visit www.heritageweek.ie for lots of information about how to plan and host an event, the Heritage Week Team also host regular training days and seminars for event organisers.

How to engage with younger members of the community

If you are organising an event for Heritage Week, try and include an event specifically targeted towards children to engage them with your monument. You can make up a game or create a treasure hunt or orienteering activity to get them to explore your site. You could create an interactive nature walk or archaeological hunt where the children have to find specific wildlife or archaeological features. Bring some visual aids to help the children understand what they are looking for. Keep the event short so that the children enjoy the experience and want to come back to your monument in the future.



Gallowshill Big Dig

Heritage and Wellbeing

Adopt a Monument groups are already making a difference to their community wellbeing by improving the condition of their adopted monument, hosting events, promoting the site to attract visitors who hopefully contribute to the local economy, improving access to their site or to information about the site where physical access is difficult or not possible.

In recent years there has been growing research into the impact heritage and volunteering can have on wellbeing and mental health. Numerous benefits have been identified at both an individual and community level such as those list below.

Potential individual benefits

- Social connectedness
- Sense of belonging
- Sense of attachment to place
- Feeling useful
- Reduced isolation /loneliness
- Improved general health
- Slowing cognitive decline
- Education, new interests
- Improved self confidence
- Increased self worth
- Transferable skills gains
- Improved mental health



Heritage Week.

“Our heritage contributes positively to our wellbeing. Indeed, access to heritage has the power to heal and to improve mental health outcomes”

Malcolm Noonan TD Minister of State for Heritage and Electoral Reform, *Heritage Ireland 2030; A Framework for Heritage*

Potential community benefits

- Increased sense of place
- Sense of community identity
- Community cohesion
- Increased participation in civic life
- Social inclusion
- Creation of social spaces
- More environmentally protective behaviours



Heritage Week provides opportunities to engage the wider community.

Suggestions for actively promoting wellbeing for your group/community

- Devise projects that are as inclusive as possible e.g. encourage generational mixing through folklore or place name research.
- Consider designing events to make them more inclusive, for example providing heritage tours with sign language or foreign language interpreters. When adding images to your social media posts, remember to add the 'Alt Text' for those who cannot see the image. If you are having videos made about your site, consider adding captions.
- Be sure that events are being actively advertised to as much of the community as possible e.g. a notice in the parish news will not be seen by people who are not involved in the parish, so should be used in conjunction with other media.
- Share information that might encourage participation from people who might not be sure if they are welcome/able to attend e.g. if a venue is wheelchair accessible, add that information to your notice; if the event is family friendly, say so.
- Be aware of the public image you portray - what and who do people see when they look at your social media account? People are more likely to attend or take part if they see people they identify with.



Cooley Cross and Graveyard, Moville, Co. Donegal.



Chapter 8 | Funding your Project

Introduction

As a participant in the Adopt a Monument Scheme, your group will benefit greatly from advice regarding the necessary finance to implement your plans for your chosen monument. The amount of finance required will vary depending on the nature of the work you propose to undertake. This chapter explains the various avenues you can explore to seek financial support. There are a range of sources of funding that groups can potentially access.

- **Public agencies at local and national level have grant aid programmes that support community organisations. Some are focused specifically on heritage projects.**
- **Private sector businesses of all sizes provide financial and other support to voluntary and community projects.**
- **Philanthropic foundations exist to provide direct financial support to the community and voluntary sector.**
- **European and international agencies, such as the EU, have funding programmes in a range of areas. They are often focused on projects with an international dimension.**
- **Social finance organisations provide loans at low interest rates to community and voluntary organisations.**
- **Crowd funding utilises the Internet to raise funds from the public through online donations.**

General Funding Advice

Before embarking on the process of seeking funds, it is worthwhile considering a number of general pointers.

Organisational Structure

Ensure that your organisation is well positioned to make grant applications and to manage income received from external sources. (For more details about organisational structure, please see Appendix II). It should have a clear structure with a written constitution or articles of association, as well as appointed officers. It should have its own bank account with joint treasurers. The organisation should produce annual accounts/statements of income and expenditure that are clear and transparent. A Tax Clearance Certificate from the Revenue Commissioners will be a requirement for some grant applications. As well as these practical considerations, your group should have a clear purpose and vision, expressed through a mission statement and set of objectives. Overall, an efficient, well-run organisation stands a better chance of being successful in securing funding.

Strategic Approach

Develop a long-term finance and funding strategy for your organisation. This should be a team effort involving everyone in the group where you brainstorm and plan ahead. The end product will be a 3 – 5 year plan that outlines your future priorities and costs, along with potential sources of financial support. This exercise will give your group a sense of direction and purpose. When devising the strategy, remember to factor in ongoing running costs as well as capital costs associated with projects. The strategy should be reviewed on a regular basis and should be flexible enough that it can be amended as circumstances change.

Project Planning

Plan each individual project in detail. Be clear on what the expected outcomes are, how you will achieve them and who will deliver the project. Appoint a team of people who will be responsible for managing each aspect of the project. Demonstrate clearly who will benefit from the project and how it will make an impact on the wider community.

Make sure that all necessary consents and permissions for the work are in place in advance, bearing in mind that it may take time to obtain them. This is particularly important in respect of monuments and historic structures. You should consult with the Adopt a Monument team, the National Monuments Service and Local Authority Heritage / Conservation Officer for guidance in relation to consents.



Baltimore
Ringfort, Co. Cork.

Budgeting

Accurate costing of the project is vital. Each individual item of expenditure should be clearly costed. In many instances, funders will specify that a minimum of three quotations for each item of expenditure must accompany a grant application. You can obtain prices for some items online or via e-mail to save time. For larger grants, you may be obliged to follow public procurement rules and put the project out to tender.

Make sure to incorporate potential hidden costs, such as professional fees, feasibility studies or the cost of meeting statutory requirements. For large capital projects, it is advisable to build a contingency sum into the project budget.

Be aware that most funding programmes do not provide 100% of the amount required to deliver a project. You may need to fundraise yourself or combine funding from different sources. Some funding programmes allow for in-kind contributions, such as voluntary labour.

Funding Criteria

Check all of the criteria for a funding programme in advance of applying. It is vital to ensure that your proposed project meets the criteria. Contact the funding organisation for clarification if required. Making funding applications can be a time-consuming process and applications should only proceed where the project matches the funding criteria.

Most funding programmes do not fund project work retrospectively i.e. you can only apply to fund projects that will commence after a grant is awarded.

Many grant applications are now made online via the website of the funding organisation. In most instances, it is possible to save your application during the process of completing it. You should note the deadline for submitting grant applications and ensure that you give the group sufficient time to complete and check all aspects of the application.

Reporting and evaluation

If you are successful in securing funding, there may be terms and conditions attached and you will need to comply with them. In some cases, you will have to sign a written contract. Funding bodies may specify that your project must be completed by a particular date.

You may also be required to evaluate your project and report on progress while work is taking place and upon completion. This could mean undertaking surveys or keeping a record of progress in meeting the project objectives.

In most instances, you will be obliged to acknowledge the support received in any publicity, promotional material or signage. Funding organisations will provide logos and text if required.



Inniskeen Motte, Inniskeen,
Co. Monaghan.

General Funding Information Resources

Searching for the right source of funding can be an onerous task as there is a huge variety of funding bodies and schemes. It is worthwhile regularly consulting the following general sources of information. This will give you an overall view of the funding scene and keep you informed about the latest opportunities.

- **The Wheel** is a support and representative body connecting community and voluntary organisations and charities across Ireland. It maintains an online database of funding grants for the community and voluntary sector known as Fundingpoint. This is a subscriber-based, fee-paying service with the option of a free 2-hour trial. See www.thewheel.ie for details.
- **Activelink** is an online network for Irish non-profit organisations. Its online Community Exchange noticeboard includes an up-to-date diary of funding opportunities for non-profit groups. See www.activelink.ie for details.
- **Business in the Community** is a business network organisation that promotes Corporate Social Responsibility amongst its member organisations. It has 85 members, including some of the largest businesses and employers in the country. Multinationals and semi-state companies are amongst its members. An organisation which is part of this network may be more receptive to a request for funding. See www.bitc.ie for details.
- **Philanthropy Ireland** is a membership organisation for philanthropic foundations in Ireland with over 30 members, some of them international. They support a wide variety of projects across the community and voluntary sector. Please note that some philanthropic foundations do not accept unsolicited applications for funds and they often target their funds at specific types of projects. It is important, therefore, to check the criteria in advance. See www.philanthropy.ie for details.

Funding Sources

Local and national public funding

Community Monuments Fund

The Community Monuments Fund was established by the Department of Housing, Local Government and Heritage in 2020 and has become a significant source of funding to help owners and custodians of archaeological monuments to conserve, maintain, protect and promote archaeological monuments.

There are three streams in this funding scheme:

- **Stream 1:** Grants for essential repairs and capital works for the conservation of archaeological monuments.
- **Stream 2:** Grants 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
- **Stream 3:** Grants for the enhancement of access infrastructure and interpretation (including virtual/online) at archaeological monuments.

Community groups must make their application through their Local Authority so it is important to make contact with your Local Authority Heritage Officer as early in the process as possible.

Local Authorities

Local Authorities may be your first port of call when seeking funding. Most of them run annual funding programmes in the areas of community, amenity, heritage, arts and environment. All local authorities have a Community and Enterprise section which can provide advice. In addition, Local & Community Development Committees (LCDCs) were established in each Local Authority area in 2014. Their role is to co-ordinate local and community development and they include representatives from Local Authorities, state agencies, community groups and civil society.

Heritage & Conservation Officers

All of Ireland's Local Authorities now employ a Heritage Officer. Their role is to manage and promote local heritage. Liaising with community and local heritage groups is an important part of their brief. They also produce County and City Heritage Plans and devise and implement strategies, policies and projects. You should discuss any project related to Adopt a Monument with your Local Heritage officer at the earliest opportunity. They may be in a position to provide some financial support or advise about other sources of funding, such as Heritage Council grants.

See Chapter Ten for a full list of Heritage Officers in Irish local authorities. An up-to-date list is also maintained on the Heritage Council website: www.heritagecouncil.ie/our-work-with-others/county-heritage-officers.

There are Architectural Conservation Officers in many Local Authorities. Their role is to protect the architectural heritage of the county. They may be worth speaking to if your monument is of particular architectural merit. There are Local Authority Archaeologists in Cork City, Cork County, Dublin City, Kerry, Limerick and Mayo.

Many Local Authorities are also now employing Biodiversity Officers. The relationship between built and natural heritage is an important consideration, especially when planning conservation works and access to overgrown sites. Your site may be a significant wildlife habitat as well as having historical importance. You will find a list of Local Authority Biodiversity Officers in Chapter 10, however this list is incomplete as many Local Authorities are currently recruiting. We recommend you contact your Local Authority to find out whether one has been appointed.

Community Amenity Funding

Most Local Authorities provide annual funding schemes for community groups that support local projects and the provision of amenities and service. These take slightly different forms in each Local Authority area. Amounts are generally not large but the process of applying for such funds is generally straightforward.

In some counties there are special funds to support the care and maintenance of historic graveyards.

Note also that if there is a large construction/development project in your area, the developer is obliged to pay contributions to the Local Authority to offset the cost of providing new infrastructure and services. In such cases, it is worthwhile speaking to the Local Authority about their plans for spending the contributions received, as they may be willing to use some of the contributions to fund local community amenities.

Town & Village Renewal Scheme

This scheme was launched by the Department of Arts, Heritage, Regional, Rural & Gaeltacht Affairs in August 2016. The scheme is aimed at rural towns and villages with a population of 10,000 or less to enhance the culture and local heritage assets of a town/

village and promote tourism. Since the launch of the Town and Village Renewal Scheme in 2016, over €93 million of funding has been approved for more than 1,340 projects across Ireland. The minimum grant available is €20,000. The maximum grant available was raised to €500,000 in 2021.

Historic Towns Initiative

This is a joint initiative between the Department of Housing, Local Government and Heritage and the Heritage Council, with the aim to promote heritage-led regeneration and to improve the quality of our historic towns and villages for residents and tourists. €1.3 million was available for heritage-led regeneration of towns in 2023.

Rural Regeneration and Development Fund

The Rural Regeneration and Development Fund is a commitment of €1 billion by government to be invested in rural Ireland over the period 2019 to 2027. Projects that are eligible for this include enhancement of heritage and/or other community assets including the provision/enhancement of recreational or leisure facilities. They must be located in settlements and rural areas with fewer than 10,000 people which are located outside the five city metropolitan areas are eligible. A maximum of 80% funding will be considered and community contributions should form a significant element of the match-funding.

Built Heritage Investment Scheme (BHIS) and Historic Structures Fund (HSF)

These two schemes are for private and publicly owned structures and applications can be made by private individuals and community groups.

Works that qualify for the BHIS include certain stabilisation, repair and conservation works and surveys. Grants of €2,500-€15,000 are available under the BHIS, with priority given to small-scale, labour intensive projects. This scheme supports owners and custodians of historic structures and the employment of conservation professionals, craftspeople and tradespersons in the repair of the historic built environment and training in traditional skills such as roofing, thatching, lime mortar, dry stone walling, ironworks and masonry. Any such projects must be agreed in advance by the Department and the relevant Local Authority.

The focus of the HSF is on historic structures in public and private ownership deemed to be significant and in need of urgent support. The focus is on a broader public or community benefit where buildings are conserved to ensure they are kept in use or brought back into use. This includes building resilience in historic structures to enable them to withstand the effects of climate change. Grants of €15,000- €200,000 are available, although if the applicant can make a strong enough case about the significance of the project and works, an offer of over €200,000 may be made.

Applications for both of these schemes are made through your Local Authority Architectural Heritage Officer and details of what works qualify can be found on your Local Authority website. In both cases match funding is required. This is up to 50% for BHIS and, in most cases, 20% for HSF.

Arts

Each Local Authority employs an Arts Officer whose role is to promote the Arts within their area of operation. They operate some small grants schemes to support artistic projects and events. If your Adopt a Monument project or event has an artistic theme, you may be eligible.

Culture Night is an annual event that takes place in September. It promotes arts and culture through a programme of free public events which all take place on the same night. Local authorities provide small grants to support such events on condition that they are free to the public. Please check with your local Arts Officer for details.

Creative Ireland

Each year Creative Ireland offers a number of bursaries for the development of bodies of work that feature a public interface or incorporate public engagement. Open to both individuals and groups, awards are offered under a number of creative themes, defined as follows:

- Well-being
- Sense of Place
- Heritage (which may include historical exploration)
- Music
- STEAM (science, technology, engineering, arts and mathematics)
- Irish Language
- Climate Change

Each Local Authority has a Creative Ireland Co-ordinator which can be found via their website: www.creativeireland.gov.ie/en/creative-communities/

Local Development Companies

Each part of Ireland is under the remit of one of the Local Development Companies (LDCs). LDCs are not-for-profit, volunteer-led organisations who provide a national service through locally-based services. Some of these operate on a sub-county basis, particularly in the cities and larger counties. They implement a variety of funding programmes. Each LDC employs staff which will assist and guide applicants through the funding process. A full list of LDCs can be obtained at www.ildn.ie.

In rural areas, the most well-known funding programme is the Rural Development

Programme or LEADER. The 2023-2027 LEADER programme is based around a number of broad indicative themes of promoting employment, growth, gender equality, social inclusion and local development in rural areas, including bio-economy and sustainable forestry. Projects must be aligned with the priorities of the local development strategy. Expressions of interest to your local action group. A list of local action groups can be found at www.gov.ie/en/publication/c33028-list-of-local-action-groups/



Some members of Moygara Castle Research and Conservation Group, Heritage Week 2023
L-R: P.J. O'Neill, Maura O'Gara-O'Riordan, Niamh Doddy, Colm O'Riordan, Kate O'Neill. Image courtesy of Moygara Castle Research & Conservation Project.

The Heritage Council

The Heritage Council is a statutory agency responsible for protecting and managing Ireland's heritage. It funds a number of heritage grant schemes supporting projects that apply good heritage practice to management, conservation, interpretation and promotion of places, collections and objects. All applications must be made through the online grants system and the scheme is usually open for applications early in the year.

A total of €1.3 million was made available to support community groups and not for profit non-governmental organisations through the Community Heritage Grant Scheme in 2023 with the maximum grant allocation increased to €25,000.

For further details, visit www.heritagecouncil.ie. The website also contains useful information and publications for those undertaking heritage projects.

Waterways Ireland

The Waterways Ireland Heritage in the Community Grants Scheme assists community based heritage projects related to inland waterways' heritage including data collection and research, good heritage practice in managing sites, collections and objects, support for fresh approaches and initiatives that link heritage to communities and promoting active engagement with heritage. €20,000 was allocated to the fund in 2023 for which the closing date for applications was January 31st. You can find more information about this at www.waterwaysireland.org.

Irish Public Bodies

Irish Public Bodies provides insurance services to the public sector in Ireland. The IPB Community Engagement Fund provides annual support of €1 million to community projects in Ireland. The project must help to improve the quality of life and wellbeing of the community. See <https://ipb.ie/community-engagement/> for details.

Corporate funding

With greater emphasis on socially responsible business, the private sector has become involved in supporting community projects. Individual companies and businesses have their own preferred approach to supporting local community projects. The small local retailer will have a different approach to the large multinational enterprise. Some have publicly advertised grant programmes that you can apply for, but this is not always the case and a direct approach may be required. In addition, some businesses can be quite selective in terms of what they will support.

Apart from providing direct finance, the business community can support your project in other ways. Many large companies have programmes that allow their employees to volunteer with community and voluntary organisations during working time. This can be a way for a community group to obtain professional advice and support at no cost. Companies also have initiatives where they will match funds raised by their staff for a local project or community group.



The Discovery Programme carrying out geophysical survey at Baltimore Ringfort, 2022.

There is no 'one size fits all' approach to corporate funding. It is worth bearing the following points in mind.

- **Try to find out as much information as possible about the business in advance of making an approach. Company websites will indicate what types of community projects they have supported in the past. Larger companies may have a dedicated person whose role is to liaise with community organisations seeking support.**
- **Provide clear information on your own organisation; its history and purpose, membership and activities, previous projects and financial situation. You need to establish your own bona fides and show that you have a strong reputation.**
- **Be clear on why you are seeking support and how any funding received will be administered and spent. Have a budget prepared and ready to present if needed. Give details on the outcomes of the proposed project and who will benefit.**
- **If you have already secured partial funding from another source, make sure to stress this point. Businesses may be more willing to step in if some funding has already been secured.**
- **Emphasise how supporting the project will benefit the business in question. For instance, if you are seeking support for a festival or event, this will benefit local retail businesses. Larger companies may want to benefit from the positive publicity associated with a community project.**
- **Under Section 848A of the Taxes Consolidation Act 1997, companies and individuals can avail of tax relief on charitable donations. If your organisation has secured charitable status from the Revenue Commissioners it can provide an added incentive for businesses to provide financial support.**
- **If you are successful in securing financial support, make sure to acknowledge the business in any publicity or promotional material. Write to them to formally thank them for their backing.**

Utilise your own local networks and connections in the first instance and make contact with businesses in your own community. Most large Irish towns have a Chamber of Commerce or similar association that acts as a representative body for local businesses. They are often involved in promoting local tourism. They or one of their members may be willing to support a project financially, particularly if you can demonstrate that there will be tourism or economic benefits.

Business in the Community Ireland is a membership organisation for large Irish companies, including multinationals, that promotes business involvement in community projects. Their website - www.bitc.ie - gives a broad overview of the types of support that businesses provide to community groups.

Some of the more accessible funding schemes operated by Irish businesses are as follows:

- **Bord na Móna's Community Gain Fund** provides support for community projects, particularly those in the vicinity of Bord na Móna facilities and operations.
- The **Coca Cola Ireland Thank You Fund** provides grants of between €5,000 and €25,000 annually to a select number of community applicants, focusing on a different theme every year. The total size of the fund in 2022 was €100,000.
- **Coillte**, the semi-state forestry company, operates a number of community partnerships around the country to support community projects and initiatives, particularly in the vicinity of Coillte facilities and lands. This includes a bespoke wind farm Community Benefit Scheme for communities close to their wind farms.
- The **Dublin Bus Community Spirit Initiative** provides grants of €5,000, €2,000 or €1,000 every year to community projects across the Greater Dublin Area.
- The **Tesco Community Fund** provides small amounts to local organisations. €2,000 is distributed through each of its Irish stores every 12 weeks and is divided between three local groups. The application process is straightforward and can be done at your local store. Application can be made via their website <https://tescoireland.ie/sustainability/places/community-fund/>

European Funds

European Union funding is a complex area and can appear like a labyrinth. However, for groups with the capability to apply for and manage EU funding, they can be of great benefit.

The European Commission website provides an overview of all types of funding, including grants and public contracts in place at www.ec.europa.eu/info/funding-tenders_en

In general, funding is provided for projects that have some Europe-wide or cross-border dimension that involves partnering with an organisation in another EU Member State. It can also be beneficial to link with other organisations in Ireland, such as local authorities or state agencies, for the purposes of EU funding applications.

There are regular calls for proposals across a wide variety of funding programmes, so check the website above regularly to keep informed.

Given the nature of EU funding, it is more suited to large, long-term and well-developed project applications from groups who are already experienced in applying for funds. The financial reporting requirements and other compliance conditions can be quite challenging from the point of view of local community organisations.

The European Union offers a major (and often under-utilised) source of heritage and cultural funding. The primary vehicle is the Creative Europe funding, which is available to the European audio-visual, cultural and creative sector. This wide-ranging fund covers three strands, 'Culture', 'Media' and 'Cross-Sectoral'. The total budget for this programme between 2021 and 2027 is €2.24 billion.

While Creative Europe is the only EU fund specially dedicated to the cultural, creative and audio-visual sectors, the Commission EU also encourages applications relating to them through a number of its other funding programmes, which are listed below.

- Asylum and Migration Fund
- Citizens, Equality, Rights and Values Fund
- Digital Europe Fund
- Erasmus+
- European Agricultural Fund for Regional Development
- European Regional Development Fund
- European Social Fund+
- European Solidarity Corps
- Horizon Europe
- Interreg
- InvestEU
- Neighbourhood, Development and International Cooperation

These funds offer considerable opportunity for exploring long-term legacy projects, notably multi-annual events relative to major heritage-related research investigations. Given the nature of EU funding, it is more suited to large, long-term and well-developed project applications. A useful guide to the different types of funding can be found online at <https://culture.ec.europa.eu/>.

Interreg NWE

Interreg North-West Europe (NWE) is a European Territorial Cooperation programme that aims to support a balanced development across the area, making all regions more resilient, and contributing to a better quality of life and well-being of all NWE citizens. Its 2021-2027 Programme, which has a total budget of over €310 million, wants to jointly “promote a green, smart and just transition for all NWE territories with the aim

to support a balanced development and make all regions more resilient”. A call was made in July 2023 for applications for three small scale, transnational projects. Projects fall under one of five themes, one of which is ‘Social Inclusivity’, which is for projects relating to culture and sustainable tourism. Applications must come from partnerships of three organisations from three NWE countries (one can be from outside the region if a strong argument can be made for their inclusion). Individual funding is for €200,000 - €800,000 (up to 60% of the project costs) and the maximum duration is 18 months. Further information about Interreg NWE, further funding calls and former projects can all be found at www.nweurope.eu. It is also possible to subscribe to their newsletter to get updates.

Philanthropic funding

While there are several philanthropic organisations operating in Ireland, many have very specific criteria for funding projects. Study the website of the organisation before making any application (see www.philanthropy.ie for details). In addition, some philanthropic bodies do not accept unsolicited applications for funding.

The Ireland Funds is another source of philanthropic funding for community projects. Its Heart of the Community Fund offers grants of between €5,000 – €25,000 in 2023. Applications are only open to the following:

- Company Limited by Guarantee (CLG)
- Community Interest Company (CIC)
- Charity Incorporated Organisation (CIO)
- Registered Charity
- Charitable Trust

See www.irelandfunds.org for full details.

Social Finance

Social finance organisations provide low-interest loans at favourable terms to community and voluntary organisations. They are a potential source of finance for groups who are in a position to meet repayments but who are unable to obtain a bank or credit union loan. They can also provide bridging finance i.e. when a community group has been awarded a grant but has to pay the costs of the project before the grant can be drawn down. Clann Credo and Community Finance Ireland are two such organisations in Ireland.

See www.clanncredo.ie and www.communityfinanceireland.com for details.

Crowdfunding

Crowdfunding utilises the power of the Internet to raise funds. A crowdfunding website is an online platform where you can raise funds for a project by seeking contributions from a wide number of people (the crowd). There are several crowdfunding websites

that provide this service. Kickstarter is the largest and best known in the world, but several Irish crowdfunding sites have also emerged in recent years.

The basic steps are as follows:

- Upload your project proposal onto a crowdfunding website. Provide plenty of detail about the project to make it as appealing as possible to potential donors. Photographs and video can be added.
- Set a funding target and a deadline for meeting this target.
- When your project is live on the website, anyone can pledge a donation via the website. You need to publicise your project as widely as possible to generate maximum awareness. Use social media, e-mail, local press and other websites to direct people to your crowdfunding appeal.
- You should also offer each donor a tangible reward in return for their support, depending on the size of their donation. What you can offer them will depend on the nature of your project.
- The crowdfunding website generally charges a small percentage of the amount donated for providing the service.
- Setting a target and deadline requires careful consideration. If you do not reach the target by the deadline, your project receives nothing and any money pledged is returned to donors.
- The advantages of crowdfunding are that it provides a simple and low-cost method of fundraising from a wide number of people, including people that might otherwise be difficult to reach.
- However, the crowdfunding scene is very competitive and a high proportion of crowdfunding proposals fail to reach their target.
- A lot of planning, promotion and hard work is required to deliver a successful crowdfunded project.



The Discovery Programme carrying out a topographical survey of Ballyogan Moated Site, Brandon Hill, Co. Kilkenny.

Chapter 9 | Health and Safety and Insurance

Introduction

The issues of liability, insurance, health and safety require consideration by groups who are participants in Adopt a Monument. This is especially important in the following cases:

- where the group owns a site or has entered into an arrangement with the owner to manage/control a site
- where the group is carrying out any work on a site, including work by volunteers
- where the group is inviting the public to visit a site or is organising public events at a site

This chapter sets out the issues your group needs to consider in relation to the above.

Insurance

Any community or voluntary group that manages premises, organises public events or undertakes activities involving members of the public should take out a public liability insurance policy in its own name. Your group should ensure that all planned activities in any given year are covered by the terms of its annual policy. Pay particular attention to the level of cover provided; certain grant applications or funding bodies will require a minimum level of cover.

Registering your organisation as a company limited by guarantee, which has a separate legal personality, provides additional protection from insurance claims for individual members (see appendix 1 page 86).

BHP Insurances Ltd has an arrangement to provide cover at competitive rates for not-for-profit organisations who are registered with their local Public Participation Network (PPN). PPNs were established in each Local Authority area in 2014. They act as a representative body for all kinds of community and voluntary groups. For details of your local PPN and how to register with them, contact the Community and Enterprise section of your Local Authority.

See www.bhpinsurance.ie for details of insurance cover available. Registering with your PPN does not prohibit you from seeking insurance cover through another broker.

Occupier's Liability

The Occupier's Liability Act 1995 sets out the legal situation in relation to public access to private land in Ireland. The Act defines the occupier as **"a person exercising such control over the state of the premises that it is reasonable to impose on that person a duty of care towards an entrant in respect of a particular danger thereon"**. Note that the occupier is not necessarily the owner of the premises in question.

Three categories of entrants onto premises are defined in the act, namely visitors, recreational users and trespassers.

1. Visitors are those who have been invited onto the premises by the occupier or who enter with the permission of the occupier. This includes cases where a fee is charged to gain entry.
2. A recreational user is **"an entrant who, with or without the occupier's permission or at the occupier's implied invitation, is present on premises without charge being imposed for the purpose of engaging in a recreational activity"**. This includes individuals who enter premises to visit National Monuments.
3. A trespasser is **"an entrant other than a recreational user or visitor"**.

Occupiers have a common duty of care towards visitors. They must take such care as is reasonable in all the circumstances to ensure that a visitor to the premises does not suffer injury or damage.

The duty of the occupier towards recreational users and trespassers is less onerous. The occupier must not set out to intentionally injure the person or to damage their property or to act with reckless disregard for the person or their property.

Note that if your group is holding an event on a premises where the public are invited to attend and/or where an entry fee is charged, anyone who then enters will be categorised as a visitor rather than a recreational user. This imposes a higher duty of care upon the occupier i.e. you must take all reasonable care to ensure that visitors do not suffer injury or damage.

For further guidance, please consult *Recreation in the Irish Countryside: Property Rights, Obligations and Responsibilities*, produced in 2013 by the Department of the Environment & Local Government with the support of Comhairle na Tuaithe, which is available to download online at <https://www.sportireland.ie/sites/default/files/media/document/2020-04/accessliability.pdf>, the website of Sport Ireland.

If in doubt about any aspect of the above in relation to your own project or site, seek professional advice.



Mural at Old St Peter's Church, Portlaoise, Co. Laois.

Health & Safety

While the whole area of Health and Safety can be daunting, groups should be proactive and follow best practice in terms of Health and Safety. This helps to minimise accidents and provides reassurance for everyone involved in the group. In addition, insurance companies or funders may insist upon the production of a Safety Statement before they will provide cover or grant aid. Accidents do happen but following Health & Safety procedures will greatly reduce the possibility of serious accidents or incidents.

The Safety, Health & Welfare at Work Act 2005 legislates for issues of health and safety in workplaces. Although voluntary and community groups do not come under the terms of the Act, they should follow best practice in terms of Health & Safety when participating in the Adopt a Monument programme.

In addition, the nature of the Adopt a Monument programme, which involves ancient monuments, outdoor sites and buildings that may be in a state of decay, necessitates good practice in terms of Health & Safety.

Health & Safety issues require particular consideration when:

- volunteers are being mobilised to carry out work on a site
- the group organises public events and activities at a site.

Best practice in Health & Safety involves:

- 1. Appointing a Safety Officer:** This should be a formal designated position in your group. The appointed individual should assume lead responsibility for all aspects of Health & Safety as set out below. This includes responsibility for controlling the site/place of work, implementing the Safety Statement, communicating the Safety Statement to others and acting as the point of contact for the Emergency Services.
- 2. Carrying out a Risk Assessment:** This is an assessment of a site to identify potential hazards and the risks that may arise. The Risk Assessment must involve a thorough inspection of the site. During this inspection, pay attention to how people might get injured and what particular groups could be at risk. e.g. where on the site could someone trip or fall? How would wet weather conditions affect the safety of the site? Classify each identified risk according to the level of hazard. A sample risk assessment form is included at the end of this chapter.
- 3. Setting out control measures:** These measures deal with each risk identified. Control measures are precautions taken to minimise risk e.g. closing a road to reduce traffic, putting down a non-slip surface, advising people to wear protective footwear. When properly designed and implemented, they should greatly reduce the risk of accidents.
- 4. Preparing a written Safety Statement:** This document contains the risk assessment and control measures. It needs to be communicated to all relevant individuals, including volunteers, stewards, and contractors. If the Safety Statement relates to a particular event or activity, it should be presented to all participants before the start of the event.
- 5. The Safety Statement** should include a written policy outlining who is responsible for dealing with Health & Safety matters, first aid and emergency procedures, and procedures for visitors. The nature of your site or the event you are proposing will dictate how detailed your Safety Statement needs to be.
- 6. Reporting incidents and accidents:** A written record of any incidents or accidents should be kept on a standard report form. This should note the location and circumstances, details of the injured party and others involved, witnesses and Gardaí/Emergency Services who attended the scene. A sample accident reporting form is included at the end of this chapter.

The Health & Safety Authority (HSA) provides a free online tool [BeSMART.ie](https://www.be-smart.ie) that allows any organisation to generate its own risk assessment and safety statement. It guides the user through the process using simple language and easy-to-follow instructions. On completion of all the steps, you can then download and print your safety statement.

For further information consult the *Guide to the Safety, Health and Welfare at Work (General Application) Regulations 2007* published by the HSA and available on their website www.hsa.ie.

Groups should strongly consider training some of their membership in First Aid. Various First Aid training courses are available around the country. An alternative option is to invite the local Order of Malta or Red Cross to have a presence on the day if you are holding a public event. Depending on the nature of the event or activity and the number of people attending, you may also wish to notify the local emergency services.

It is possible to hire professional health and safety consultants to assist with safety planning and implementation.



Gallowhill Motte,
Dungarvan, Co. Waterford.

Sample Accident Report Form
(complete in the event of an incident/accident)

Group Name:

Chairperson	
Health & Safety Officer	
Person who completed this form	
Description of event/activity	
Date of accident/incident	

Accident /incident details

Description of accident/incident	
Name, address and contact number of injured party	
Description of injuries sustained	
Name(s), address(es) and contact number(s) of other parties involved, if any	
Name(s), address(es) and contact number(s) of witness(es), if any	
Name and details of Emergency Services in attendance	
Names and details of Gardaí in attendance	

Sample Risk Assessment Form
(complete on site in advance of event/activity)

Group Name:

Chairperson
(include phone no.)

Health & Safety Officer
(include phone no.)

Location of activity
(include GPS co-ords)

Description of event/
activity (include
date and estimated
numbers attending)

Details of nearest
emergency services

**Hazard identified &
associated risk**

**At risk groups/
individuals**

**Level of Risk
(High/Medium/
Low)**

Control measures

e.g. Presence of
open water. Risk of
drowning.

All, but
especially
children

Medium

Stewards on duty
at waterside. Life
buoy to be placed
on site.

e.g. Steep slopes on
site. Risk of fall and
injury.

All

High

Recommend
participants wear
appropriate boots
and bring walking
stick. Explain risk
before permitting
access.

e.g. High winds and
rain at outdoor site
in mountain area.
Overexposure to
elements poses health
risk.

All

Low

Recommend
appropriate
clothing. Erect
temporary shelter
on site. Provide hot
drinks.



Conservation work underway at Moygara Castle, Co. Sligo. Image courtesy of Moygara Castle Research & Conservation Project.

Chapter 10 | Useful Contacts and Sources

(Please check the Heritage Council website for updates)

Heritage Officer Network

COUNTY	NAME	PHONE	EMAIL
Carlow	Dr Eoin Sullivan	059-9129705	esullivan@carlowcoco.ie
Cavan	Ann Marie Ward	049 4378614	amcurley@cavancoco.ie
Cork City	Niamh Twomey	021 4924018	niamh_twomey@corkcity.ie
Cork County	Conor Nelligan	021 4285905	conor.nelligan@corkcoco.ie
Clare	John Treacy	065 684 6408	jtreacy@clarecoco.ie
Dublin City	Charles Duggan	01 2222856 or 2223090	charles.duggan@dublincity.ie
Donegal	Dr Joe Gallagher	074 9172576	j.gallagher@donegalcoco.ie
Dún Laoghaire / Rathdown	Deirdre Black	01 2054700	dblack@dlrcoco.ie
Fingal	Christine Baker	01 8905691	christine.baker@fingal.ie
Galway City	Jim Higgins	091 526574	jim.higgins@galwaycity.ie
Galway County	Marie Mannion	091 509198	mmannion@galwaycoco.ie
Kerry	Victoria McCarthy	066 7183793	VMcCarthy@kerrycoco.ie
Kildare	Bridget Loughlin	045 980791 or 980200	bloughlin@kildarecoco.ie
Kilkenny	Regina Fitzpatrick	056 7794925	regina.fitzpatrick@kilkennycoco.ie
Laois	Thomas Carolan	057 8674348	tcarolan@laoiscoco.ie
Leitrim	Sarah Malone	071 9620005	smalone@leitrimcoco.ie
Limerick	Tom O' Neill	061 557229	heritage@limerick.ie
Longford	Mairead Ni Conghaile	043 3340731 or 3341124	mnichonghaile@longfordcoco.ie
Louth	Brendan McSherry	042 9392969	brendan.mcsherry@louthcoco.ie
Mayo	Dr Deirdre Cunningham	094 9064092	dcunningham@mayococo.ie
Meath	Dr Loreto Guinan	046 9097507 or 909700	lguinan@meathcoco.ie

COUNTY	NAME	PHONE	EMAIL
Monaghan	Kara Ward	047 73722	kara.ward@monaghancoco.ie
Offaly	Amanda Pedlow	057 9346839 or 086 8530350	heritage@offalcoco.ie
Roscommon	Nollaig Feeney	0906 637100 or 6637135	nfeeney@roscommoncoco.ie
Sligo	Siobhán Ryan	071 9114482 or 911111	sryan@sligococo.ie
South Dublin	Dr Rosaleen Dwyer	01 4149222 or 4049000	rdwyer@sdublincoco.ie
Tipperary	Róisín O' Grady	0761 066213	roisin.ogrady@tipperarycoco.ie
Waterford	Bernadette Guest	051 849668	bguest@waterfordcoco.ie
Westmeath	Melanie McQuade	044 9332098 or 087 6074496	melanie.mcquade@ westmeathcoco.ie
Wexford	Appointment pending		
Wicklow	Deirdre Burns	0404 20100 or 20191	dburns@wicklowcoco.ie

Conservation Officer Network

COUNTY	NAME	PHONE	EMAIL
Clare County	Ann Marie Cusack	065 6846457	acusack@clarecoco.ie
Cork City	Jessie Castle	021 4924497	jessie_castle@corkcity.ie
Cork City	Ashleigh Murray	021 4924745	ashleigh_murray@corkcity.ie
Cork County	Elena Turk	021 428 59 57	elena.turk@corkcoco.ie
Donegal County	Colette Beattie	074 917 24 64	cbeattie@donegalcoco.ie
Dublin City	Niamh Kiernan	01 222 65 63	niamh.kiernan@dublincity.ie
Dublin City	Mary McDonald	01 222 63 67	mary.mcdonald@dublincity.ie
Dublin City	Aislinn Collins	01 222 39 28	aislinn.collins@dublincity.ie
Dublin City	Sinéad Hughes	01 222 3265	sinead.hughes@dublincity.ie
Dublin City	Mary Liz McCarthy	01 222 62 34	maryliz.mccarthy@dublincity.ie
Dún Laoghaire-Rathdown County	Julie Craig	01 205 47 00	juliecraig@dlrcoco.ie
Dún Laoghaire-Rathdown County	Sinead O'Hara	01 205 48 03	sohara@dlrcoco.ie
Fingal County	Helena Bergin	01 890 67 09	helena.bergin@fingalcoco.ie
Fingal County	Laura Johnstone	087 714 39 39	laura.johnstone@fingalcoco.ie
Galway County	Appointment pending		
Kerry County	Victoria McCarthy	066 718 37 93	vmccarthy@kerrycoco.ie
Kildare County	Appointment pending		
Kilkenny County	Francis Coady	056 779 41 53	francis.coady@kilkennycoco.ie
Limerick City & County	Tom Cassidy	061 407 251	tom.cassidy@limerick.ie
Mayo County	Siobhán Sexton	094 904 76 88	ssexton@mayococo.ie
Meath County	Robert Miles	046 909 75 21	rmiles@meathcoco.ie
Offaly County	Rachel McKenna	057 934 68 00	rmckenna@offalcoco.ie
South Dublin County	Irenie McLoughlin	01 414 90 86	imcloughlin@sdblincoco.ie
Waterford City & County	Rose Ryall	058 220 21	rryall@waterfordcouncil.ie
Westmeath County	Benan Clancy	044 933 2000	benan.clancy@westmeathcoco.ie

Local Authority Biodiversity Officers

The appointment of Biodiversity Officers in local authorities across Ireland began in late 2022. Details of these can be found in the Heritage Council website:

www.heritagecouncil.ie/our-work-with-others/biodiversity-officer-programme.

Local Authority Archaeologists

COUNTY	NAME	PHONE	EMAIL
Cork City	Ciara Brett	021 4924705	archaeology@corkcity.ie
Cork County	Annette Quinn		corkheritage@corkcoco.ie
Dublin City	Dr Ruth Johnson	01 2222830	ruth.johnson@dublincity.ie
Kerry	Dr Michael Connolly	066 7183785	mconnolly@kerrycoco.ie
Limerick City & County	Sarah McCutcheon	061 557289	sarah.mccutcheon@limerick.ie
Mayo	Sue Zajac	094 906 4427	szajac@mayococo.ie

Useful websites

The Heritage Council	www.heritagecouncil.ie
Heritage Week	www.heritageweek.ie
Heritage Council Adopt a Monument	www.heritagecouncil.ie/projects/adopt-a-monument
National Monuments Service	www.archaeology.ie
National Museum of Ireland	www.museum.ie
National Parks and Wildlife Service	www.npws.ie
National Folklore Collection	www.duchas.ie
National Archives of Ireland	www.nationalarchives.ie
National Library of Ireland	www.nli.ie
Archaeology Scotland	www.archaeologyscotland.org.uk/adopt-a-monument/
Abarta Heritage	www.abartaheritage.ie
Historic Graves	www.historicgraves.com
Tailte Éireann	www.tailte.ie
National Inventory of Architectural Heritage	www.buildingsofireland.ie
Digital Repository of Ireland	www.dri.ie
Society for the Protection of Ancient Buildings (SPAB) Ireland	www.spab.org.uk/about-us/spab-ireland

Useful Documents and Resources

The Heritage Council, Guidance for the Care, Conservation and Recording of Historic Graveyards, Available online at

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Appendix I | Organisational Structure of your Group

This appendix presents additional information that applicants for the Adopt a Monument Scheme can consider when deciding upon the most appropriate structure for their community group or organisation. It should be read in conjunction with Chapter 1 - Getting Started.

There are a number of options to consider when deciding on how to structure your community organisation. Registering as a company limited by guarantee and not having share capital is now the preferred choice across the community and voluntary sector in Ireland. This establishes a public company which is a separate legal entity from its members and thus provides a level of legal protection for individual group members.

There are a number of legal obligations that arise from incorporating a limited company:

- The company must have at least seven members and at least two directors. One of the directors must act as company secretary.
- A company limited by guarantee is prohibited from distributing profits amongst its membership, although it is permitted to pay reasonable out of pocket expenses.
- The company must have a registered office address and it must hold an annual general meeting.
- It is obliged to file annual returns and audited financial accounts with the Companies Registration Office. This creates additional costs as professional assistance is required to prepare the accounts.
- The Memorandum and Articles of Association of the company are its governing documents. They spell out the activities and structure of the company and can only be changed by the members. A number of organisations provide standard templates that can be amended to suit the requirements of a particular company.
- An application to the Companies Registration Office (CRO) must be made in order to incorporate a limited company. The registration cost payable to the CRO is €100 (€50 online). However, you may need to seek professional advice from a solicitor or accountant to provide guidance through the process and this will mean incurring additional costs. There are a number of businesses that specialise in providing company registration services at competitive rates.
- There are legal implications and possible penalties arising if a company fails to comply with the legislation governing companies. The onus is upon the company directors to be aware of their legal obligations.
- The CRO website www.cro.ie contains detailed information and numerous guidance documents.

As an alternative, a group that applies for Adopt a Monument can take the form of an unincorporated association or group. Such an organisation will have a set of rules, a constitution or other type of governing document. However, an unincorporated association is merely a collection of individuals with no legal personality. It cannot, for instance, purchase property or hire staff in its own name. Ultimately, the decision on what form the group should take is a matter for the applicant.

Charitable status

The Charities Regulatory Authority was established in 2014 and is the statutory registrar and regulator for charities in Ireland. In order to obtain charitable status, a group must meet a number of requirements set down by the regulator as part of the application process. It must include a number of standard clauses in its governing document. Organisations are also strongly advised to sign up for the Governance Code, which is a Code of Practice for Community, Voluntary and Charitable Organisations.

For full details see: www.charitiesregulatoryauthority.ie

Once registered with the CRA, a charity can apply to the Revenue Commissioners for Charitable Tax Exemption (CHY status). The organisation must be involved in the *“relief of poverty, advancement of education, advancement of religion or other works of a charitable nature beneficial to the community”*.

The benefit of CHY status is that a body can apply for exemption from a number of taxes, including Corporation Tax, Income Tax, DIRT and Capital Gains Tax. In addition, individuals and companies who donate to registered charities can apply for tax relief in respect of their donations, making it more attractive to them to give support.

For full details see: www.revenue.ie/en/business/charities.html



An Chomhairle Oidhreachta
The Heritage Council

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