ABARTA HERITAGE

ADOPT A MONUMENT

An Chomhairle Oidhreachta
The Heritage Council

GUIDANCE FOR COMMUNITY ARCHAEOLOGY PROJECTS

This is the First Edition of *Adopt a Monument: guidance for community archaeology projects*, prepared by Róisín Burke, Neil Jackman and Dr Conor Ryan of Abarta Heritage, edited by Ian Doyle of the Heritage Council. We are grateful to Pauline Gleeson of the National Monuments Service (Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs) for her comments.

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.

Foreword from the Heritage Council

Since its inception, the Heritage Council's approach has focused on the relationship of people and place. We emphasise, in all our work, the significance and contribution to quality of life of striving for the highest quality of natural and cultural heritage where we live, where we work and where we visit.

To this end, in recent years the Heritage Council has been spearheading the development of 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 in 2016, and by providing support and training for communities.

The development of community archaeology has seen increased participation by members of the public in heritage projects. Notable developments in recent years have been open days on excavations, schools programmes and the development of experimental archaeological projects.

Many community archaeology projects have been undertaken in Ireland in recent years including excavations, geophysical surveys and conservation projects and the key element of this has been equal partnership between local communities and heritage professionals. 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.

Successive strategic plans from the Heritage Council have signalled the need to broaden inclusivity and participation in cultural heritage. International documents such as the Australia ICOMOS Burra Charter, the Council of Europe Florence Convention on Landscape or the Council of Europe Faro Convention on the Value of Cultural Heritage to Society, all highlight the need for greater public involvement in the opportunities and challenges which landscape and cultural heritage present.

What these policies and practice represent is a change in the role of the heritage professional towards one of a mediator in a process where heritage is co-created with members of the public.

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 the length and breadth of Ireland, and even internationally, who are interested in engaging in heritage projects. In developing this we are grateful to Abarta Heritage and to Archaeology Scotland as well as all the communities who participated in our programmes.

Michael Parsons   Michael Starrett
Acting Chair   Chief Executive

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Barbara Newbury of Killeshandra Tidy Towns in costume representing those buried in the Church of the Rath, Killeshandra, during Heritage Week

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 the potential to become a vital cog in the protection, engagement and promotion of Ireland's heritage. It is a new way of bringing 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.

Chris Kirk of Killeshandra Tidy Towns in costume representing those buried in the Church of the Rath, Killeshandra, during Heritage Week

What does Adopt a Monument mean for you?

For us the scheme has the potential to become 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 in the seventeenth century...The professional help we shall receive from being part of the Adopt a Monument Scheme...will boost our efforts and give recognition to the site.

ANNE SHANLEY
Killeshandra Tidy Towns Group,
Killeshandra, Co Cavan

The Ardara GAP Heritage and History Group are delighted that Doon Fort has been selected on The Heritage Council's Adopt a Monument Scheme for 2016. By doing so, this 'jewel in Donegal's crown' has been given the recognition it rightfully deserves.

PAULA HARVEY
Glenties, Ardara and Portnoo Heritage and History Group,
Ardara, Co Donegal

It is a dream come true as it provides national recognition of the significance of this historical building in our valley. Our efforts to record and raise public awareness of the rich mining heritage of Glenmalure will be greatly enhanced by being part of this scheme.

PAT DUNNE
Glenmalure PURE Mile,
Glenmalure, Co Wicklow

Lismore Heritage Town and the Round Hill Project committee ... will welcome the opportunity to look at this very important site in more detail and explore the possibilities for the future. We are excited to be working with Waterford County Museum as they investigate Gallows Hill, Dungarvan, this will be a major project for the whole West Waterford Area.

MEALLA FAHEY
Lismore Heritage Centre and Christina O'Connor, Waterford County Museum, Lismore and Dungarvan, Co Waterford

We are delighted at local level to make our mark in keeping our heritage alive.

MARTINA TULLY
Ballintleva National School Board of Management, Ballintleva, Co Roscommon
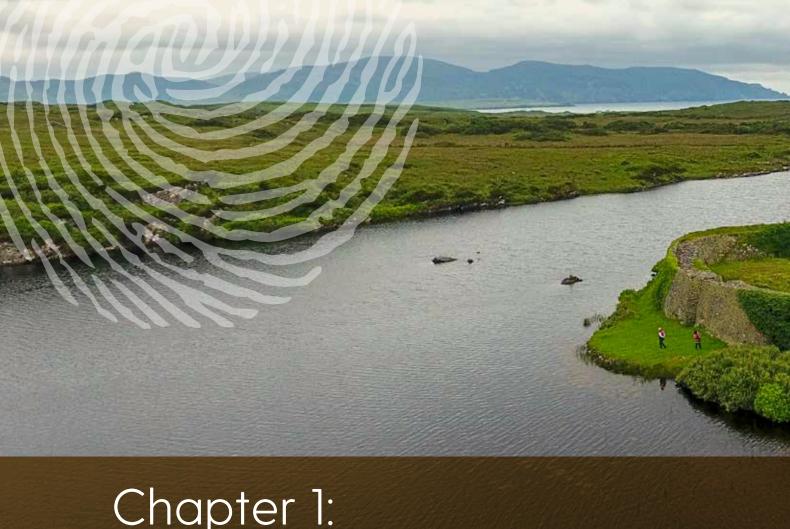
The spectacular Doon Fort near Ardara, Co Donegal, adopted by Glenties Ardara Portnoo Heritage and History Group in 2016

The Adopt a Monument Scheme is essentially about creating partnerships between local community groups and archaeologists, state organisations and other experts working in the heritage sector. The advice, mentorship and training that is part of the Adopt a Monument Scheme is delivered to help the groups navigate their way through funding, organisational and legislative matters. The scheme aims to empower communities to become more involved in the conservation and protection of their heritage for future generations and to raise awareness about the diverse heritage that is in their locality.

The most important part of heritage and archaeological management is understanding the range of protective legislation measures that are in place to preserve our heritage for the future. The Adopt a Monument team work closely with community groups and state authorities such as the National Monuments Service to ensure that any approach to monument protection and conservation is undertaken in an informed and sustainable way that will not cause irreversible damage to our built heritage. The Adopt a Monument Scheme connects communities with the appropriate specialists who are experts in the wide range of conservation challenges that can impact upon the sites, and who hold the necessary licences and permissions to undertake works. This specialist advice is an integral part of ensuring the protection and future of the monuments.

Irish legislation for the protection of archaeological heritage sites is based on the National Monuments Acts 1930 and subsequent amendments of 1954, 1987, 1994 and 2004. For more information about the National Monuments Acts please see Appendix I.

The line of bushes and trees marks St. Moling's Millrace, adopted by the St. Mullins Amenity and Recreational Tourism Group Ltd in 2017

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.

The spectacular Doon Fort near Ardara, Co Donegal, adopted by Glenties Ardara Portnoo Heritage and History Group in 2016

Local supports

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. Always discuss your ideas with your local Heritage Officer. They have a great range of contacts and experience to help you to achieve your goals.

Mary Kennedy and the team from RTÉ *Nationwide* interview the Dungarvan Men's Shed at Gallowshill, Dungarvan, Co Waterford

Checklist for potential applicants

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

1. **Landowner and 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 of the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs 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 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.

Killeshandra Tidy Towns in costume representing those buried in the Church of the Rath, Killeshandra, during Heritage Week
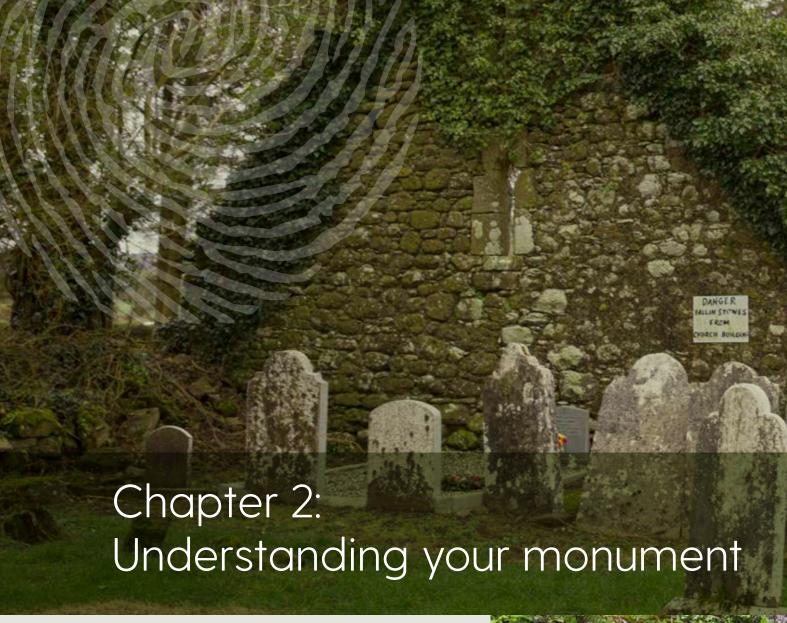
Obtaining permission and access from landowners and authorities

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.
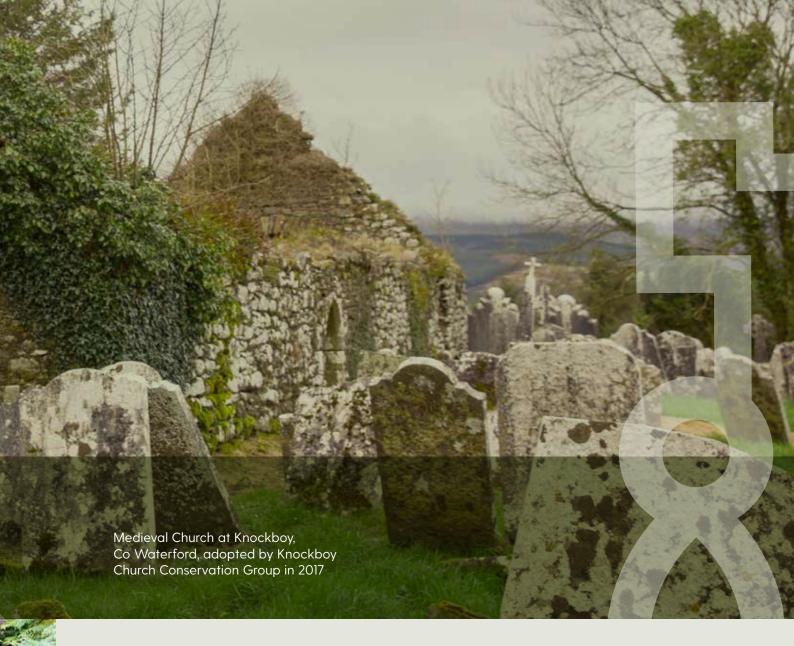
Chapter 2:
Understanding your monument

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.

Examining an old adit of the Baravore mine in Glenmalure, Co Wicklow during Heritage Week 2016

Medieval Church at Knockboy,
Co Waterford, adopted by Knockboy
Church Conservation Group in 2017

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 or disk 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. 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 Chapter 4: Publication and archiving for further details.

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. Most 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.

Some older 19th century journals, whose copyright has 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.

Archaeological Survey of Ireland

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 Historic Environment Viewer.

This Heritage Week hike was part of the Ellen Hutchins Festival in Co Cork

The database contains details of over 138,000 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 two-page record for each site, which contains a written description, location information and an aerial photograph. 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. Each site included in the database is protected by law 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. These may be inspected at the National Monuments Service Archive Unit, Room G62, Custom House, Dublin 1. The archive is open to the public every Friday between the hours of 10am and 5pm. In many instances, the paper files contain additional information to what is available online.

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 six 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.

These old maps can now be viewed online on the Ordnance Survey of Ireland website, www.osi.ie. Click on the Map Viewer link on the homepage to access GeoHive. A map of Ireland will appear. Under Data Management in the left-hand menu, click Base Information and Mapping. You will then get a drop-down menu with a number of choices, 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 OSI Map Viewer has aerial imagery from 1995, 2000 and 2005 viewable on GeoHive. In addition, Bing Maps and Google Maps have high resolution satellite imagery of Ireland. 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 Google Maps 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 interested 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, flora and fauna, walled towns, shipwrecks and ecosystems. The information comes from government departments, state agencies and local authorities. Much of the data has not been publicly available before.

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.

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 Arts, Heritage and Gaeltacht. 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.

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 is being digitised and made 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).

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 can be obtained from the library. There is an option to complete an online order form in advance of visiting the library. A maximum of three items can be consulted at any one time.

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.

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 www.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.

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.

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.

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.oralhistory networkireland.ie contains advice, links and information on oral history, including sample consent forms that you can use when interviewing people.

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 http://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.

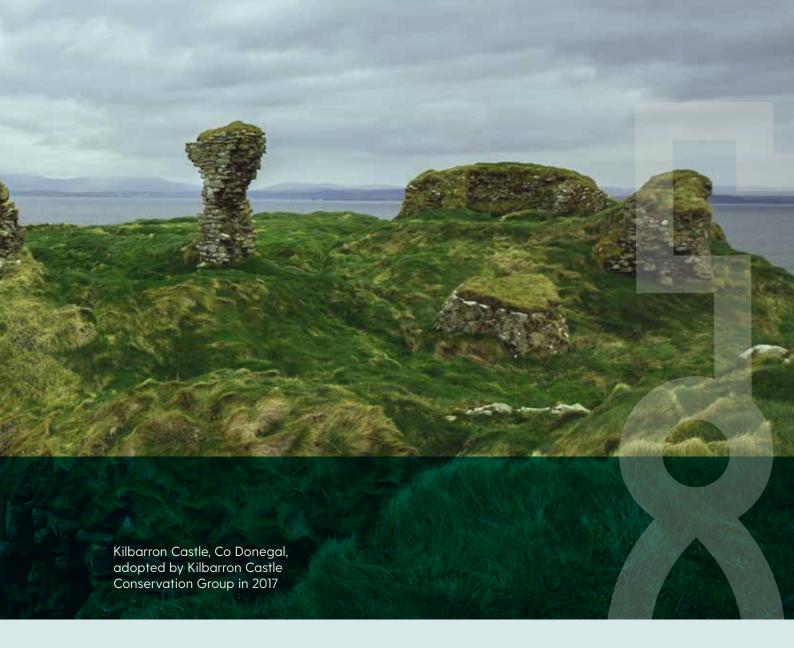# Chapter 3:
Recording your monument

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.

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

Kilbarron Castle, Co Donegal,
adopted by Kilbarron Castle
Conservation Group in 2017

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 not permitted at National Monument 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).

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: www.scotlandsruralpast. org.uk/images/pdfs/SRP%20Manual%20single%20page.pdf

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.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. Avoid using sand blasters, wire brushes, paint or chalk to highlight inscriptions as these can actually speed up the process of deterioration.

There are a huge variety of memorials within Irish historic graveyards. Some of them date back to medieval times. Many have distinctive features and styles, 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.

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. Many local history publications have received grant aid under the LEADER Rural Development Programme. 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.

A guided walk to Roundhill Motte,
Lismore, Co Waterford by Lismore
Heritage Centre during Heritage Week

- 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. An audio script can be written, recorded and then placed online in an accessible format such as MP3. This can then be downloaded onto a device such as a smartphone or laptop. If a person has a portable device, they can listen to the audio while they visit a site or monument. Audio publications have the advantage of being easy to distribute once they are recorded.

Engaging children in heritage projects can involve creativity and a sense of fun, as seen at 'Footsteps in the Forest' in the Slieve Gullion Forest Park, Co Armagh, during Heritage Week

Medieval Church at Knockboy, Co Waterford, adopted by Knockboy Church Conservation Group in 2017

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. Chapters 10 and 11 deal specifically with footnotes and referencing.

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.

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.

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. 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.

Mountbellew Walled Garden, Galway, adopted by the Mountbellew Heritage and Tourism Network 2017

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.

The Swords Castle Digging History project allowed the public to get involved in archaeology

Loughrea Walled Towns Festival during National Heritage Week

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 see www.dataprotection.ie.

Chapter 5: Best practice in the ongoing care of the 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.

Old St. Peter's Church Portlaoise, Co Laois, adopted by Portlaoise Tidy Towns

Conservation of a monument 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.

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 to compile 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.

Legislation

It is important to understand the legal protection in relation to your monument as it may be protected under the National Monuments Acts 1930 to 2014. Any works to the monument may require consent or notification to the Minister for Arts, Heritage, Regional, Rural and Gaeltacht Affairs. For more information about the National Monuments Act 1930 and its subsequent amendments, please see Appendix I. For more information about the legal status of your monument, you can consult the Record of Monuments and Places which is available in digital format at www.archaeology.ie/publications-forms-legislation/record-of-monuments-and-places. Works may also require planning permission, 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).

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 8 for advice regarding this.

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 from 'The Structures at Risk Fund'.
- 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 funding and legislation chapter).
- 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.

Chapter 6:
Interpreting your monument

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 interpretation 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.

Through interpretation, understanding;
through understanding, appreciation;
through appreciation, protection.
(Tilden, 1957)

The spectacular Doon Fort near Ardara, Co Donegal,
adopted by Glenties Ardara Portnoo Heritage and
History Group in 2016

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, interpretation panels, guided tours, audio guides, apps, videos, re-enactments, virtual reality, video games, murals, artworks, open days, lectures – the list goes on and on!

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)

Interpretation panels erected by the Heritage Council at Rindoon Castle, Co Roscommon

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.**

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

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 erected by the Heritage Council at Rindoon Castle, Co Roscommon

Ian Doyle, head of conservation with the Heritage Council (centre), Alice from Lismore Heritage Centre and teachers and students of Blackwater Community School at awards for Lismore Schools Folklore Project

Interpretation panels

The most common interpretation at heritage sites are interpretation 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.

Interpretation panels have recently been installed at Rindoon, Co Roscommon and these panels have been erected on timber saw horses which are environmentally friendly, sustainable and blend into the natural landscape.

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 Heritage Council: http://www.heritagecouncil.ie/content/files/bored_of_boards_1mb.pdf.

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.

Image courtesy of Simon Dowling

An Ogham stone from the early medieval period was re-used as a window lintel at Knockboy Church, Co Waterford

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 interpretation 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

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.
- Have all important information at the beginning of your piece as press releases are cut from the bottom up.

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.

Children enjoying the open day at Gallowshill, Dungarvan, Co Waterford

- 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.

Digging History at Swords Castle, Dublin as part of National Heritage Week

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 the last week of 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.

Chapter 8:
Funding your project

Introduction

As a participant in the Adopt a Monument Scheme, your group will benefit greatly from having 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.

The trip to see Doon Fort near
Ardara, Co Donegal

- 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.

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.

Budding archaeologists getting hands on with a dig in the box at Baravore Open Day, Glenmalure, Co Wicklow

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.

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

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 and 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.

Slieveardagh Mining Group with Dr Colin Rynne – Senior Lecturer, University College Cork

HERITAGE AND CONSERVATION OFFICERS

The vast majority of Ireland's Local Authorities 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 draw up 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 10 for a full list of Heritage Officers in Irish local authorities.

There are Conservation Officers in nineteen of Ireland's Local Authorities. Their role is to protect the architectural heritage of the county, and to implement the provisions of Part IV of the Planning and Development Act 2000. They may be worth speaking to if your monument is of particular architectural merit. There are Local Authority Archaeologists in Cork City, Dublin City, Kerry, Limerick, Mayo and Meath.

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 AND VILLAGE RENEWAL SCHEME

This scheme was launched by the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs in August 2016. It aims to revitalise rural towns and village and will support a variety of initiatives, including measures that enhance the culture and local heritage assets of a town/village and promote tourism. Funding will be channelled through the local authorities over 6 years from 2016 to 2021, with €10m committed for 2016. A sum of €380,000 was made available for each county with a maximum of 8 towns/villages benefiting in each county. Funding will be allocated to meet up to 85% of project costs up to a maximum of €100,000. The scheme will be administered by local authorities who are required to partner with local businesses and local communities to develop and implement initiatives. Category 1 towns/villages are those with a population of <5,000 and will be prioritised, while Category 2 towns are those with <10,000.

THE LOCAL AGENDA 21 ENVIRONMENTAL PARTNERSHIP FUND

This scheme is run annually by local authorities with the support of the Department of Communications, Climate Action and Environment. A total of €780,000 was awarded to over 700 projects in 2016. The closing date for applications in 2017 was in June.

This fund can be particularly suitable for projects with a nature/biodiversity focus, especially were there is a training or education element. For further details contact the Environmental Awareness/Education Officer in your local authority or see http://www.dccae.gov.ie/en-ie/environment/topics/environmental-protection-and-awareness/local-agenda-21-partnership-fund/Pages/default.aspx.

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 scheme 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.

LOCAL DEVELOPMENT COMPANIES

Each part of Ireland is under the remit of one of the Local Development Companies (LDCs). 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. A new LEADER programme was rolled out in 2016 and will run until 2020. The programme is based around three themes. One of these is Economic Development, Enterprise Development and Job Creation. Rural Tourism, which included Heritage Tourism, is a sub-theme of this.

Under the programme, funding for capital projects can be provided at rates of up to 75% where the promoter is a community organisation. Feasibility studies and analysis projects can receive up to 90% grant aid where the promoter is a community group. Training projects can be funded at rates of up to 100%.

Where a large cash amount is required for matching funding, you may need to fundraise or seek matching funds from another source. Where voluntary labour is used, project applicants must still make a minimum cash contribution of 5% of the overall cost of the project. The maximum grant available for any individual project is €200,000.

THE HERITAGE COUNCIL

The Heritage Council is a statutory agency responsible for protecting and managing Ireland's heritage. It runs an annual Heritage Management Grants Scheme to support projects that apply good heritage practice to the management of places, collections or objects (including buildings).

The total amount of funding distributed in 2016 was €880,346, with 171 projects offered grants of between €2,000 and €10,000. All applications must be made through the online grants system and the scheme is usually open for applications early in the year.

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

Fantastic chalk murals by local children at Gallowshill Open Day, Dungarvan, Co Waterford

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.

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 of the Community (see above) 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:

- **Bank of Ireland's Give Together Initiative** allows employees to fundraise for important causes with the funds raised being matched by a contribution from the bank (up to a certain limit).

- **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 2016 was €130,000.

- **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.

- The **Dublin Bus Community Spirit Initiative** provides grants of between €1,000 and €5,000 every year to community projects across the Greater Dublin Area.

- The **Eir Fund Connecting Communities** was launched in 2016. It provides €10,000 per quarter in each of the four provinces for local community causes.

- **KBC Bank's Bright Ideas Fund** provides €100,000 annually to innovative and creative projects that can help to improve a local community.

- State Street is a global investment bank with Irish offices in Dublin, Drogheda, Naas and Kilkenny. The **State Street Foundation** provides grants to non-profit organisations through its Community Support Programme. The average grant size is US$20,000. A preliminary application form can be downloaded from their website – www.statestreet.com

- The **Tesco Community Fund** provides small amounts to local organisations. €1,000 is distributed through each of its 149 Irish stores every 8 weeks and is divided between three local groups. The application process is straightforward and can be done at your local store.

- **Ulster Bank** runs its **Skills and Opportunities Fund** which is open for applications twice annually. It provides grants of up to €30,000 to good causes of various kinds in local communities. The focus of the fund changes each time and in 2016 there was an emphasis on rural projects.

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.

INTERREG

INTERREG is a European Union fund delivered through a series of cooperation programmes. The overall aim is to stimulate cross-border and inter-regional cooperation between EU member states. The current phase of the programme, INTERREG V, runs from 2014 to 2020.

The Cross-Border programmes covering Ireland are the Ireland-Wales Programme and the Ireland/Northern Ireland/Scotland Programme. Transnational Co-Operation programmes include the Atlantic Area Programme and the North-West Europe Programme.

The programmes are administered in Ireland by the Southern Regional Assembly, based in Waterford City, the Eastern and Midland Regional Assembly, based in Ballymun, Dublin, and the Northern and Western Regional Assembly based in Ballaghaderreen, Co Roscommon.

The Atlantic Area Programme covers all of Ireland along with parts of the UK, France, Spain and Portugal. Priority 4.2 of the Programme is to enhance natural and cultural assets, including tourism, culture and heritage co-operation. The total budget under Priority 4 is €39.4 million with project grant aided at a rate of 75%. Community organisations are eligible to apply.

The Ireland-Wales Programme covers Wales and eleven counties in south-east Ireland. Priority 3 of the Programme covers cultural/natural resources and heritage, with a total budget of €15 million over six years (2014-2020). See www.southernassembly.ie, www.nwra.ie and www.emra.ie for further details.

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 probably the most suitable source of philanthropic funding for community projects. Its annual Small Grants Round provides funding of up to €10,000 to not-for-profit organisations, while the annual Flagship Investment Grants provides larger amounts. Amongst their focus areas are 'Promoting Irish Culture and Heritage' and 'Investing in Ireland's Communities'. See www.theirelandfunds.org for full details. Pay particular attention to the closing dates for each round of funding.

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.communityfinance.ie for details.

In addition, the Social Innovation Fund provides a mix of grants and loans to new and innovative projects in Ireland in the non-profit and social enterprise sector. See www.socialinnovation.ie.

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.

Kilfinane Motte, Co Limerick, adopted by Kilfinane Community Council 2017

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 is provides a simple and low-cost method of fundraising from a wide number of people, including people that you might otherwise find it 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.

Chapter 9:
Health, 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 the above.

Temporary information to tell the story of the historic graves at the Church of the Rath, Killeshandra during Heritage Week

Glendalough, Co Wicklow, where the UCD School of Archaeology has been carrying out a community archaeology excavation programme. Other projects in partnership with the community have included historic graveyard recording, a public lecture series and Heritage Week events.

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 II).

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.

Local participants taking part in a geophysical survey at Roundhill, Lismore, Co Waterford

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 and Local Government with the support of Comhairle na Tuaithe, which is available to download online at www.mountaineering.ie, the website of Mountaineering Ireland.

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

Health and 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 and safety procedures will greatly reduce the possibility of serious accidents or incidents.

The Safety, Health and 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 and safety when participating in the Adopt a Monument Scheme.

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

Health and 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 and 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 and 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 involved 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 and 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.

Local participants taking part in a geophysical survey at Roundhill, Lismore, Co Waterford

The Health and Safety Authority (HSA) provides a free online tool BeSMART.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.

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

Group name:

_____

Chairperson:

_____

Health and 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 and 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 and 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.

Chapter 10:
Useful resources

Heritage Officer Network

COUNTY	NAME	CONTACT DETAILS
Cavan	Ann Marie Ward	**Phone**: 049 437 8614 **Email**: amcurley@cavancoco.ie
Cork City	Niamh Twomey	**Phone**: 021 492 4018 **Email**: niamh_twomey@corkcity.ie
Cork County	Conor Nelligan	**Phone**: 021 428 5905 **Email**: conor.nelligan@corkcoco.ie
Clare	Congella Maguire	**Phone**: 065 684 6408 **Email**: cmcguire@clarecoco.ie
Dublin City	Charles Duggan	**Phone**: 01 222 2856 **Email**: charles.duggan@dublincity.ie
Donegal	Dr Joe Gallagher	**Phone**: 074 917 2576 **Email**: j.gallagher@donegalcoco.ie
Dún Laoghaire/ Rathdown	TBC	**Phone**: 01 205 4700 **Email**: TBC
Fingal	Dr Gerry Clabby	**Phone**: 01 890 5697 **Email**: gerry.clabby@fingal.ie
Galway City	Jim Higgins	**Phone**: 091 526574 **Email**: jim.higgins@galwaycity.ie
Galway County	Marie Mannion	**Phone**: 091 509198 **Email**: mmannion@galwaycoco.ie
Kerry	T. J. Mahony	**Phone**: 087 654 0276 **Email**: tjomahony@kerrycoco.ie
Kildare	Bridget Loughlin	**Phone**: 045 980791 **Email**: bloughlin@kildarecoco.ie
Kilkenny	Dearbhala Ledwidge	**Phone**: 056 779 4925 **Email**: dearbhala.ledwidge@kilkennycoco.ie
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Longford	Mairead Ní Conghaile	**Phone**: 043 334 0731 **Email**: mnichonghaile@longfordcoco.ie

COUNTY	NAME	CONTACT DETAILS
Louth	Brendan McSherry	**Phone**: 042 932 4109 **Email**: brendan.mcsherry@louthcoco.ie
Mayo	Deirdre Cunningham	**Phone**: 094 904 7684 **Email**: dcunningham@mayococo.ie
Meath	Dr Loreto Guinan	**Phone**: 046 909 7507 **Email**: lguinan@meathcoco.ie
Monaghan	Shirley Clerkin	**Phone**: 047 73722 **Email**: shclerkin@monaghancoco.ie
Offaly	Amanda Pedlow	**Phone**: 057 934 6839 **Email**: heritage@offalycoco.ie
Roscommon	Nollaig Feeney	**Phone**: 0906 637100 **Email**: nfeeney@roscommoncoco.ie
Sligo	Siobhán Ryan	**Phone**: 071 911 4482 **Email**: heritage@sligococo.ie
South Dublin	Dr Rosaleen Dwyer	**Phone**: 01 414 9222 **Email**: rdwyer@sdublincoco.ie
Tipperary	Róisín O'Grady	**Phone**: 076 106 5173 **Email**: roisin.ogrady@tipperarycoco.ie
Waterford	Bernadette Guest	**Phone**: 058 20839 **Email**: bguest@waterfordcoco.ie
Westmeath	Melanie McQuade	**Phone**: 044 933 2098 **Email**: melanie.mcquade@westmeathcoco.ie
Wicklow	Deirdre Burns	**Phone**: 0404 20100 **Email**: dburns@wicklowcoco.ie

Conservation Officer Network

COUNTY	NAME	CONTACT DETAILS
Clare	Risteard Ua Croinin	**Phone:** 065 681 1616 **Email:** ruacroinin@clarecoco.ie
Cork City	Pat Ruane	**Phone**: 021 492 4745 **Email**: pat_ruane@corkcity.ie
Cork County	Mona Hallinan	**Phone**: 021 428 5957 **Email**: mona.hallinan@corkcoco.ie
Dublin City	Nicola Matthews	**Phone**: 01 222 3530 **Email**: nicola.matthews@dublincity.ie
Donegal	Claire McCallan	**Phone**: 074 917 2296 **Email**: cmccallan@donegalcoco.ie
Dún Laoghaire/ Rathdown	Julie Craig	**Phone**: 01 205 4700 **Email**: juliecraig@dlrcoco.ie
Fingal	Helena Bergin	**Phone**: 01 890 6709 **Email**: helena.bergin@fingal.ie
Galway	Mairin Doddy	**Phone**: 091 509 197 **Email**: mdoddy@galwaycoco.ie
Kerry	Victoria McCarthy	**Phone**: 066 718 3500 **Email**: Victoria.McCarthy@kerrycoco.ie
Kildare	Peter Black	**Phone**: 066 718 3793 **Email**: pblack@kildarecoco.ie
Limerick	Tom Cassidy	**Phone**: 061 496367 **Email**: tcassidy@limerickcoco.ie
Mayo	Siobhan Sexton	**Phone**: 094 904 7688 **Email**: ssexton@mayococo.ie
Meath	Jill Chadwick	**Phone**: 046 907 521 **Email**: jchadwick@meathcoco.ie
Offaly	Rachel McKenna	**Phone**: 057 934 6800 **Email**: rmckenna@offalycoco.ie
South Dublin	Irenie McLoughlin	**Phone**: 01 414 9086 **Email**: imcloughlin@sdublincoco.ie
Waterford County	Rose Ryall	**Phone**: 058 22021 **Email**: rryall@waterfordcoco.ie
Westmeath	TBC	**Phone**: TBC **Email**: TBC
Wexford	Diarmuid Houston	**Phone**: 091 76272 **Email**: diarmuid.houston@wexfordcoco.ie

Local authority archaeologists

COUNTY	NAME	CONTACT DETAILS
Cork City	Ciara Brett	**Phone:** 021 492 4705 **Email:** archaeology@corkcity.ie
Dublin City	Dr Ruth Johnson	**Phone:** 01 222 2830 **Email:** ruth.johnson@dublincity.ie
Kerry	Dr Michael Connolly	**Phone:** 066 718 3785 **Email:** mconnolly@kerrycoco.ie
Limerick	Sarah McCutcheon	**Phone:** 061 496573 **Email:** sarah.mccutcheon@limerick.ie
Mayo	Richard Gillespie	**Phone:** 094 902 4444 **Email:** rgillesp@mayococo.ie
Fingal Community Archaeologist	Christine Baker	**Phone:** 01 890 5000 **Email:** christine.baker@fingal.ie
Galway Community Archaeologist	Dr Christy Cunniffe	**Phone:** 087 969 7692 **Email:** galwaycommunityarchaeology@gmail.com

Useful websites

NAME	WEBSITE
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/our-projects/adopt-monument
Abarta Heritage	www.abartaheritage.ie
Historic Graves	www.historicgraves.com

Useful documents and resources

The Heritage Council, *Guidance for the Care, Conservation and Recording of Historic Graveyards*. Available online at http://www.heritagecouncil.ie/content/files/guidance_care_conservation_recording_historic_graveyards_2011_7mb.pdf

National Monuments Service, *Ruins: The Conservation and Repair of Masonry Ruins*. Available online at www.ahrrga.gov.ie/app/uploads/2015/07/Ruins-The-Conservation-and-Repair-of-Masonary-Ruins-2010.pdf

The Heritage Council, *Bored of Boards: Ideas for Interpreting Heritage Sites*. Available online at http://www.heritagecouncil.ie/content/files/bored_of_boards_1mb.pdf

Fáilte Ireland, *Sharing Our Stories: Using interpretation to improve the visitors' experience at heritage sites*. Available online at www.failteireland.ie/FailteIreland/media/WebsiteStructure/Documents/2_Develop_Your_Business/3_Marketing_Toolkit/5_Cultural_Tourism/Heritage_Interpretation_Manual.pdf?ext=.pdf

Scotland's Rural Past, *A Practical Guide to Recording Archaeological Sites*. Available online at http://www.scotlandsruralpast.org.uk/images/pdfs/SRP%20Manual%20single%20page.pdf

The Australia ICOMOS Charter for Places of Cultural Significance (2013) *The Burra Charter*. Available online at http://australia.icomos.org/wp-content/uploads/The-Burra-Charter-2013-Adopted-31.10.2013.pdf

Heritage Lottery Fund (2013) *Interpretation, Good Practice Guidance*. Available online at www.hlf.org.uk/interpretation-guidance

Modern Humanities Research Association (2013) *MHRA Style Guide* (3rd ed.) London. Available online at www.mhra.org.uk/index.php/series/MSG

The National Archives (2011) *Archives Principles and Practice: an introduction to archives for non-archivists*. Available online at http://www.nationalarchives.gov.uk/documents/archives/archive-principles-and-practice-an-introduction-to-archives-for-non-archivists.pdf

Department of Environment, Community and Local Government (2013) *Recreation in the Irish Countryside: Property Rights, Obligations and Responsibilities*. Available online at www.mountaineering.ie/_files/AccessLiability-finalproof-29Aug2013.pdf

Bolton, J. (2008) *Discovering Historic Fingal: A Guide to the Study of Monuments, Historic Buildings and Landscapes*. Fingal County Council. Available online at www.fingalcoco.ie/media/Discovering%20Historic%20Fingal-resource%20Guide.pdf

Galway County Council and Galway County Heritage Forum (2006) *Collecting and Preserving Folklore and Oral History: Basic Techniques*. Available online at www.heritage.galwaycommunityheritage.org/content/heritage-publications/collecting-preserving-folklore-oral-history

Geissel, H. (2008) *Bumps in the Fields and Crumbling Walls - Practical Archaeology for Sunday Afternoons,* South Dublin Libraries, South Dublin County Council.

Manning, C. (2004) *Irish Field Monuments*, National Monuments Service. Available online at www.archaeology.ie/publications-forms-legislation

Tilden, F. (1957) *Interpreting Our Heritage: Principles and Practices for Visitor Services in Parks, Museums and Historic Places*. University of North Carolina Press.

National Monuments Service (2013) *Advice to the Public on the use of Metal Detecting Devices and their impact on our Archaeological Heritage*. Available online at www.archaeology.ie/publications-forms-legislation

National Monuments Service (1999) *Framework and Principles for the Protection of the Archaeological Heritage*. Available online at www.archaeology.ie/publications-forms-legislation

National Monuments Service, *Earthen Banks and Broken Walls: Our Legacy of Ancient Monuments*. Available online at www.archaeology.ie/publications-forms-legislation

Appendices

Appendix I: The National Monuments Acts (1930–2014)

The National Monuments Act 1930 provides the legal framework that protects Ireland's archaeological heritage. The Act was amended in 1954, 1987, 1994 and 2004.

The National Monuments Service (NMS) within the Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs is responsible for ensuring that the provisions of the National Monuments Acts are carried out. They are based in the Custom House in Dublin can be contacted at: **nationalmonuments@ahg.gov.ie**

There are a number of forms of protection provided under the National Monuments Acts (1930 to 2014), depending on the nature, condition, ownership and other factors relating to the monument. There are four categories of monuments:
- those included in the Record of Monuments and Places
- those included in the Register of Historic Monuments
- those subject to a Preservation Order (or Temporary Preservation Order)
- those under the ownership or guardianship of the Minister or a Local Authority

Different levels of protection apply depending on which category a monument falls under.

The Record of Monuments and Places (RMP) is a list of all known sites and monuments in the state (with accompanying maps) which are protected under the National Monuments Acts (1930 to 2014). It was created under the 1994 amendment. The RMP is publicly available and the RMP list and maps can be consulted at local authority libraries and offices or at www.archaeology.ie/publications-forms-legislation/record-of-monuments-and-places. There are over 120,000 monuments included in the RMP. It is therefore the most widely applying provision of the National Monuments Acts 1930 to 2014.

Any person or organisation proposing to carry out works on a Recorded Monument must give two months notice in writing to the Minister for AHRRGA. This is to allow the NMS adequate time to consider the proposed work and the further protection of the monument. Notifications can be made on a standard form available from the NMS.

The Register of Historic Monuments was created under the National Monuments Act (1987). Owners or occupiers of sites on the Register of Historic Monuments, must not, other than with consent, alter, deface, demolish or in any manner interfere with a historic monument entered on the register. As with the RMP, there is a requirement to give two months notice prior to carrying out any proposed work on a monument in this register.

National Monuments under the ownership or guardianship of the Minister or a Local Authority, or which are subject of a Preservation Order or Temporary Preservation Order have a stronger level of protection. Any proposed work to such monuments requires the written consent of the Minister. Application Form NMS 5-06 available on www.archaeology.ie should be used to make an application for consent.

A list of monuments under state ownership or guardianship in each county can be consulted at www.archaeology.ie/national-monuments/search-by-county. There are over 1,000 such monuments at 760 locations nationwide.

A list of monuments that are subject to Preservation Orders or Temporary Preservation Orders can be consulted at www.archaeology.ie/sites/default/files/media/publications/PO10V1_AllCounties.pdf. Currently, there are approximately 570 such monuments nationwide.

In addition, some National Monuments are under the ownership of Local Authorities.

Control of archaeological excavation

Under the National Monuments Act, all archaeological excavations in Ireland must be licensed by the Minister. In practice, licenses are only issued to qualified professional archaeologists. Any other form of digging or excavation in the vicinity of monuments, or indeed any digging or excavation for the purposes of uncovering archaeological objects, is prohibited by law. The penalty for an offence in relation to this is a fine of up to €126,972 and/or up to 12 months in prison.

Control of detection devices

Under Section 2 of the 1987 amendment to the National Monuments Act, the possession or use of any detection device in the vicinity of monuments to detect objects underground is prohibited by law. It is also an offence to use a detection device anywhere in the State for the purposes of searching for archaeological objects. The penalty for an offence in relation to this is a fine of up to €63,486 or up to 3 months in prison.

Archaeological finds

If an archaeological object is found in the vicinity of a monument, the person who discovered it is legally obliged to notify the National Museum of Ireland, a designated City or County Museum or the Gardaí within 96 hours. Failure to do so is an offence and can lead to a fine of up to €111,100 and/or 5 years in prison. It is also an offence to damage archaeological finds or to attempt to export them.

The National Monuments Service have produced a wide range of publications including a very informative series of booklets and advice documents about current legislation governing our built heritage as well as articles about all the different types of monuments that we have in Ireland. All documents can be found on their website here: www.archaeology.ie/publications-forms-legislation.

They have also produced an excellent publication called *Ruins - The Conservation and Repair or Masonry Ruins* which is an great place for any community group to start if you are interested in undertaking a conservation project. The Ruins and other conservation publications are available to download at www.buildingsofireland.ie.

Appendix II: 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 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.