



Kilkenny County Council Graveyard Grant Scheme 2017

Kilkenny County Council has prepared a grant scheme to assist community groups/organisations in the management and maintenance of local graveyards and is now accepting applications for the Graveyard Grant Scheme 2017.

Background

Kilkenny County Council recognises and supports the enormous effort which voluntary groups around the county undertake to maintain and manage local graveyards. These graveyards are very important elements of our local community and are valuable in terms of built, natural and cultural heritage.

The Graveyard Grant Scheme 2017 aims to support community groups/organisations in the maintenance of graveyards and encourage best practice in graveyard management.

Who can apply?

Any recognised community group/organisation can apply.

Eligible Projects

Projects eligible for funding in graveyards include:

- graveyard maintenance
- graveyard recording schemes
- heritage studies of graveyards

How do I apply?

Application forms, including explanatory notes in relation to the scheme, are available from

Denise Meade or Bernadette Minnock,
Environment Section,
Kilkenny County Council,
County Hall,
John Street,
Kilkenny.
Tel: (056) 779-4470

or environment@kilkennycoco.ie

The closing date for completed applications is 12 noon on Thursday, 13th April, 2017.

Applications received after this date cannot be accepted.



Kilkenny County Council Graveyards Grant Scheme, 2017 Application Form

Grant Conditions

- Any recognised Community Group/ Organisation can apply for the grant
- The grant scheme is open to works on all graveyards in the county, and is not restricted to local authority owned graveyards.
- Each Community Group/ Organisation should have Public Liability Insurance
- Where projects require access to private property or lands, the permission of the owner must be obtained prior to undertaking works.
- All works funded under the Graveyards Grant Scheme shall be in accordance with the guidelines as set out in “The Care and Conservation of Graveyards” booklet (OPW 1995). Copies are available on request.
- No works can to be carried out before receiving grant approval from the County Council.
- Incomplete applications cannot be accepted, and will lead to delays in processing grant applications.



Kilkenny County Council
Graveyards Grant Scheme, 2017
Application Form

(Please refer to “Instructions to Applicants” attached, when completing this form)

1. Details of Applicant Group/ Organisation

Name of Group/Organisation: _____

Contact Name for Correspondence: _____

Position of Contact Person within Group/Organisation: _____

Address for Correspondence:

Telephone No.: _____ Email: _____

2. Graveyard Details

Name of Graveyard: _____

Townland Name: _____

Please note that each graveyard requires a separate application form, i.e. the same application form cannot be used for more than one graveyard.

N.B: Please enclose a map, at a scale of 1:10,560 or 1:2,500, showing the exact location of the graveyard

Maps and aerial photographs can be downloaded for free from the Kilkenny County Council website.
See www.kilkennycoco.ie/eng/Services/Digital_Mapping/Google_Maps_Applications/Burial_Grounds/

3. Ownership

Please contact the County Council if you are unclear as to who owns the graveyard.

In whose ownership is the graveyard? _____

Have you got permission from the owners for work in the graveyard?

Yes ☐ No ☐

N.B Where projects require access to private property or lands, the permission of the owner must be obtained prior to undertaking works.

4. Project Description & Timetable

Please outline details of all proposed works and say when you propose to undertake them.

<u>Proposed works</u>	<u>Date(s)</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

N.B: *Please enclose photographs of graveyard, including photos of the area of the graveyard relevant to the proposed works*

5. Project Cost

Total Estimated Cost of Project _____

Amount of Grant Sought _____

If the project includes a number of different elements, include a breakdown of costs, below

Proposed works

Cost

Proposed works (cont'd)

Cost

Have you applied for and/or received funding from either from this grant scheme and/or other sources in respect of this graveyard?

Yes ☐

No ☐

If yes, please give details (source, amount received, year etc) _____

6. Legal Status

Is the graveyard a Recorded Monument/National Monument?

Yes ☐

No ☐

N.B. To check this, please refer to the "Record of Monuments and Places" which is available at all local libraries and the Planning Office of Kilkenny County Council, County Hall, John Street, Kilkenny.

If yes, give details of Monument reference number. _____

7. Public Liability Insurance

Name of Insurance Company _____

Policy No. _____

Copy of Insurance policy. Yes ☐

8. Declaration

I _____ confirm that I am authorised to sign this declaration. The information in it is correct to the best of my knowledge. If the application is successful, the grant will only be used for the purposes specified and will comply with the terms and conditions attached to the grant. I accept that Kilkenny County Council's decision in respect of this is final.

Signed _____

Name _____

Position _____

Date _____

Please return the completed application form by **12noon on Thursday, 13th April, 2017** to:

Denise Meade or Bernadette Minnock,

Environment Section,

Kilkenny County Council,

County Hall,

John Street,

Kilkenny.

Tel: (056) 779-4470

Checklist for Graveyard Grant Scheme Application Form 2017

Please use this checklist to ensure that your application is complete.

1. All questions on the application form answered ☐
2. Details of Public Liability Insurance ☐
3. Map at scale of 1:10,560 (6") or 1:2,500 showing location of graveyard ☐
4. Photographs of graveyard included ☐

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1. All information provided. Yes ☐ No ☐
2. Is Consent required from DoEHLG? Yes ☐ No ☐

3. Additional Comments



Kilkenny County Council
Graveyards Grant Scheme, 2017
Instructions to Applicants

(Please read carefully before completing the application form)

- All questions on the application form must be fully answered. Any additional information which is requested (Public Liability Insurance Details, maps, photographs etc) must be included.
- Closing date for completed applications is **12 noon on Thursday, 13th April, 2017. Applications received after this date will not be accepted.**
- **Item 2: Graveyard Details**
 - Include a map, at a scale of either 1:10,560 (6") or 1:2,500, showing the location of the graveyard
 - Include photographs of graveyard, including area of graveyard relevant to the proposed project

Please note that copies of maps can be downloaded for free, from the Kilkenny County Council website at:

www.kilkennycoco.ie/eng/Services/Digital_Mapping/Google_Maps_Applications/Burial_Grounds/
- **Item 5: Project Cost**

Payment of grants will be by Electronic Funds Transfer (EFT). Bank details will be requested from successful applicants.

All receipts relating to application have to be submitted before funding can be reimbursed.

Financial assistance cannot be provided retrospectively. Expenditure incurred before an offer of support is made is ineligible.

All works must be completed by the end of October, 2017 and all receipts submitted by 24th November, 2017.

- **Item 6: Legal Status**

The Record of Monuments and Places is a statutory inventory of sites protected under the National Monuments Acts (1930-2004). The Record of Monuments and Places is available at all local libraries and at the Planning Office of Kilkenny County Council, County Hall, John Street, Kilkenny.

- **Footnote: Consent to undertake works**

Because of their historical and archaeological significance, most historic graveyards are protected by law National Monuments Acts (1930-2004). This means that most works apart from straightforward grass cutting require Consent from the Department of Environment, Heritage and Local Government. Due to the length of time required to get this consent, such works are **not** eligible under this grant scheme.