# **NPWS Grants for small recording projects**

## Background

The National Parks and Wildlife Service (NPWS) is part of the Department of Culture, Heritage and the Gaeltacht and is the statutory body responsible for Nature Conservation and Natural Heritage in Ireland. NPWS depends on accurate information on species and habitats to underpin its scientific advice on nature conservation objectives and practical measures.

Ireland has a long tradition of natural history recording. NPWS recognises that the recording community needs support to maintain and enhance its expertise in species identification and recording.

The primary aim of these grants is to support and encourage the current network of naturalists and to develop the next generation of specialist recorders. Grants are aimed at volunteer, unpaid recorders, or groups, societies and associations of recorders who have limited/no access to financial supports for their work.

In 2019, the grant scheme was run as a pilot and five awards were made. The grant scheme is being run again in 2020 and applications are now being sought from the recording community for Irish natural history-related projects.

**The maximum limit of an individual grant is €5000**. The number of grants awarded will be determined by the total budget and the quality and nature of the applications. NPWS reserves the right to award as many grants as are deemed suitable.

## Types of projects

Grants are to be used for biological recording and for collation and dissemination of data related to the Natural History of Ireland. Applications covering all areas of Irish Natural History are welcome - there are no restrictions on the habitats or species groups that can be covered by the projects.

The types of costs that can be covered under the grant scheme are

* Fieldwork expenses (travel and subsistence). This would normally be within Ireland. Fieldwork expenses outside Ireland would not normally be covered, but may be justified where there is a demonstrable benefit to the aims of the scheme
* Purchase of specialist fieldwork equipment, books and keys
* Costs of running workshops and training courses
* Costs of attending specialist training courses
* Costs of visits to museums to research collections
* Publication of atlases, field guides or keys
* Websites and online databases
* Discrete elements of larger projects

Grants will not cover

* assets such as computer hardware, binoculars or cameras
* conservation management work
* any aspect of professional employment
* academic research
* work that is covered by other grants i.e. any duplicate funding

## Application Process

Applications should be submitted by **5pm on 15th April 2020** using the attached form (delete these pages from the document). These will ONLY be accepted by email submission to **biodiversitypolicy@chg.gov.ie**. NPWS 2020 Recorders grant must be used in the subject field. Supporting information that is relevant to the application may be included but should be no more than one page of A4.

The declaration that applicants agree to the terms and conditions (see below) must be signed (scanned signature is acceptable).

## Evaluation process and awards

The applications will be assessed by the Department and evaluated against the following general award criteria which will include:

* Benefit to Natural History recording in Ireland such as capacity building and generation of new information
* Quality of the proposal
* Feasibility and timescales

Grants will be awarded, subject to funding, on a prioritised basis in accordance with score. NPWS reserves the right to award as many or as few grants as are deemed suitable.

It is anticipated the final decisions on applications will be notified to applicants by early May 2020.

## Terms and conditions

Grantees will be required to comply with the highest standard of transparency and accountability as documented in Department of Public Expenditure and Reform (DPER) circular [14/2013](http://circulars.gov.ie/pdf/circular/per/2014/13.pdf) – Management of and Accountability for Grants from Exchequer Funds. See also NPWS Grant Funding Criteria below.

## Payment

In accordance with the DPER circular 14/2013, the grant will be paid in arrears on vouched expenditure. In general, a grant is expected to be completed within 2020, however projects that extend into 2021 are eligible. Payments will be made by electronic bank transfer, generally as a single payment, on completion of the project and submission of the associated deliverables (see below).

## Deliverables

All species records must be submitted to NPWS in the associated MS Excel template (NPWS\_Biodiversity\_Recorders\_Grant\_record\_template.xls).

Records must be accompanied by a short (4-10 A4 pages) *Project Report*. Reports should include a brief introduction, sufficient details of sites and methods to allow repeat survey, summary results and discussions/conclusions, and should give particular consideration to the conservation value of species and sites.

A separate *Financial Report* may be required to provide supporting documentation for payment of the grant (for example scans of invoices). Personal and Financial details MUST NOT be included in the *Project Report* (see ‘NPWS Grant Funding Criteria’ No. 4).

| DCHG logo2018  **NATIONAL PARKS AND WILDLIFE SERVICE RECORDERS SMALL GRANTS APPLICATION FORM** | | | |
| --- | --- | --- | --- |
| **Project Title** |  | | |
| **Project Affiliates (if any)** |  | | |
| **Name of Applicant (Individual/ group/ society/ association)** |  | | |
| **Contact Name (if different from above)** |  | | |
| **Address 1** |  | | |
| **Address 2** |  | | |
| **Address 3** |  | | |
| **Post/Eircode** |  | | |
| **Phone** |  | | |
| **Email (this will be the primary means of contact)** |  | | |
| **VAT No. if applicable** |  | | |
| **TCC No. if applicable** |  | | |
| **Grant request amount** |  | | |
| **Have you read and do you accept the NPWS criteria for award of grants?** | **Yes/No** | **Have you read DPER Circular 13/2014?** | **Yes/No** |
| All information provided, is at the time of writing, true and correct. I/We understand that the provision of false or misleading information will result in the application being immediately withdrawn. | | | |
| **Signed** |  | | |
| **Date** |  | | |

| **NATIONAL PARKS AND WILDLIFE SERVICE RECORDERS SMALL GRANTS APPLICATION FORM** |
| --- |
| **Nature of funding request**. Please provide a summary of the project to be supported (maximum one side A4). |
| **Equipment/resource requested and associated cost**. Please itemise what is requested and ensure that, where possible, three quotes are submitted with your application. |

**NPWS Grant Funding Criteria**

1. **Grant Offer**

In accepting a grant offer, the grantee accepts these conditions in full. A grant may only be used for the specific costs and timeframe approved by the Department as outlined in your grant offer and in a manner that maximises value for money.

1. **Acknowledgement of Support**

Grantees must acknowledge the support of the Department and include the appropriate logo in any publications, websites or promotional material associated with the project. The Department reserves the right to request copies of all such material.

1. **Changes to Proposal**

The Department’s agreement must be obtained in advance and in writing for any proposed alteration to the project. The Department reserves the right to withdraw or revise its grant offer where changes to a project will result in an outcome that is at significant variance from that originally proposed.

1. **Report and data**

Grantees must complete a review of the work funded by the grant and submit a *Project Report* and *Financial Report* by the deadline specified. The Department reserves the right to withhold payment of a grant where no or inadequate reports are submitted. Any data gathered by the project will remain the intellectual property of the recorder(s). However the data must be made available publicly through a recording centre and provided to NPWS for its use. Publication of records is encouraged especially in the case of species new to Ireland. Voucher material is also to be deposited in a public collection with new species to Ireland offered first to an Irish museum.

It is NPWS’s intention to make the *Project Reports* publicly available on npws.ie. NPWS also encourages applicants to publish their findings in peer-reviewed journals, if appropriate. In such cases, *Project Reports* will not be made available until after formal publication.

1. **Media Coverage**

Where funding has been provided for a public event, you are required to email links of any press coverage or promotion and any relevant photographs, video or audio material in relation to the event to the nominated officer of the Department. We also request that the Department’s social media channel be included in any social media coverage (Twitter handle is @DeptAHG).

1. **Child Protection Policy**

Irish-based grantees are obliged to inform the Department if their project or event will involve any work or activity that will involve contact with children or relates to the provision of educational, research, training, cultural, recreational, leisure, social or physical activities to children. If the answer to the foregoing is yes, grantees are required to complete the Department’s checklist, which seeks to establish if a grantee’s Child Protection Policy complies with national guidelines. This must be emailed to [biodiversitypolicy@chg.gov.ie](mailto:biodiversitypolicy@chg.gov.ie). All grantees should ensure that local child protection policies are in place where relevant.

1. **Freedom of information**

Information provided to the Department may be disclosed in response to a request made under the Freedom of Information Act 2014. Every effort will be made to protect grantees confidentiality in line with the terms of the Act.

1. **Drawdown**

Drawdown of a grant is dependent on the above conditions being fully and satisfactorily completed.

1. **Other responsibilities**

Prior to submitting an application, potential applicants should familiarise themselves with [Department of Public Expenditure and Reform Circular 13/2014](http://circulars.gov.ie/pdf/circular/per/2014/13.pdf), in particular Section 5: Grantee Responsibilities.

**NOTE ON USE OF DEPARTMENT LOGO**

Further to Condition 2 above, the Department of Culture, Heritage and the Gaeltacht requires that all recipients of grants must acknowledge the support of the Department and use of the Department’s logo in all promotional material associated with the event, publication or project. Such recognition must match that given to corporate or other sponsors or donors for similar support. Compliance with this rule of acknowledgement will be monitored and non-compliance will be regarded as a breach of grant conditions. The Department reserves the right to request copies of all such promotional material. Copies of the logo are available on request for this purpose.

**PRIVACY STATEMENT**

The Department is committed to protecting and respecting your privacy and employs appropriate technical and organisational measures to protect your information from unauthorised access. The Department will not process your personal data for any purpose other than that for which they were collected. Personal data may be exchanged with other Government Departments, local authorities, agencies under the aegis of the Department, or other public bodies, in certain circumstances where this is provided for by law. The Department will only retain your personal data for as long as it is necessary for the purposes for which they were collected and subsequently processed. When the business need to retain this information has expired, it will be examined with a view to destroying the personal data as soon as possible, and in line with Department policy. The Department’s Privacy Statement in relation to individual suppliers, payees and grantees can be found on our website at: <https://www.chg.gov.ie/help/legal-notices/privacy-statement/suppliers-payees-grantees> Further information on Data Protection can be found on our website at: <https://www.chg.gov.ie/help/legal-notices/data-protection/>