# **NPWS Grants for small recording projects 2023**

## Background

The National Parks and Wildlife Service (NPWS) is an executive agency of the Department of Housing, Local Government and Heritage 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 recording in Ireland 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.

This is the fifth year of the grant scheme and so far it has supported many projects run by individuals and groups. Grants have covered the entire range of Irish natural history including site recording of biological groups (*e.g.* moths, other terrestrial invertebrates, bats, plants, marine organisms), support for publications and updating of web sites, and support to purchase specialist survey equipment.

NPWS is pleased to announce that the 2023 scheme is now open. Applications are being sought from the recording community for Irish natural history-related projects.

**The maximum value of an individual grant is €5000, paid in arrears on vouched expenditure**. The number of grants awarded will be determined by the total budget and the quality of the applications. NPWS reserves the right to award as many grants as are deemed suitable.

## Types of projects

Grants can 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 – all semi-natural and natural habitats or native species can be covered by grants.

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

* Fieldwork expenses (travel and subsistence) within Ireland. Fieldwork expenses outside Ireland will not generally be covered, but may be eligible where there is a demonstrable benefit to Natural History recording in Ireland
* Purchase of specialist fieldwork equipment, books and keys. Note such purchases can only be funded where used for voluntary, non-commercial projects over their full life-cycle. Please include in your application information on the ownership and use of any equipment/books after your grant is complete
* Costs of running workshops and training courses
* Costs of attending specialist training courses
* Costs of visits to museums to do research in collections
* Publication of atlases, field guides or keys. Note sample text or pages should be submitted with the application
* Websites and online databases
* Discrete elements of larger projects (including projects that have already started)

Grants will **NOT** cover

* academic research
* conservation measures and management work, including any associated survey or monitoring
* any aspect of professional employment including payment to contractors (Note: this does not apply to training costs, including engaging a trainer, which are eligible under the grant scheme)
* assets such as computer hardware
* invasive and non-native species
* domesticated species
* work that is covered by other grants or financial supports *i.e*. any duplicate funding

## Timescales

In general, a grant is expected to be claimed by 1st November 2023. Grants for publications and purchases must be drawn down in full in 2023. Applications will be considered, and grants may be awarded to be drawn down in whole or part in 2024, where fieldwork, workshops, training or visits over-winter/in early 2024 are justified.

Where an unforeseen delay occurs, a grant recipient may apply for an extension to 2024. Only one such extension will be permitted. An application for an extension must be made by 1st September 2023 (see conditions 1 and 3 in the NPWS Grant Funding Criteria).

## Application Process

1. Applications should be submitted by 5pm on 31st March 2023 using the application form below.
2. Please see notes on applicants and affiliates to be named on the application form.
3. Applicants are restricted to a maximum of two (2) applications in any one year.
4. Application forms will ONLY be accepted by email submission to [biodiversitypolicy@housing.gov.ie](mailto:biodiversitypolicy@housing.gov.ie).
5. **NPWS Grants for small recording projects 2023** MUST be used in the subject field of the email.
6. The declaration agreeing to all the terms and conditions MUST be signed (scanned signature is acceptable).
7. Supporting information that is relevant to the application may be included but should be no more than one page of A4.

## Evaluation process and awards

All applications will first be screened for eligibility under the scheme. Only eligible applications will be fully assessed by the Department and evaluated against 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 that the final decisions on applications will be notified to applicants in May 2023.

## Deliverables

All species records must be submitted to NPWS using its standard record template, which will be provided to each successful applicant (NPWS\_Biodiversity\_Recorders\_Grant\_record\_template.xls).

Records must be accompanied by a short (4-10 A4 pages) *Project Report* describing the natural history recording conducted under the grant. A separate *Financial Report* may be required to provide supporting documentation for payment of the grant (for example scans of invoices). Financial details MUST NOT be included in the *Project Report.*

*In the case of publications, grantees are asked to donate a hard-copy to the NPWS library or a pdf of the final publication.*

## Payment

In accordance with the DPER circular 14/2013, the grant will be paid in arrears on vouched expenditure. A single payment will be made on completion of the project by electronic bank transfer. Payment will be subject to submission of final invoice, supporting financial documentation (*e.g.* supplier invoices), project report, project data and other necessary documentation. The latest date for submission will be 1st November 2023 (note: claims can be made for completed projects in advance of this date). It is the grantees responsibility to ensure that NPWS receives all documentation in a timely manner.

## 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.

## Correspondence

All correspondence relating to this grant scheme must be sent by email to [biodiversitypolicy@housing.gov.ie](mailto:biodiversitypolicy@housing.gov.ie).

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**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. **Licences and permissions**

Grantees are responsible for ensuring that they have the necessary licences or other authorisations to carry out the project.

1. **Report and data**

Grantees must complete a review of the work funded by the grant and submit a *Project Report* and separate *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 should also be deposited in a public collection with species new 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, grantees 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.

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@housing.gov.ie](mailto:biodiversitypolicy@housing.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 Housing, Local Government and Heritage 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. <https://www.gov.ie/en/help/privacy-policy/>

| **NPWS GRANTS FOR SMALL RECORDING PROJECTS 2023 APPLICATION FORM** | |
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| **Project Title** |  |
| **Project Affiliates (if any)** | NOTE 1 (delete this text before filling in form): Where training or survey is undertaken on behalf of a group, the group should be named here as the Project Affiliate. Any listed affiliate must have reviewed and approved the application. |
| **Name of Applicant (Individual/ group/ society/ association)** | NOTE 2 (delete this text before filling in form): This should be the name of the principal trainer or field surveyor OR the name of the group/ society/ association applying for equipment, books or other expenses. |
| **Contact Name (if different from above)** |  |
| **Address 1** |  |
| **Address 2** |  |
| **Address 3** |  |
| **Eircode/Post code** |  |
| **Phone** |  |
| **Email** (All corres­pondence relating to the grants will be by email) |  |
| **VAT No. if applicable** |  |
| **TCC No. if applicable** |  |
| **Grant request amount (maxiMUM €5,000)** |  |
| **DECLARATION**  I/We declare we have read the NPWS Grant Funding Criteria and the DPER Circular 13/2104 and accept all the terms and conditions that apply to this grant; that all the information provided, is at the time of writing, true and correct; and, that I/we understand that the provision of false or misleading information will result in the application or offer of grant being immediately withdrawn. | |
| **Signed** | NOTE 3 (delete this text before filling in form): A scanned signature is acceptable |
| **Date** |  |

| **NPWS GRANTS FOR SMALL RECORDING PROJECTS 2023 APPLICATION FORM** |
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| **Project title:** |
| **Project description**.  Please provide an outline of the proposed project to be supported (maximum one side A4). Delete the preceding text when completing this section |
| **Previous relevant experience**.  Please provide a short personal résumé or details of your group’s history and status (no more than 100 words). Links may be included to websites and social media pages. Delete the preceding text when completing this section |
| **Costs**.  Please itemise costs to be covered by the grant and, where possible, submit a maximum of three quotes for equipment. Delete the preceding text when completing this section |