



Application Form for Civic Structures Conservation Grant, 2009

Please complete form in Block Capitals

Section 1: Details of Organisation, Premises and Ownership

1. Name of Organisation/Project Promoter:

Address of Organisation/Project Promoter:

2. Legal Status of Organisation/Project Promoter:

Does the Organisation have a constitution? Yes No

A copy of the constitution may be sought.

3. Does the Organisation have charity status? Yes No

If so, please state Charity Number (also known as CHY no.) _____

4. Does the Organisation have a Tax Clearance Certificate: Yes No

If yes, please attach copy with application.

5. Name of Contact Person:
Title: _____ First Name: _____ Surname: _____

Address of Contact Person: (This address will be used for all correspondence)

Telephone Number: Home: _____ Mobile No. _____

Work: _____ E-Mail: _____ Fax: _____

6. Project Title/Name of Premises:

Full address of Premises:

Date of Construction of Premises: _____

7. Name of Architect, Consultant or Engineer Managing/Advising on Project:

Name: _____

Address:

E-mail: _____ Telephone No. _____

8. Does the contractor hold a valid Tax Clearance or C2 Certificate? Yes No
(If a contractor has not yet been appointed, then this information can be submitted at a later date)

If the answer is yes, please provide a copy.

Please note that a Tax Clearance Certificate or C2 should be provided by any contractor who is carrying out construction operations to a value in excess of €650. This requirement is fully applicable to a registered charity.

9. Name of Owner of Premises:

Address of Owner of Premises:

Has the written consent of the Owner to the proposed works been obtained?:

Yes No

Please attach a copy of the consent, as appropriate.

Section 2: Details of Necessary Consents

10. Is Planning Permission or other Statutory Approval Required: Yes No

Planning Permission Reference No.: _____ Date: _____

Copy of approval letter for planning from the Local Authority must be supplied.

Other Statutory Approval Required? Yes No

If yes, please provide details:

11. Is the site/building protected under the National Monuments Acts?

Yes No

If yes, please give details:

Note: If any protections apply you are reminded that statutory requirements as to the notification and application for consent, as appropriate, of the Minister for the Environment, Heritage and Local Government in relation to any proposed works affecting the monument under the National Monuments Acts, 1930 to 2004, duly apply. Confirmation of Ministerial consent must be provided when claiming a grant.

12. Is the premises or part of the premises protected under the Planning Acts?

Yes No

If yes, please provide details of the scope of the listing:

Is the premises leased? Yes No

Section 3: Project Description and Details of the Proposed Works

13. Is the Project to be carried out in phases: Yes No

If yes, Please provide details of the proposed phasing:

14. Description of Works for which grant is sought: (If possible please provide a summary Conservation Report or Method Statement)

15. Expected Date of Commencement of Project: _____
Timescale for completion of Project: _____
16. Proposed usage of Premises on Completion of Work: _____

17. Name of person(s) who will manage the property upon completion:
Title: _____ First Name: _____ Surname: _____
Address: _____

18. Any other relevant information: _____

Section 4: Financial Information

19. Total Estimated Cost of Project or phase of project (incl. & excl. VAT):
€ _____ (Including VAT) € _____ (Excluding VAT)
20. How much will your own group contribute as matching expenditure:
€ _____
21. Amount of Grant-Aid Sought in 2009: € _____
(Note that maximum level of funding available under this scheme is €40,000)
22. Has your group/organisation received funding under this Department's Civic Structure Grant Scheme before?
Yes No
- If yes, please state the reference number, year, sum awarded and brief description.
- Ref No: _____ Year: _____ Sum Awarded: € _____

23. Has an application for funding for this Project been made to any other Body:

Yes No

If yes, please provide details: _____

24. Please provide a breakdown of estimated expenditure on this project

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Section 5: Documentation and Further Information

25. The following documentation/information should be forwarded with the application, as appropriate (please tick the relevant boxes to indicate that the information is enclosed with the application):
- A copy of the organisation's Articles of Association or Charity status number.
 - The written consent of the owner of the property to the carrying out of the proposed works;
 - A copy of the planning permission or any other statutory approval required for the proposed works;
 - A detailed breakdown of the costs of the project, or phase of the project, for which a grant is sought;
 - Photographs of the present condition of the premises. Photographs should be dated or colour copied on A4 size paper;
 - Copy of summary conservation report if possible, or method statement;
 - Tax Clearance Certificate or C2 where appropriate.

26. The following information/documentation must be submitted in respect of applications for which grants are approved:
- Name, Address of Contractor/Sub Contractor
 - Tax Reference No and tax district of Contractor/Sub Contractor
 - C2 Certificate/Tax Clearance Certificate No. and expiry date of Contractor/Sub contractor
 - Copy of the contractor's/sub contractors Tax Clearance Certificate if relevant
 - Tax Clearance Certificate of applicant

Section 6: Declaration

27. I hereby certify that the information provided in this application form and supporting documentation is correct to the best of my knowledge. Should the accuracy of any of the details supplied change I will notify the Department, in writing, immediately. I accept that information pertaining to this application and any subsequent grant award may be shared with the Heritage Council, local authorities, and the Housing Grant Section of the Department of the Environment, Heritage and Local Government. I accept that the Minister's decision on the application is final.

Signed: _____ **Date:** ____/____/2009

For and on behalf of the Project Promoter.

Block Capitals: _____

Position: _____

Civic Structures Conservation Grant Application Form 2009

Explanatory Notes

An annual scheme of grants for the Conservation of the Architectural Heritage of Ireland for 2009 has been scheduled for 2009. Under the Scheme, operated by the Department of the Environment Heritage and Local Government, grants may be provided in respect of buildings which are in civic ownership or occupation and generally open to the public which are considered to be of considerable architectural merit. In general applications are invited from local authorities, civic trusts and other not-for profit organisations. Buildings in use for public administration or which are in private ownership are not eligible for grant-aid. The maximum grant for a structure under this scheme in 2009 is €40,000. Therefore applicants should consider phasing of works.

Section 1: Details of Organisation, Premises and Ownership

1. The full name and address of the organisation, conservation body or local authority which is applying for a conservation grant should be provided here.
2. The legal status of the organisation should be provided here i.e. registered charity, local authority, company limited by guarantee, etc. A copy of the organisation's articles of association or constitution may be requested.
3. The Charity status and number, if applicable, is entered here.
4. A Tax Clearance Certificate (TCC) is required by any group or organisation that does not have charity status and is in receipt of Government grant funding in excess of €10,000. Applications for a TCC can be made on-line at www.revenue.ie and are generally valid for a period of 12 months.
5. Details of a contact person nominated by the body at 1 should be provided for the purposes of correspondence, etc. with the Department on the project application. Should this contact name change over the course of the application or the period of works the Department must be informed immediately, in writing.
6. The full project title/name of the premises e.g. the Mill House and the address of the premises should be provided here. The date when the premises were built should also be stated. If the structure was built in several phases, please indicate the date of the earliest part of the structure, if known, and the main building period.
7. Provide details of Architect, Consultant or Engineer advising on the project. This person will have a responsibility to ensure that all necessary procedures are observed, that best conservation practice is adhered to throughout the course of the project and that work is completed to a satisfactory standard.

8. As per Department of Finance Circular 44/2006, any contractor who carries out construction operations greater than the value of €650 is required to provide a Tax Clearance Certificate or C2 Cert to the Organisation/Project Promoter in order to allow them to fully draw down the grant. This requirement is fully applicable to registered charities. Relevant C2/TCC details of the contractor(s) should be provided to the Department at the time of grant application.
9. The name and address of the owner of the premises should be provided here. If the applicant is not the owner of the premises, the written consent of the owner of the premises is required and should be submitted with the application.

Section 2: Details of Necessary Consents

10. A tick should be placed in the box provided, indicating if planning permission or any other statutory approval is required for the proposed works. Where planning permission for the project has been granted, the planning permission reference number and date thereof must be provided on the application form. A copy of the planning permission should also be attached. Where an application has been made but a decision not yet received the words "applied for" should be inserted. **Grants will not be paid in cases where the requirements of the Local Government (Planning and Development) Act 2000, the Building Control Act, 1990 or any regulations made under these Acts and the provisions of the relevant local authority's Development Plan are not adhered to.** The name and address of the owner of the premises should be provided here. If the applicant is not the owner of the premises, the written consent of the owner of the premises is required and should be submitted with the application. Please contact your local authority if in doubt about requirements.
11. If a preservation order under the National Monuments Acts is in place on the premises it should be indicated and a brief description of the scope of the preservation order provided. If any protections apply you are reminded of statutory requirements as to the notification and application for consent, as appropriate, of the Minister for the Environment, Heritage and Local Government in relation to any proposed works affecting the monument under the National Monuments Acts 1930 to 2004 duly apply Confirmation of Ministerial consent, if relevant, must be provided when claiming a grant. Information on national monuments and consents can be found on the website www.archaeology.ie.
12. If the premises or a feature of the premises is listed as a protected structure or proposed to be listed as a protected structure.

Section 3: Project Description and Details of Proposed Works

13. If the project is to be phased details of the proposed phasing should be provided here.
14. A description of the proposed works to be undertaken on the premises should be provided e.g. making good roofing/plastering/windows/flooring works, etc.
15. The proposed date for the commencement of the project and the timescale for completion of the project should be indicated here.
16. The intended usage of the premises on the completion of the proposed works should be indicated e.g. museum, art gallery, place of worship, etc. It should be noted that grants are not payable in respect of premises which are to be used for public administration purposes or buildings which are in private ownership.
17. The name and address of the person who is/will be charged with responsibility for the management of the property upon completion of the proposed works should be provided.
18. Any supplementary information not requested above and which is considered to be relevant to the project application, can be provided here.

Section 4: Financial Information

19. The total estimated cost of the project, or phase of the project should be provided here. This costing must be validated by a certificate from a professionally qualified quantity surveyor/valuer and submitted with the completed application form. Project cost calculations should include construction costs and other development costs, including V.A.T., professional fees, etc. involved. These costs should be listed individually. It is recommended that the contract for project works might be awarded on the basis of responses to specifications to at least three suppliers or service providers.
20. The amount of funding your group/organisation will contribute should be provided e.g. own resources, bank loan, etc. **It should be noted that funding from other state sources cannot be used to satisfy the matching expenditure requirement.** The applicant may be required to produce documentary evidence of his/her ability to meet the matching expenditure requirements.
21. The amount of the conservation grant sought in respect of the project or phase of the project should be provided here. It should be noted that **any grant sought is required to include matching funds of at least 20% of total expenditure for the project.**

22. Any previous funding received by your organisation under the Civic Structure Grant Scheme in recent years may be entered here i.e. Project name, reference number, grant amount awarded, year, and a brief description of the works.
23. Details of any applications for funding which have been/are being made to other agencies/bodies in respect of the project must be provided here and details of the decision made, if any, on the application should be provided.
24. The estimated costs of expenditure to be incurred on this project should be entered here.

Section 5: Documentation and Further Information

25. The documentation/information requested on the application form at question 25 should be submitted with the application form. Please refer to Circular CS1/09 for a list of qualifying works. (If available please supply a summary conservation report giving details of the present condition of premises and outlining future works to be carried out. If not please supply a method statement identifying how the project or phase of the project is to be carried out. The method statement should indicate how the work is to be undertaken, what materials will be used and how the fabric of the building is to be conserved. In the case of windows, panelling, staircases, roofs, chimneys, etc. the emphasis should, as far as possible, be on repair of existing elements rather than facsimile replacements. In this regard, the work being undertaken should conform to best practice conservation principles.)
26. The documentation/information listed at question 25 will be required to be submitted to the Department in respect of applications for which grants are approved.

It should be noted that material forwarded as part of an application cannot be returned. **Incomplete applications will not be accepted by the Department or considered for funding by the independent advisory panel.**

Section 6: Declaration

27. This is the declaration of the applicant that the details supplied for the purposes of the application are correct, that information pertaining to the grant scheme may be shared with stated third parties and that the applicant accepts that the Minister's decision on the application is final.

On Site Verification Checks

Projects in receipt of funding under the scheme may be inspected by officers of the Department for the purposes of the grant scheme, capital appraisal, audit or other relevant official business. A separate file must be maintained by the project promoter and contain all relevant material in relation to the project. This file must be available for inspection by the above personnel at all times.

Information and Publicity Requirements

The contribution of the Department should be publicly acknowledged in all advertisements, publicity and by means of a notice on site.

Closing Date

The closing date for the receipt of applications for the scheme is **Friday, 27th February, 2009 at 4 pm.** Applications will not be accepted by fax or email. **One original and 6 copies of the application and supporting documents should be forwarded to:**

Heritage Policy and Architectural Protection Section
Department of the Environment, Heritage and Local Government
1, Ardcahan Business Park
Wexford

Applications will be considered as soon as possible after the closing date by the independent advisory panel and allocations of funding will be announced by the Minister for the Environment, Heritage and Local Government in due course.

Queries

If you have any queries in relation to the completion of these forms, the Department can be contacted on Tel. (053) 918 5037 Seamus Hadrill, Seamus.Hadrill@environ.ie or (053) 918 5049 Catherine Delaney, Catherine.Delaney@environ.ie.

