



Comhshaol, Oidhreacht agus Rialtas Áitiúil  
Environment, Heritage and Local Government

29 January, 2009

**Re: Civic Structures Conservation Grant Scheme – 2009**

Dear Applicant,

Please find attached an application form and explanatory notes for the Civic Structures Conservation Grant Scheme, 2009. The scheme is governed by Circular CS 1/09, a copy of which is attached for your reference.

The scheme will provide grants for the restoration and conservation of the architectural heritage in respect of buildings, **which are in civic ownership or occupation and generally open to the public**, and are considered to be of considerable architectural merit. **The maximum grant available in 2009 is €40,000.**

In general, applications are invited from local authorities, civic trusts and other not for profit organisations. It should be noted that buildings in use for public administration purposes or which are in private ownership are not eligible for grant-aid. The approved work must be completed and claimed for by **Friday 6<sup>th</sup> November, 2009**. Approval of grant applications is subject to funding being made available by the Exchequer.

**Recommendations:**

The Department recommends the following in relation to this Scheme:

- That an architect, conservation expert or other suitably qualified professional advise on the project for the duration. 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.
- That it would be useful to discuss the project before commencement with the Conservation Officer of the relevant local authority, where there is an officer in place.
- That a contract for project works might be awarded on the basis of responses to specifications to at least three suppliers or service providers.

## **Tax Clearance Certificates**

Please note that payment of State grants to the value of €10,000 (inclusive of VAT) or more, are subject to the person or group, receiving the grant, holding a current **Tax Clearance Certificate (TCC)**. Applications for a TCC can be made on-line at [www.revenue.ie](http://www.revenue.ie) and are generally valid for a period of 12 months. If your organisation is a registered charity, a TCC is not required by this Department in order for you to claim your allocation. Please quote the CHY number on the claim form instead. Further information may be required by the Department on request.

If an application is successful, it will be a requirement of each grant applicant, including registered charities, to provide the following details in respect of each contractor who has been employed on the grant aided work:

- (a) the name, the address, tax reference number and tax district of each contractor/sub contractor.
- (b) the C2/tax clearance number of each contractor/sub contractor and
- (c) the expiry date(s) of the C2/tax clearance certificate(s)

Failure to provide any of the above mentioned information may result in the claimant not receiving the grant.

## **Exchequer and Matching Funding**

Under the Civic Structures Conservation Grant Scheme, where an applicant has applied for or received funding from a scheme financed by the Exchequer or the EU for the works concerned, the aggregate of such funding and the grant under this scheme **must not exceed 80% of the costs of the works**.

Any grant sought is required to include **matching funding of at least 20% of total expenditure on the project**. It should be noted that funding from other State sources cannot be used to satisfy the matching expenditure requirement.

## **Information and Publicity Requirements**

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

## **Application Process:**

**One original and six copies of completed application forms and associated material** (photos, method statements, summary conservation report) in hard copy format only should be submitted by **4 p.m., Friday, 27 February, 2009**.

Copies of the form are also available to download from the Department website [www.environ.ie](http://www.environ.ie). Application received by fax or email will not be accepted. The forms will then be distributed to the independent advisory panel which will rate the eligible applications. **Late applications or late supplementary material will not be referred to the panel.**

Finally, please note that works should not be undertaken without written confirmation of a grant from this Department.

For any further information, please contact Catherine Delaney on 053 918 5049 (Catherine.Delaney@environ.ie) or the undersigned.

Yours Sincerely

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Seamus Hadrill,  
Heritage Policy and Architectural Protection Section,  
Department of the Environment, Heritage & Local Government,  
1 Ardavan Business Park,  
Wexford

Tel: 053 918 5037

E-mail: Seamus.Hadrill@environ.ie