**Architectural Heritage Fund**

**STITCH IN TIME GRANT 2021**

**Grant Scheme for Minor Repairs/Maintenance**

Application Form (English)

fingal.ie

**STITCH IN TIME GRANT 2021**

Application Form (English)

Section 1 – Details of Building/Structure

|  |  |
| --- | --- |
| **Protected Structure Ref No. or**  **Name of Architectural Conservation Area** |  |
| **Structure Name** |  |
| **Structure Address** |  |

Section 2 – Applicant’s Information

|  |  |
| --- | --- |
| **Applicant’s Name** |  |
| **Applicant’s Address** |  |
| **Applicant’s Phone No.** |  |
| **Applicant’s Email** |  |
| **Owner’s Name & Address (if not Applicant** |  |

Section 3 – Details of Proposed Works

|  |  |
| --- | --- |
| **Description of Works Proposed** |  |
| **Estimated Cost of Works**  **(Please attach quotations)** |  |
| **Estimated Professional Fees**  **(Please attach quotations)** |  |
| **Estimated Starting Date** |  |
| **TOTAL AMOUNT OF FUNDING SOUGHT (max. 50% of Cost of Works)** |  |
| **Details of any other public funding sought (e.g. Thatching Grant, Housing Aid for Older Persons, Heritage Council Grant,)** |  |

Section 4 – Details of Contractor & Professional Advisor

|  |  |
| --- | --- |
| **Builder/Contractor’s Name** |  |
| **Builder/Contractor’s Address** |  |
| **Builder/Contractor’s Address** |  |
| **Builder/Contractor’s Phone No** |  |
| **Builder/Contractor’s Email** |  |
| **Builder/Contractor’s Tax Ref No. & Access Code**  **(to check Tax Compliance)** |  |

|  |  |
| --- | --- |
| **Architect/Advisor’s Name** |  |
| **Architect/Advisor’s Address** |  |
| **Architect/Advisor’s Address** |  |
| **Architect/Advisor’s Phone No** |  |
| **Architect/Advisor’s Email** |  |
| **Architect/Advisor’s Tax Ref No. & Access Code**  **(to check Tax Compliance)** |  |

Section 4 – Declaration

I, the applicant, certify that: -

(a) I understand and fulfil the terms and conditions of the Architectural Heritage Fund scheme

(b) The information provided in the application form and supporting documentation is accurate and that I will notify Fingal County Council if there is any change in this information

(c) My tax affairs are in order

(d) I understand that payment of funds by Fingal County Council under this scheme does not imply a warranty on the part of Fingal County Council in relation to the suitability or safety of the works concerned or the state of repair or condition of all or any part of the structure concerned or its fitness for use

|  |  |
| --- | --- |
| **Signature of Applicant(s)** | **Date** |

Supporting Documentation

## Please note the following and attach the required documentation when returning the completed form, otherwise the application is deemed incomplete:

## Written consent of owner of Protected Structure for the proposed works where they are not the applicant

## Copies of quotations/estimates for proposed works

* Specifications for proposed works, detailing the materials and methodology to be used
* Photos showing current condition of element to be repaired
* Please note that as all bat species are protected by law a bat survey may be necessary where works are proposed in locations where they may roost or breed such as historic roof spaces, stone walls or outbuildings

## Evidence of Contractor’s and Advisor’s Tax Clearance/Compliance (see link to website

## <http://www.revenue.ie/en/online/tax-clearance.html>)

Completed Application Forms should be returned to:

Helena Bergin,

Architectural Conservation Officer,

Architects Department,

Fingal County Council,

County Hall,

Swords,

Co. Dublin,

K67 X8Y2

Mobile: 087 7695304

Email: [helena.bergin@fingal.ie](mailto:helena.bergin@fingal.ie)