

**Comhairle Contae Chiarraí**

**Kerry County Council**

**2023 HISTORIC TOWN INITIATIVE FUND APPLICATION**

for the

**REJUVENATION OF CASTLEISLAND**

**‘HOME IS ON MAIN STREET’**

**CONSERVATION GRANT APPLICATION FORM**

***for***

**CASTLEISLAND**

 

PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

**KEY INFORMATION**

1. Eligible works
2. Conservation based repair of historic building elements to the front of the building
3. Works to safeguard building from water ingress
4. Exterior works which are demonstrated to lead to reuse of a vacant building
5. Works to improve the visual amenities of the streetscape which lead to town centre regeneration and revitilisation
6. Ineligible works are listed in Appendix 2.
7. Finance
8. 80% grant: 20% private funding (kindly note in the event of oversubscription, you may not be awarded the full 80%)
9. Grant paid based on **vouched expenditure** – proof of payment required before you can claim back grant
10. Applicant and contractors must be tax compliant
11. Applicants must be set up on the KCC Financial system prior to commencing work and must complete Electronic Fund Transfer set up
12. Quality of work
13. All works to be carried out by conservation professionals/contractors and works and methodology must be pre-approved by the County Council and conservation architect
14. All grant-aided works will be verified by the Council before payment of grant issues
15. Only works completed in accordance with a pre-approved Method Statement (see Appendix 3) are eligible for funding. Works that are not pre-approved will not be grant-aided.
16. Kerry County Council will carry out site inspections during works to monitor progress
17. Dates
18. **Closing date for grant application to Kerry County Council: 4pm Thursday 25th May 2023.**
19. Completion date: Friday 6th October 2023.
20. How to submit an application

**Applications can be emailed to**: [archconservationgrants@kerrycoco.ie](mailto:archconservationgrants@kerrycoco.ie)

OR

**Sent by post to:**

The Planning Department, Kerry County Council, Aras an Chontae, Rathass, Tralee, County Kerry V92 H7VT

OR

**Hand delivered (BEFORE 4PM) on 25th May 2023 to:**

The Planning Department, Kerry County Council, Aras an Chontae, Rathass, Tralee, County Kerry V92 H7VT

**HELP TO COMPLETE FORM**

* Please type in the relevant information if possible. If handwritten, please use BLOCK CAPITALS or ensure script is legible
* All date entries should be entered in the format DD/MM/YYYY
* Details of how the cost of the works, other than the amount of the grant sought, is to be met must be stated in Section A6. The applicant must indicate the matching amount total and confirmation that matching funds are from private sources
* The works should follow the conservation principles in the Department of Culture, Heritage and the Gaeltacht’s *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) and the Department’s *Advice Series* publications. These are available on-line at: https://www.chg.gov.ie/heritage/built-heritage/architectural-heritage-advisory-service/advice-for-owners/
* Kerry County Council has Advice Guidelines and Traditional Skills videos which are available to view at:

<https://architecture.kerrycoco.ie/traditional-skills/>

<https://www.kerryheritage.ie/kerry-building-conservation-projects/>

* Quotations should be sought from registered and tax compliant specialist contractors
* Contact details for the Architectural Conservation Officer are:

Victoria McCarthy, Aras an Chontae, Ratass, Tralee, County Kerry V92 H7VT

Phone: 066 7183793

Email: [victoria.mccarthy@kerrycoco.ie](mailto:victoria.mccarthy@kerrycoco.ie)

**TO BE COMPLETED BY APPLICANT\***

|  |  |  |
| --- | --- | --- |
| A1. Applicant Details | | |
| Owner’s Name: |  | |
| Address of structure: |  | |
| Protected Structure Reference Number |  | |
| Telephone/mobile Number: |  | Email: |
| Charity Number: *(if applicable)* |  | |
| Tax Access Number: |  | Expiry Date: |
| Tax Reference Number: |  | Expiry Date: |

**\*If you require help completing any part of this form, kindly contact the Architectural Conservation Officer, KCC**

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| A2. Applicant Details (if not owner) | | |
| Name: |  | |
| Address: |  | |
| Telephone/mobile Number: |  | Email: |
| Please indicate if the consent of the owner been obtained to apply under this scheme and attach signed letter of consent to this form. |  | |

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| A3. Details of Structure/Project | |
| Name: | Address: |
| Existing use: | Proposed use: *(if different)* |
| If vacant, how long is your property vacant?  If upper floors are vacant, kindly indicate.  **Please note: priority will be given to applications which support residential occupancy.** |  |

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| A4. Statutory Notifications (if relevant) | Yes or No | If yes: enter date applied/received |
| Do the proposed works require, or have they been granted planning permission? |  | Date applied: |
| Date received: |
| Planning Ref: No: |
| Do any other Statutory Requirements apply? |  | Details: |

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| A5. Project Summary | Summary | |
| In no more than 100 words, please provide a short description of proposed conservation works |  | |
| In no more than 300 words, demonstrate how your project will make a significant contribution to eliminating risk and preventing further deterioration of the structure |  | |
| In no more than 300 words, please outline how your project will positively contribute to the street/your neighbourhood |  | |
| Start and finish dates of proposed works?  **Recoupment date\* Friday 6th October 2023\*** | Start: | Finish: |

Kindly note the Architectural Conservation Officer will monitor progress of projects to ensure that works will be completed in accordance with approved method statements and the claim for funding is submitted by the required deadlines.

\*For recoupment: works must be satisfactorily completed & copies of paid invoices submitted to Kerry County Council

Please provide supplementary material and visual aids as appropriate to describe the proposed works and how it contributes to the heritage led regeneration of the historic town.

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| A6. Expenditure in relation to proposed works | |
| Estimated Total Costs of Capital Works: | € *(including VAT)* |
| Estimated Professional Fees: | € *(including VAT)* |
| Total cost of project | € *(including VAT)* |
| Total grant sought  (not more than 80% of project): | € |
| Amount of matching funds  (not less than 20% of project): | € |
| Source of matching funds? |  |
| Is VAT recoverable? |  |
| Have you applied for other EU/Exchequer funding/Tax Reliefs?\* |  |
| Have other EU/Exchequer funding /Tax Reliefs been received/refused? \* |  |

\* This application will be cross-checked with grant data held by other state agencies (i.e., The Heritage Council and the Department of Housing, Local Government and Heritage) to verify eligibility for this grant.

Works must be completed and paid for before recoupment is sought from Kerry County Council

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| **A7. Personnel employed on the project** |

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| --- | --- | --- |
| * **No. 1 Conservation Professional** | | |
| Name: |  | Position: |
| Address: |  | |
| Telephone/Mobile Number: |  | Email: |
| Tax Access Number: |  | Expiry Date: |
| Tax Reference Number: |  | Expiry Date: |

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| * **No. 2 Main Contractor(s)/Tradesperson(s) if known** | | | |
| Name: |  | Position: | |
| Address: |  | | |
| Telephone/Mobile Number: |  | Email: | |
| Satisfactory level of subcontractor tax compliance demonstrated: *(if applicable)* \* | Yes: | No: | |
| Tax Access Number: |  | | Expiry Date: |
| Tax Reference Number: |  | | Expiry Date: |

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| * **No. 3 Contractor(s)/Tradesperson(s) if known** | | | |
| Name: |  | Position: | |
| Address: |  | | |
| Telephone/Mobile Number: |  | Email: | |
| Satisfactory level of subcontractor tax compliance demonstrated: *(if applicable)* \* | Yes: | No: | |
| Tax Access Number: |  | | Expiry Date: |
| Tax Reference Number: |  | | Expiry Date: |

\* See [www.revenue.ie](http://www.revenue.ie) for further details on tax clearance procedures for contractors/subcontractors

If necessary, please use separate page to complete this section.

**A8. Declaration by Owner/Applicant**

I, the applicant, certify that:

1. I understand and fulfil all the terms and conditions of the grant scheme;

2. The information provided in the application form and supporting documents is correct and I will notify the relevant local government body if there is any change in that information;

3. My tax affairs are in order;

4. I understand that payment of a grant by Kerry County Council under this scheme does not imply a warranty on the part of Kerry County Council, the Heritage Council or the Minister for Culture, Heritage and the Gaeltacht 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;

5. I understand that Kerry County Council, the Heritage Council or the Department of Culture, Heritage and the Gaeltacht may make any enquiries that it considers necessary to establish my eligibility for a grant.

**Applicant’s Signature:**  **Date:**

***All personal data collected is in compliance with the requirements of the General Data Protection Regulation (GDPR) 2016, and Data Protection Acts 1988 to 2018. Individual privacy notices for each section/service are available at*** [***www.kerrycoco.ie***](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.kerrycoco.ie%2F&data=05%7C01%7Cdobrien%40kerrycoco.ie%7C8c9c7d0750204a13d05108db4182f2eb%7C67db9ee02439466dbe39cff05773e5a5%7C0%7C0%7C638175802889426785%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=cDB0LLTYxdNDr2cqXc5S6FwD1QiJCiVzLfBOpC6qwg8%3D&reserved=0)

|  |  |
| --- | --- |
| A10. Checklist for Applicants (Insert Yes or No accordingly) | |
| The following must be included in all applications to local authorities | Yes/No |
| Form A -Section One completed by applicant |  |
| Tax Clearance Certificate submitted *(If applicable)* |  |
| Written consent of property owner for proposed works (if applicable) |  |
| Relevant supplementary material to the proposed works included |  |

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| **TERMS AND CONDITIONS** |

The following terms and conditions will apply to all projects

**1. Drawdown of grant**

1. Projects must be completed, and funds drawn down as follows

On or before 6th October 2023

1. Payment

The default position is that grants should be paid based on vouched expenditure. Grantees making claims for grant funding based on vouched expenditure are required to state to their grantors that:

i. The invoices used to support their claims relate to activities and services appropriate to the grant scheme objectives,

ii. The amounts invoiced have been paid (invoices marked ‘Paid” are not sufficient)

iii. The invoices have not and will not be used in support of another claim for reimbursement from any other funder(s) (except as provided for in agreed joint-funding arrangements).

**2. Oversight**

**It is a condition of funding that works must be overseen by an appropriately qualified conservation professional.** Monitoring of works on site will be required.

**3. Photography**

Good quality digital photographs of the project must be provided before works commence. These may be used later for a ‘before and after’ comparison for reporting purposes. Please note that Kerry County Council reserves the right to use any or all images supplied by the applicant to advertise or publicise the scheme.

**4. Method Statement**

A comprehensive Method Statement must be submitted by the owner/occupier prior to commencement of work. See Appendix 3 for information.

**5. Eligible Expenditure**

**Value Added Tax (VAT)** is allowable under this scheme only for that portion of capital works being funded and only in circumstances where such VAT is not recoverable under this scheme by any other means.

**Professional Fees** are allowable only in respect of that portion of capital works being funded by the scheme.

**6. Evidence of matching funding**

Source of matching funding must be stated on Application Form. Applicants may be asked for evidence at a later stage.

**7. Inspection**

Kerry County Council willcarry out site visits and audit during various stages of a project. Applicants/owners must allow access to the structure in such circumstances. Applicants may also be required to complete an evaluation survey on completion of a project.

**8. Progress**

Where a project has not commenced on site by **15 June 2023**, Kerry County Council reserves the right to reallocate the funding to another project.

**9. Tax Requirements**

The applicant and any contractors must be tax compliant. Relevant tax clearance procedures in respect of public sector grant payments as set down by the Revenue Commissioners must be adhered to. Please refer to www.revenue.ie for further details.

**10. Procurement**

Projects in receipt of grant assistance must comply with Public Procurement Guidelines. http://www.procurement.ie/

**11. Statutory Requirements**

Grant-approved works must meet all statutory requirements, including planning permission. Where works are proposed to sites/monuments protected under the *National Monuments Acts 1930-2004*, the statutory requirements for notification or for Ministerial consent under those Acts must be complied with.

The onus is on the applicant to comply with all other relevant statutory requirements, such as the Wildlife Acts, foreshore licenses (if applicable), Safety, Health and Welfare legislation, and environmental and employment legislation.

Your attention is drawn to: *(DAHRRGA 2012) Strict Protection of Animal Species: Guidance for local authorities on the application of Articles 12 and 16 of the EU Habitats Directive to development/works by or on behalf of a Local Authority*.

The publication *Bat Mitigation Guidelines for Ireland* (2006) is available on the Department’s website at: https://www.npws.ie/publications/search?title=bat+mitigation&keyword=&author=&series=All&year=&x=0&y=0

An applicant may be required to submit copies of all relevant permissions, declarations, notifications or consents when making a claim for a grant.

**12. Transfer of Ownership**

If the grant-aided structure is sold, or the ownership transferred within a period of 5 years from date of payment of the grant, some or all the funding awarded may be subject to claw-back.

**13. Freedom of Information Acts**

Applications for funding under the scheme may be subject to the Freedom of Information Acts.

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**Appendix 1: Assessment Criteria**

Applications will be assessed by an expert panel within the local authority, including the Architectural Conservation Officer and the Senior Executive Planner in Forward Planning.

Applications will be assessed under the following weighted criteria:

1. **Keeping a building in use or addressing vacancy (score 45/100)**

Applicants must show how the project will keep a building in use or bring a vacant building back into use.

Additional marks will be awarded for residential use and upper floor occupancy.

1. **Efficacy of the Works (score 20/100)**

Applicants should demonstrate how the proposed works will make a significant contribution to eliminating risk and preventing further deterioration of the structure

1. **Quality of Methodology and Technical Merit (score 35/100)**

Conservation works must be designed, specified and overseen on site by appropriate qualified and experienced building conservation professionals who will be required to confirm that works have been carried out to a satisfactory standard.

The building professional/s should have a **demonstrable competence** in the relevant area of building conservation.

**Appendix 2: Not Eligible for Funding**

**The following will not be eligible for funding:**

1. Works which have commenced prior to the grant award
2. Works to rear elevations
3. Interior work
4. New build or extensions
5. Works not in accordance with sound conservation methodology and practice including:

Replacement of historic joinery or historic glass.

The fitting of double/triple-glazed units, including slim-profile double glazed units and vacuum sealed units, into the existing or new sashes or cases.

Replacement of natural slate with artificial slate.

Installation of UPVC, aluminium or similar material for rainwater goods, windows, shopfronts, doors etc.

Application of external insulating material or removal of render from a previously rendered exterior.

Works based on conjectural restoration in the absence of physical or documentary evidence.

1. Purchase of lands or buildings
2. Feasibility studies
3. Conservation plans or other non-capital expenditure, except where such is directly ancillary to capital works being funded under HTI.

**Appendix 3: Method Statement**

The **Method Statemen**t must describe the condition of the structure and give details of how conservation/repair works will be carried out. This document does not need to be unduly long, but it must be **appropriate to the nature and scale of the proposed works**.

Works should be in line with best conservation practice and should aim to employ methods of minimal intervention. Works should be based on a proper understanding of the structure and make use of appropriate materials. Replacement of original material should be kept to a minimum and should only be carried out when necessary. The proposed works should only be undertaken by appropriately qualified conservation practitioners who have experience in the use of historic materials and techniques.

**The Method Statement must include**

1. **A concise description of the structure**

The structure as it currently exists, noting all its salient features, its appearance, setting, form, present function, significance, brief architectural history (if available/relevant) and the materials of which it is composed.

1. **A description of the works proposed**

This should identify the issues that are causing risk, what remedial works are proposed, how the work will be done, what materials will be used, and how the fabric of the building will be conserved. It **must** include relevant plans, drawings and supporting visual media such as video clips, photographs or other illustrations and should typically include the following issues:

1. Are the works temporary or permanent?
2. What types of repairs are being proposed and in which locations?
3. What treatment/replacement of damaged fabric is envisaged?
4. What replacement materials (if any) will be incorporated?
5. Details of on-site supervision and monitoring;
6. A brief schedule or sequence of works;
7. An estimated project cost.
8. **Impact statement and proposed mitigation measures (if applicable)**

Any likely impact of works on a structure and ways of mitigating adverse impacts. Mitigation may include design, timing and methodology reversibility, careful choice of materials, etc.