

**DONEGAL COUNTY COUNCIL**

**BUILT HERITAGE INVESTMENT SCHEME, 2023**

**NOTES FOR APPLICANTS**

**General Information:**

- A. The terms and conditions of the Scheme are set out in the Guidance Circular. Section 7 'Qualifying and Non-Qualifying Works' should be read with particular attention before making an application for assistance.
- B. The application form must be fully and clearly completed in black ink. It must be accompanied by the appropriate documents (see the Checklist on the rear of the Cover Sheet and Note G below). *Incomplete applications will not be accepted.*
- C. Please ensure full cohesion between the applicant name, tax clearance certification, and bank account details [documentation in respect of this aspect of your application will issue separately] into which any award of funding that may be forthcoming will be transferred as, for your protection, strict rules to prevent fraud are in place.
- D. Completed application forms should be submitted to the Conservation Office, Lifford House, The Diamond, Lifford, County Donegal, F93 Y622 or by email [architecturalconservation@donegalcoco.ie](mailto:architecturalconservation@donegalcoco.ie)  
Application to arrive no later than 4.00p.m., Friday, 27 January, 2023.

**Completing the Application Form:**

- E. Sections 4 and 5– Structure Details and Classification

- If the structure is not in use at present, the last use must be stated.
- If the structure is protected by any legislation other than the Planning Acts (e.g. the National Monuments Acts) this must also be stated.  
“Protected” means required by legislation to be preserved, conserved and restored.

- F. Section 6– Statutory Notifications

Where a permission or certificate has been applied for but no decisions have been made or where a decision is under appeal, state this, and the date of application or appeal.

- G. Sections 8 and 9– Funding

**Please note that the B.H.I.S. aims to assist small-scale, labour-intensive, projects.**  
Note carefully the limitations on levels of assistance that can be made.

Details of how the cost of the works (other than the amount of the grant sought) will be funded must be stated. The applicant must indicate the amount of the applicant's personal or business resources being used and any–

- Grants\*, subsidies or assistance from statutory bodies, or
- Sponsorship or assistance from a non-statutory source, being sought.

#### H. Sections 10 and 11-

You must have an advisor or consultant that you engage to prepare your application and its accompanying documentation and to supervise or undertake works, on your building and they must be fully aware of its significance. Such personnel should be familiar with the principles and philosophies of architectural conservation in order to ensure that the highest standards of work are achieved.

#### Accompanying Documentation:

- I. The following must be attached to all Applications (unless otherwise agreed in writing with the Architectural Conservation Officer)-
    - Site Location Map, Site Layout Map and Site Plans, with the structure's location and the location of the proposed works clearly marked in red on the relevant drawings, as appropriate.
    - Written consent of property owner for proposed works (where applicable).
    - Copy of planning permission, fire safety certificate or any other statutory approval already obtained.
    - Detailed cost breakdown of works for which grant is being sought.
    - Archival Standard Photographs of the present condition of the building and those features or elements upon which it is proposed to undertake works. These should be mounted on A4 card, captioned and dated.
      - Please note that it is imperative that a detailed Photographic Record of the project (in document form), with captioned images taken before, during, and after, works, is submitted in support of your claim. Provision should also be made for submitting digital images of the project.
    - Tax Clearance Certificates (as appropriate).
    - Method Statement for the works. This should set out how the work will be done, what materials will be used, how the fabric of the building will be conserved, and must include all necessary plans and drawings. For windows, panelling, staircases, roofs, chimneys and so on, your Method Statement should emphasise, as far as possible, repair of existing elements rather than facsimile replacement. The works should adhere to the Conservation Principles contained in the *Architectural Heritage Protection Guidelines* issued by the Department of the Culture, Heritage and the Gaeltacht. **Failure to adhere to these Principles will render null and void any Certificate of Provisional Approval that may be issued by Donegal County Council.**
- and
- other documents, such as a Conservation Plan and/or a detailed Scheme of Works (with a framework phasing the overall project over a number of years should this be required), as agreed following discussion with the Architectural Conservation Officer of Donegal County Council.

\* Only one application to the BHIS will be considered per historic structure.

An application for a structure can be made under the BHIS and the HSF, but only one grant from either the HSF or the BHIS can be availed of per structure.

In cases where an applicant has been awarded funding under both schemes, the applicant must indicate which scheme they wish to avail of.