

Conservation Seminar

8th December 2022



comhairle chontae na mí
meath county council

BHIS 2023 – sample application

Form A must be fully completed:

- 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
- Information provided on this form in relation to the structure may be displayed on Department's or Local Authority's website.
- For queries in relation to completion of the Application Form please contact myself or Architectural Conservation Officer
- All proposed works should follow the conservation principles in the Department's Architectural Heritage Protection Guidelines for Planning Authorities (2011) and Advice Series publications. These are available from Government Publications or through any bookshop or to download from: <https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf>
- Bats are protected under the EU Habitats Directive. Any proposed works which may affect bats or their roosts should take cognisance of DHLGH's bat mitigation guidelines. These are available at: <https://www.npws.ie/publications>



Application Form

- **1. Project Details**

- Please provide a short, concise description of the type of works to be specifically funded under BHIS 2023 below (maximum 25 words)
- **Examples:**
 - Roof repairs to slate roof including re-installment of original slates where appropriate and where slates are in good condition.
 - Repairs to external walls including surfaces, to deal with issues of damp.
 - Repairs to mill machinery which is considered an integral part of the structure.
- **See list of ‘Qualifying Works’ (Section 7, page 13) in the handout**



Applicant Details (Question 2 & 3)

- Make sure the details in here are filled out fully
- **When giving the main point of contact ensure that the email address and phone number are correct**
- **The main method of communication from Meath County Council in relation to these grants will be by email, therefore, the email given will need to be checked regularly.**



Structure Details & Classification (Question 4 & 5)

- In structure details the Eircode must be provided, what the structure is used for currently and the proposed use if this is going to be different
- Under the Classification question 5 all 6 questions in here will need to be answered - if you don't know your RPS number give us a call and we will find it for you



Statutory Notifications (Question 6)

- **Due to the very tight timeframes to complete works associated with these grants the rule of thumb would be that all Statutory Notifications should be in place or in the final stages of being in place prior to making the application for the grant.**
- **The onus is on the applicant to ensure any/all of these Notifications are in place**
- **My colleague Robert will speak more about these Statutory Notifications, Method Statements etc**



Project Summary (Question 7)

- Obtain 3 quotes (where possible) for the works you are hoping to carry out
- The minimum funding awarded for successful projects will be €2,500 up to a maximum of €15,000
- Under BHIS, the total value of all public funding provided for individual projects must not exceed 50% of the total project cost, including funding received from other public agencies including the SEAI, the Heritage Council, LEADER and other government departments and local authorities.



Expenditure in relation to Proposed Works (Question 8)

- **This lays out a description of the works you want to carry out, the effect of these works on the structure and the number of employment days for the project**
- **There is also a question in here regarding the number of training days proposed if this is relevant to the project**



Timeframes for 2023

- **Closing date for lodging applications (Both BHIS and HSF) to Meath County Council is Monday, 23rd January 2023**
- **All applications are reviewed by the Assessment Panel and recommendation is sent to Department by 10th February 2022**
- **Once we are notified by the Department (late March) successful applicants will receive a Letter of Offer and Terms & Conditions, the applicant is required to return the signed acceptance of offer. Unsuccessful letters will also issue at this time.**



Timeframes for 2023

- **Works pertaining to the grant should only commence after this acceptance is returned – any works carried out before this date cannot be claimed for under the grant**
- **The First Progress Report is due by Friday, 30th June 2023**
- **Second Progress Report is due by Friday, 15th September 2023**
- **Reallocation of funding not spent takes place after the Second Progress Report with approval from the Department**



Timeframes for 2023

- **Friday, 13th October 2023 – all works should be complete and claim, invoices, tax clearance etc submitted to Meath County Council**
- **Payment of grants will be made following final inspection of works and report on same (approx. 2 weeks after lodging your complete claim)**

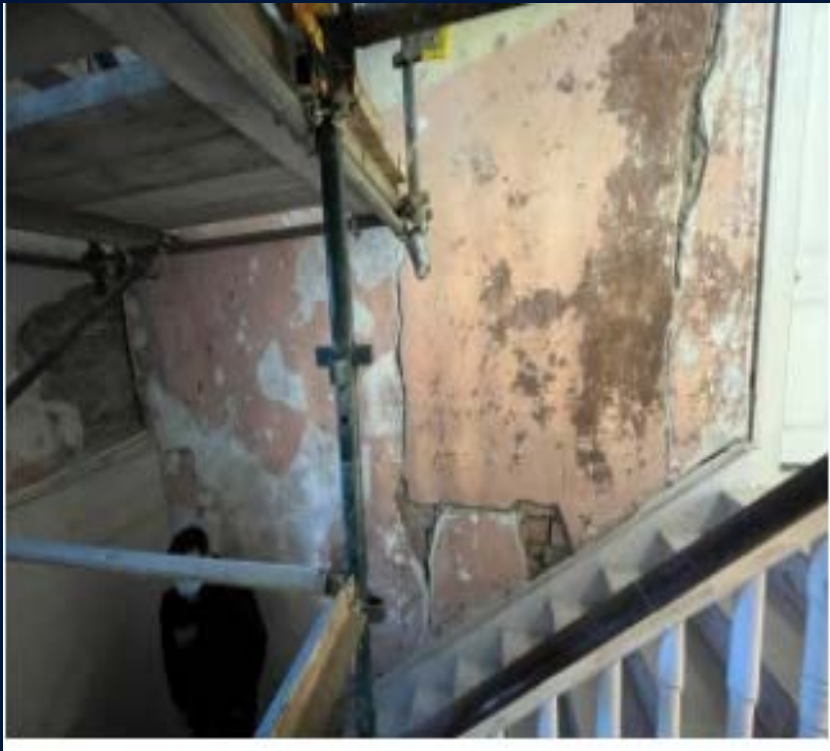


Some things to keep in mind

- **Sign the Declaration on back of application!**
- **Onus is on the applicant to comply with all tax requirements**
- **It is essential that any contractors etc are fully aware of time deadlines and the Terms and Conditions of the grant**
- **Take high quality before, during and after photographs**



Some 2022 projects



Some 2022 projects



Finally!

Contact Information:

**People: Robert Miles, Architectural Conservation Officer
Mary McCarthy, Staff Officer**

Email only to: conservation@meathcoco.ie

Phone: 046 9097500



comhairle chontae na mí
meath county council