**Architectural Heritage Fund**

**STITCH IN TIME GRANT 2025**

**Grant Scheme for Maintenance, Minor Repairs & Conservation Advice Reports**

Application Form (English)**STITCH IN TIME GRANT 2025**

fingal.ie

Tick whether applying for works or for report

1. Minor Repairs/Works

OR

1. Conservation Advice\*
* Condition Report (including Prioritisation of Required Conservation Works)
* Method Statement/Specification for Conservation Works

\*Applicants must select an experienced conservation professional with proven and appropriate conservation expertise to produce the conservation report (see Stitch in Time Grant Information Sheet for more details).

**STITCH IN TIME GRANT 2025**

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 or Report

|  |  |
| --- | --- |
| **Description of Works Proposed or Report Type** |  |
| **Estimated Costs** **(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 & Conservation Professional/Advisor

|  |  |
| --- | --- |
| **Builder/Contractor’s Name** |  |
| **Builder/Contractor’s Address** |  |
| **Builder/Contractor’s Phone No** |  |
| **Builder/Contractor’s Email** |  |
| **Builder/Contractor’s Tax Ref No. & Access Code** |  |

|  |  |
| --- | --- |
| **Conservation Advisor’s Name** |  |
| **Conservation Accreditation or Conservation Qualifications** |  |
| **Conservation Advisor’s Address** |  |
| **Conservation Advisor’s Phone No** |  |
| **Conservation Advisor’s Email** |  |
| **Conservation Advisor’s Tax Ref No. & Access Code** |  |

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

* For buildings that are not a Protected Structure or within an Architectural Conservation Area the applicant should outline why it merits consideration under the scheme.

## Copies of quotations/estimates for proposed works or report

* Specifications for proposed works, detailing the materials and methodology to be used
* For conservation reports an outline of the structure/content of the proposed report is to be submitted.
* Details of Conservation Professionals accreditation or a statement of their relevant conservation qualifications and demonstrated conservation experience is to be provided.
* 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/or Advisor’s Tax Clearance/Compliance (see link to website [www.revenue.ie/en/starting-a-business/tax-clearance](http://www.revenue.ie/en/starting-a-business/tax-clearance))

Completed Application Forms should be returned to:

Architectural Conservation Officer,

Architects Department,

Fingal County Council,

County Hall,

Swords,

 Co. Dublin,

K67 X8Y2

Mobile: 087 7695304 (Helena Bergin)

Email: conservation@fingal.ie