

Cork City Council
Comhairle Cathrach Chorchai
City Hall
Cork



Planning Policy Section
Strategic + Economic Development Directorate

Architectural Conservation Areas [ACA] Grant Scheme 2021

Application Form

Grant applications to be submitted by **4pm on Friday, 4th June 2021**

Works must be completed within 2021. In practice this will mean that payment claims will need to be submitted to Cork City Council by Friday, 5th November 2021. Please refer to appendices for further information on the scheme.

1. Subject building

Address

Existing use

Proposed use

Is it on the Record
of Protected
Structures?

| | | |
|-----|----|---------|
| Yes | No | Details |
|-----|----|---------|

2. Applicant

Name

Address

Email Address

PPS No.

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|

3. Owner of Building [if not Applicant]

Name

Address



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4. Proposed Works

Description of works for which grant is being sought [please refer to Appendix Two for guidance on eligible works]

Estimated Cost: €

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

Have other works been carried out to the building in the last 5 years? If so, please give a description of these and an indication of how much they cost.

Description of other proposed works (if any) that you would like to carry out.

5. Funding

Grant sought €

Source of funding for remainder of cost:

Other public funding applied for:

Other public funding received or refused:



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6. Personnel employed on works

Contractor or Tradesperson

Name

Address

Tax Reference
No.

Tax Reference
Cert. No

| |
|--|
| |
| |

C2 Cert. No.

Expiry Date:

| |
|--|
| |
| |

Architect

Name

Address

Tax Reference
No.

Tax Reference
Cert. No

| |
|--|
| |
| |

C2 Cert. No.

Expiry Date:

| |
|--|
| |
| |

7. Contact Person (if different from applicant)

Name

Address

Telephone

Home
Work

Fax
Email

8. Declaration

I certify that:

- (a) **I understand and fulfill the terms and conditions of the grant scheme;**
- (b) **The information provided in the application form and supporting documents is correct and that I will notify the relevant local authority if there is any change in that information;**
- (c) **my tax affairs are in order; and**
- (d) **I understand that payment of a grant by a local authority under this scheme does not imply a warranty on the part of the authority or the Minister for the Environment and Local Government 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.**

I understand that the local authority may make any enquiries that it considers necessary to establish my eligibility for a grant, and that the authority's decision is final.

Applicant's
signature

Date



Appendix One

Notes on applications

1. Funding available to Cork City Council for this Architectural Conservation Areas Grants Scheme is limited, competitive and there is no automatic right to a grant.

Applications will be prioritized on the basis of the Scheme of Priorities set out in Appendix Two to this document. The decision of Cork City Council is final.

2. The application form must be fully and clearly completed, and must be accompanied by appropriate documents (see 5 below). Incomplete applications will not be accepted.

3. **Submission of applications**

Completed application forms should be submitted for the attention of: Conservation Officer, Planning Policy Section, Strategic and Economic Development Directorate, Cork City Council, City Hall, Cork.

4. **Funding**

Details of how the cost of the works, other than the amount of the grant sought, is proposed to 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, received or being sought.

Where any part of the works is being carried out by the applicant directly, or where they are being undertaken by voluntary means, this must also be stated.

5. **The following must be attached to all applications –**

- **Written consent of property owner for proposed works where the applicant is not the owner;**
- **Competitive quotations from contractors / practitioners (from three competitive suppliers where the amount exceeds €5,000);**
- **List of proposed works to be the subject of the proposed grant application and a detailed cost breakdown;**
- **Photographs of present condition of building and its features relevant to the application, dated and mounted or colour copied on A4 paper;**

6. **City Council Conservation leaflet**

Architectural Conservation Areas: advice and guidance to owners and occupiers, a leaflet published by Cork City Council, provides general guidance on good practice in Architectural Conservation Areas. This is available on www.corkcity.ie. Further guidance can be found in *Architectural Heritage Protection: Guidelines for Planning Authorities*.



7. Tax Clearance Procedures

All grants are subject to Department of Finance Tax Clearance Procedures. The current requirements are set out in *Circulars 43/2006* and *Circular 44/2006*, as updated. This will mean that (subject to new requirements):

- Any proposed contractors will need to show that they are within the tax system (e.g. by means of a Tax Clearance Certificate or sub-contractors determination); and
- Those in receipt of public grants exceeding €10,000 in any tax year will also need to show that they are tax compliant by means of a Tax Clearance Certificate.

8. Temporary sign

Grant recipients will be required to erect a temporary sign on their building to the City Council's specification. The purpose of the sign is to publicize the involvement of Cork City Council in grant funding of works to repair the building, and that this forms part of the overall Architectural Conservation Grant Scheme for the area. The amount of funding will not be specified on the sign.

The sign shall be provided and erected at the cost of the grant recipient. Failure to erect the sign for the period of works [plus one month after the completion of the works] will render the grant offer null and void.

9. The ACA grant process

| | |
|--|------------------------|
| Public notice | Friday 7 May 2021 |
| Applications deadline | Friday 4 June 2021 |
| Grant assessment | July 2021 |
| Notification of provisional grant award | July 2021 |
| Grant offer accepted | July 2021 |
| Works completed by (at the latest) | October 2021 |
| Payment claim submitted by | Friday 5 November 2021 |



Appendix Two

Cork City Council Architectural Conservation Areas Grant Scheme

Scheme of Priorities

Aim of the scheme

The scheme aims to encourage good custodianship of historic buildings in conservation areas, investment in their fabric and good conservation practice.

The 2021 scheme is targeted at the 36 Architectural Conservation Areas across Cork City which has suffered from a lack of investment in historic built fabric over a prolonged period. The relatively small funds available to the scheme (**generally €100,000 in total**) will aim to assist building owners and occupiers to repair / re-use buildings in the area for the benefit of the area as a whole and the conservation of individual buildings of architectural interest.

The following scheme of priorities will be used to inform the assessment of grant applications and consequent prioritization of conservation projects.

Grant amounts

- Minimum grant amounts of €1,000;
- Maximum grant amounts of €5,000
- Special grants of between €10,000 and €15,000 may be awarded in the event that the overall project cost would constitute much less than 50% of the project cost, and the benefits of the scheme to the area are deemed to be significant.

Grants will normally be awarded at a rate of 50% of the total cost of eligible works. Grants may be offered at less than this if the scheme is oversubscribed (see Assessing Project Proposals, overleaf).

Grants of higher than 50% will be considered in very exceptional circumstances and:

- Where the public benefit outweighs the private benefit;
- In relation to the repair of specific Unique Cork building types and building features [e.g.: gabled houses, bow-fronted houses, bay-fronted houses, slate-hung elevations, and Cork windows].

Principles for allocating grants

- The grant allocations should seek to ensure that a spread of project types are addressed in the target area;
- The grant scheme should seek to ensure that a spread of project issues are addressed by the grants scheme;
- The grant scheme should seek to ensure that a spread of project works are addressed by the grants scheme;
- The grant scheme should seek to ensure that both NIAH (non-RPS) buildings and RPS buildings are given financial support (in cases where ACAs include buildings on the RPS).

Types of project

- Residential building types;



- Non-residential building types;
- Buildings of different ages and architectural design;
- Lower and higher status buildings.

Types of issue

- Reversal of decay in buildings and bringing vacant and partially vacant building back into use;
- Supporting the repair of building details / features that contribute to the distinctiveness of Cork and / or individual ACAs.
- Supporting the repair of features according to best conservation practice;
- Improving the condition and appearance of the public realm.

Types of works

The scheme will be targeted at small-scale works that will have an immediate and obvious benefit to the area selected and to repairing the external envelope of buildings and its individual heritage assets, including:

- Repairs to roof, roof elements and rainwater goods;
- Repair of historic windows and surrounds;
- Repair of historic doors and doorways;
- Repair of elevations and details;
- Repairs to historic ironwork / boundary treatments;
- Repairs to historic shopfronts / other special building details;
- Painting of buildings where this is ancillary to other repairs; and
- Ancillary costs relating to advertising, best practice guidance, and other essential tasks.

In the event that a vacant or derelict building / upper floors are being brought back into use then the grant will contribute towards works to the external envelope of a building. In rare and exceptional circumstances consideration will be given to supporting internal works where they relate to the repair of key historic building features of heritage value (e.g. stairwells and detailing). This is most likely to be in relation to buildings on the Record of Protected Structures (RPS).

Assessing project proposals

Project proposals will be assessed against the principles set-out above and the perceived benefits of the proposed works.

In the event of over-subscription of the available budget then proposals will be prioritised and grants offered accordingly. In the event of over-subscription then grants *may be offered at a lower percentage than 50%* in the event that schemes are considered to be of equal benefit to the ACAs. Grant percentages have in past years been awarded at rates of between 20%-50%.

In the event that the scheme is undersubscribed then residual grant funds will be targeted at the scheme area but may be targeted at project candidates in other ACAs in the city to enable the grant budget to be spent on worthwhile projects of benefit to Cork's built heritage. Small-scale public realm improvements up to a maximum value of €10,000 may also be considered an appropriate alternative to building grants in the event of an under-spend where these have a demonstrable benefit for the scheme area.

In the event that there are no obvious project candidates then a further public notice will be placed to advertise the residual grant budget.



APPLICANT AND GDPR STATEMENT

Cork City Council is committed to fulfilling its obligations imposed by the Data Protection Acts 1988 to 2018 and the GDPR. Our privacy statement and data protection policy is available at <https://www.corkcity.ie/en/council-services/public-info/gdpr/>. We request that you read these as they contain important information about how we process personal data.

I consent to the collection, processing and retention of the data provided by me to Cork City Council for the purposes of adjudication of the Architectural Conservation Area grants scheme. I have completed all relevant sections of this application form and confirm that all information provided is truthful and accurate.

Name (printed): _____

Signature: _____

Position (if applicable): _____

Date: _____

