



Comhairle Contae Mhaigh Eo  
Mayo County Council



**Mayo County Council**

**HISTORIC TOWNS INITIATIVE**

**Ballina, Co. Mayo**

**CONSERVATION GRANT APPLICATION FORM**



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**An Roinn Tithíochta,  
Rialtas Áitiúil agus Oidhreachta**  
Department of Housing,  
Local Government and Heritage

Funded by  
**An Chomhairle Oidhreachta**  
**The Heritage Council**

## PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM:

### KEY INFORMATION

#### 1. Eligible works

- A. Conservation based repair of historic building elements to the front of the buildings in the Pearse Street Architectural Conservation Area which includes Pearse Street, Tone Street, O’Rahilly Street, Casement Street, Walsh Street and James Connolly Street.
- B. Works to safeguard building from water ingress.
- C. Exterior works which are demonstrated to lead to the reuse of a vacant building.
- D. Works to improve the visual amenities of the streetscape which lead to town centre regeneration and revitalisation.
- E. Ineligible works are listed in Appendix 2.

#### 2. Finance

- A. 80% grant:20% private funding
- B. Grant paid based on vouched expenditure - proof of payment required before you can claim back grant.
- C. Applicant and contractors must be tax compliant.
- D. Applicants must be set up on the Mayo County Council Financial System prior to commencing work and must complete Electronic Fund Transfer set-up.

#### 3. Quality of Work

- A. All works to be carried out by suitably qualified conservation contractor and supervised by a suitably qualified conservation architect. Proposed works and methodology must be submitted.
- B. All grant-aided works will be verified by the Council before payment of grant issues.
- C. 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.
- D. Mayo County Council will carry out site inspections during works to monitor progress.

#### 4. Dates

- A. Closing date for grant application to Mayo County Council: 4pm Friday 8<sup>th</sup> November 2024.
- B. Completed applications, with the relevant supporting documentation including method statement, photographs and quotations must be submitted by **hard copy only** to Architectural Conservation Office, Architects Department, Mayo County Council, Áras an Chantae, Castlebar, Co. Mayo F23 WF90 no later than 4pm Friday 8<sup>th</sup> November 2024. Application forms received after that date will **not** be accepted.
- C. Completion date: 28<sup>th</sup> February 2025.
- D. Grant work not completed on time will be forfeit.
- E. You will be required to outline the management and maintenance of capital works from the start of the work on the project until **5** years after the project’s completion (see Appendix 3: Methodology).

## 5. Grant application procedures

- A. Projects will be assessed in accordance with Assessment Criteria in Appendix 1.
- B. You will be required to confirm your acceptance of terms and conditions prior to commencing works on site.
- C. If you are allocated funding, you will be required to submit a detailed conservation methodology in accordance with Appendix 3.

## 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 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, available to view [here](#).
- Five written quotations must be sought from registered and tax compliant specialist contractors less than €50,000 by direct invitation.
- Contact details: architecturalconservation@mayococo.ie

**TO BE COMPLETED BY APPLICANT\***

A1. Applicant Details		
<b>Owner's Name:</b>		
<b>Please submit Proof of Ownership</b>		
<b>Address of Structure:</b>		
<b>Telephone/mobile number:</b>		<b>E-mail:</b>
<b>Charity Number : <i>(If applicable)</i></b>		
<b>Tax Access Number</b>		<b>Expiry Date:</b>
<b>Tax Reference Number:</b>		<b>Expiry Date:</b>

\*Please note: The grant applicant must match the name of the bank account to whom the grant payment will issue if allocated.

**A2. Applicant Details (if not owner).**

<b>Name:</b>	
<b>Address:</b>	
<b>Telephone/mobile number:</b>	
<b>E-mail:</b>	
<b>Please indicate if the consent of the owner has been obtained to apply under this scheme and <u>attach signed letter of consent to this form &amp; copy of lease.</u></b>	

**A3. Details of Structure/Project**

<b>Name:</b>	<b>Address:</b>
<b>Existing Use</b>	<b>Proposed use: <i>(if different)</i></b>
<b>If vacant, how long is your property vacant?</b>  <b>If upper floors are vacant, kindly indicate.</b>  <b>Kindly submit evidence of length of vacancy (e.g. utility bill).</b>	

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

<b>A5. Project Summary</b>	<b>Summary</b>
<b>In no more than 100 words, please provide a short description of proposed conservation works.</b>	
<b>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.</b>	

<p><b>In no more than 300 words, please outline how your project will positively contribute to the street/your neighbourhood and how it contributes to the heritage-led regeneration of Ballina</b></p>		
<p><b>Start and finish dates of proposed works? Please note: Completion date 28<sup>th</sup> February 2025</b></p>	<p><b>Start:</b></p>	<p><b>Finish:</b></p>

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

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

**Please provide supplementary material and/or visual aids as appropriate to describe the proposed works (jpegs can be emailed if so wished).**

<b>A6. Expenditure in relation to proposed works</b>	
<p><b>Estimated Total Costs of Capital Works</b></p>	<p>€ <b>(including VAT)</b></p>
<p><b>Estimated Professional Fees</b></p>	<p>€ <b>(including VAT)</b></p>
<p><b>Total cost of project</b></p>	<p>€ <b>(including VAT)</b></p>
<p><b>Total grant sought: (not more than 80% of project cost):</b></p>	
<p><b>Amount of matching funds (not less than 20% of project):</b></p>	

<b>Source of matching funds (please note evidence of same (e.g. bank statement, proof of bridge finance) will be required at allocation stage).</b>	
<b>Is VAT recoverable? Please submit documentation from the Revenue Commissioners if you are not VAT registered.</b>	
<b>Have you applied for other EU/Exchequer funding/Tax Reliefs?*</b>	
<b>Have other EU/Exchequer funding/Tax Reliefs been received/refused?*</b>	

\*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 Mayo County Council.**

<b>A7. Personnel employed on the project (if known)</b>		
<b>❖ No. 1 Main Contractor(s)/Tradesperson(s) if known</b>		
<b>Name:</b>		<b>Position:</b>
<b>Address:</b>		
<b>Telephone/Mobile Number:</b>		<b>E-mail:</b>
<b>Satisfactory level of subcontractor tax compliance demonstrated (if applicable):</b>	<b>Yes:</b>	<b>No:</b>



<b>Tax Access Number:</b>		<b>Expiry Date:</b>
<b>Tax Reference Number:</b>		<b>Expiry Date:</b>

❖ No. 2 Sub-contractor(s)/Tradesperson(s) if known		
<b>Name:</b>		<b>Position:</b>
<b>Address:</b>		
<b>Telephone/Mobile Number:</b>		<b>E-mail:</b>
<b>Satisfactory level of subcontractor tax compliance demonstrated (if applicable):</b>	<b>Yes:</b>	<b>No:</b>
<b>Tax Access Number:</b>		<b>Expiry Date:</b>
<b>Tax Reference Number:</b>		<b>Expiry Date:</b>

\*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 Mayo County Council under this scheme does not imply a warranty on the part of Mayo County Council, the Heritage Council or the Minister for Housing, Local Government and Heritage 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 Mayo County Council, the Heritage Council or the Department of Housing, Local Government and Heritage may make any enquiries that it considers necessary to establish my eligibility for a grant;
6. I agree to erect a temporary sign, supplied by the Heritage Council, acknowledging grant funding in a prominent position on site for the duration of works;

Applicant's Signature:

Date:

### A9. Checklist for Applicants (Insert Yes or No accordingly)

The following must be included in all applications to Mayo County Council	Yes/ No/ N/A
Grant application form completed in full and signed/dated by applicant	
Tax Clearance Certificate submitted (if applicable)	
Evidence of ownership/lease agreement submitted	
Written consent of property owner for proposed works (if applicable)	
Relevant supplementary material to the proposed works (e.g. photos)	
Project Summary completed (3 sections)	
Evidence of five written quotations	
Method Statement	

## TERMS AND CONDITIONS

The following terms and conditions will apply to all projects

### 1. Overview

1. All your activities will be carried out in accordance with the law.
2. You have obtained all necessary approvals, permissions, licences or consents.
3. All activities relating to the project will comply with all the relevant HSE Covid-19 guidelines and protocols. <https://www2.hse.ie/coronavirus/>
4. All your work will be carried out in accordance with the principles of good conservation practice.
5. You will license the Heritage Council to use photographs and videos for educational or promotional purposes.
6. You understand that the Heritage Council operates in compliance with its obligations under the Freedom of Information and Data Protection Acts. We are committed to being open about the grant assistance and support we provide, whilst at the same time protecting your personal data by ensuring it is stored securely and used exclusively for the purpose for which it was obtained.
7. Your property has all relevant insurances in place.

### 2. Drawdown of grant

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

**On or before 28<sup>th</sup> February 2025**

#### 2. Payment

Grants will only be paid based on vouched expenditure. Grantees making claims for grant funding based on vouched expenditure are required to state to the 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).

### 3. Oversight

It is a condition of funding that works must be overseen by a conservation architect.

### 4. Method Statement

A comprehensive Method Statement must be submitted by the owner/occupier. 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 Funding**

Source of matching funding must be stated on Application Form. Applicants will be requested to submit evidence of funding at application stage.

Where a HTI project is also funded under other grant schemes financed by the Exchequer or the EU, the cumulative total of such funding must not exceed 80% of the total project cost.

#### **7. Inspection**

Mayo County Council will carry out site visits and audits during various stages of the 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 13<sup>th</sup> January 2025, Mayo 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](http://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 Act 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.

## **14. Communication**

Grantees will erect a temporary sign, supplied by the Heritage Council, acknowledging grant funding in a prominent position for the duration of works. All communication materials in relation to the grant aided project including brochures/leaflets, reports, publicity materials, invites, blogs, posters, advertisements, press releases, website, apps, video, programmes etc will include the logos of the Heritage Council and the Department of Housing, Local Government and Heritage – see <http://www.heritagecouncil.ie/funding/acknowledging-our-funding>

Any references, communications etc concerning funding offered under this programme will include the following text: ‘This project received funding under the Historic Towns Initiative 2025 which is a partnership between the Heritage Council and the Department of Housing, Local Government and Heritage’.

## **15. 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 Mayo County Council reserves the right to use any or all images supplied by the applicant to advertise or publicise the scheme.

## **16. Tenders**

You will seek a minimum of 5 written tenders from interested and competed contractors and copies of these quotes shall be submitted along with your completed grant application form for works up to €50,000 (ex VAT).

## Appendix 1: Assessment Criteria

Applicants will be assessed by an expert panel with the Local Authority. Applications will be assessed under the following weighted criteria:

**60%: quality of the project and 40%: value for money/cost of the project.**

### A. Quality of the project and conservation methodology

#### 1. Impact on the streetscape 20%

Applicants must show how the project will contribute positively to the streetscape into the future and how the project will bring improvements to the public realm. Kindly note: consideration could be made for neighbouring property owners to apply in a single grant application - e.g. where neighbouring properties seek grant-aid to carry out roof repairs.

#### 2. Efficacy of the Works (20%)

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

#### 3. Quality of Methodology and Technical Merit (20%)

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 demonstrable competence in the relevant area of building conservation.

### B. Value for Money/ Cost (40%)

## Appendix 2: Not Eligible for Funding

The following will not be eligible for funding:

- (i) Works to buildings located outside the Pearse Street Architectural Conservation Area which includes Pearse Street, Tone Street, O’Rahilly Street, Casement Street, Walsh Street and James Connolly Street.
- (ii) Works which have commenced prior to grant award.
- (iii) Works not clearly defined in advance in your application.
- (iv) Legal costs associated with the project or with establishing property rights.
- (v) Procurement services.
- (vi) Works to rear elevations.
- (vii) New build, demolitions or extensions or the installation of external wall insulation or any proposal that could lead to negative impact on the structure.

- (viii) Works not in accordance with good conservation practice.
- (ix) Purchase of lands or buildings.
- (x) Feasibility studies.
- (xi) Conservation plans or other non-capital expenditure.
- (xii) Works of conjectural reconstruction where there is not sound physical or documentary evidence of the earlier state of the structure or element.
- (xiii) The fitting of double-glazed units into existing sashes or casements or the replacement of historic glass with energy-efficient glass.

### Appendix 3: Method Statement

The **Method Statement** 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.

**2. 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, photographs or other illustrations and should typically include the following issues:

- a) Are the works temporary or permanent?
- b) What types of repairs are being proposed and in which locations?
- c) What treatment/replacement of damaged fabric is envisaged?
- d) What replacement materials (if any) will be incorporated?
- e) Details of on-site supervision and monitoring;
- f) A brief schedule or sequence of works.

**3. 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.

**4. Management and Maintenance Plan**

Outline a plan to secure the management and maintenance of capital works from the start of the work until five years after the project's completion.