

**CHECKLIST FOR CAPITAL LOAN & SUBSIDY AND CAPITAL ASSISTANCE SCHEME  
FUNDING APPLICATIONS**

***(All items on the following checklist must be submitted before the processing of the funding application can commence)***

- Completed Application Forms
  - CAS1 for Capital Assistance Funding
  - LSS1 for Capital Loan & Subsidy Scheme Funding
  - (Where an application involves funding under both schemes a CAS1 and a LSS1 should be completed)
  - CF1 Lottery Funds Grant Scheme for Communal Facilities
  
- Charitable Status Certificate or Tax Clearance Certificate for Housing Association
  
- Tax Clearance Certificate for Principal Contractor
  
- Confirmation that all sub-contractors have current Tax Clearance Certificates
  
- Detailed project plan for proposed project detailing funding required, size of units, long-term management plan consultation process etc.
  
- Site location map and photographs
  
- Design Plans in duplicate
  - (a) drawings to scale not less than scale 1:100
  - (b) plans and elevations with sizes
  - (c) plans to include room floor areas
  - (d) in the case of refurbishment projects – drawings before and after proposed alterations are required
  
- Cost Plans in duplicate. 

Detailed costings apportioned according to the various elements of the scheme i.e. Capital Assistance/Loan and Subsidy Scheme/ Affordable/Communal/Retail etc.

Costings should include fees, bridging finance, incidentals
  
- Dublin City Council's Quantity Surveyor's HCA2 Form completed by the Voluntary Housing Associations Quantity Surveyor

- Copy of Planning Permission

- Proof of 3 Tenders for the project

- Fire Safety Certificate

- Details of Solicitor dealing with the project for the Voluntary Housing Association