Built Heritage Jobs Leverage Scheme

2014

GUIDANCE CIRCULAR

2 January, 2014
# Built Heritage Jobs Leverage Scheme 2014

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## Abbreviations

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<th>Abbreviation</th>
<th>Description</th>
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<tr>
<td>ACA</td>
<td>Architectural Conservation Area</td>
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<tr>
<td>BHJLS</td>
<td>Built Heritage Jobs Leverage Scheme</td>
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<tr>
<td>DAHG</td>
<td>Department of Arts, Heritage and the Gaeltacht</td>
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<td>DCCCS</td>
<td>Dublin City Council Conservation Section</td>
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<td>DECLG</td>
<td>Department of the Environment, Community and Local Government</td>
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<td>LA</td>
<td>Local Authority</td>
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<td>MAHG</td>
<td>Minister for Arts, Heritage and the Gaeltacht</td>
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<td>NIAH</td>
<td>National Inventory of Architectural Heritage</td>
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<td>RPS</td>
<td>Record of Protected Structures</td>
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<td>SEAI</td>
<td>Sustainable Energy Authority of Ireland</td>
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</table>
1. **Background and Purpose of Scheme**

This guide provides applicants with information in relation to the operation and administration of the Built Heritage Jobs Leverage Scheme 2014.

1.1 **Background**

The quality of our historic built environment profoundly affects our everyday lives. It contributes to the vitality of our cities, towns, villages and countryside, instils a sense of pride of place and enhances the quality of our everyday lives.

The historic built environment makes a significant contribution to economic prosperity by attracting investment, providing direct and indirect employment, as well as sustaining a traditional skills base for wider application. Our built heritage is one of the main attractions for visitors to Ireland and its conservation reinforces and promotes our tourism industry. It makes a beneficial contribution to the regeneration of both urban and rural areas through adaptation, sustainable re-use and by providing a unique setting for appropriate new development - both private and publicly led.

The Government, local government bodies and other heritage stakeholders, both public and private, have identified that our historic built environment is at risk from a number of factors, particularly in the context of current economic conditions. Important elements of built heritage in both public and private ownership are being lost, allowed to deteriorate or being irretrievably damaged.

It is also acknowledged that the economic downturn has severely impacted upon the construction sector particularly in relation to those working in the conservation of built heritage, and that there is a real need to revitalise this sector to create sustainable jobs and to contribute to economic regeneration. Jobs created in this niche area of the construction sector tend to be in locally based small to medium enterprises. It is also recognised that supporting traditional building and conservation skills are essential to the on-going repair of our built heritage.

Taking such considerations into account, a national fund of €5million, from the proceeds of the sale of the National Lottery under the Government’s Stimulus Capital Programme, is being made available in 2014 to local authorities to fund a new scheme developed by the Department of Arts, Heritage and the Gaeltacht – **the Built Heritage Jobs Leverage Scheme**.

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**The role of the Department of Arts, Heritage and the Gaeltacht**

The key areas of responsibility of Department of Arts, Heritage and the Gaeltacht (DAHG) regarding built heritage are to develop, promote and implement policies and legislation for its protection and to promote best practice in its conservation.

As set out in the *Planning and Development Acts* and Regulations, DAHG acts on behalf of the Minister of Arts, Heritage and the Gaeltacht (MAHG) in his function as a prescribed body for the purposes of architectural heritage protection, and provides a similar role with respect to archaeological and natural heritage protection.

The primary custodians of structures, protected under the Planning and Developments Acts, are their owners and occupiers, and they, along with the planning authorities, are charged with the responsibility for their protection.
1.2 Purpose of Scheme

This scheme is being developed to assist with the repair and conservation of structures that are protected under the Planning and Development Act 2000 (as amended). In certain cases, the scheme is available for the conservation of structures within Architectural Conservation Areas (ACAs) where, in the opinion of the Dublin City Council Conservation Section (DCCCS), a need for works to enhance the character and appearance of an ACA has arisen and has been demonstrated.

The significant difference between this scheme and previous built heritage programmes is that the focus and priority of this scheme will be on job creation. As a result, DCCCS is required to report to DAHG on the number of jobs created under this scheme.

This scheme seeks to leverage private capital for investment in a significant number of labour-intensive, small-scale conservation projects across the country and to support the employment of skilled and experienced conservation professionals, craftspeople and tradespersons in the repair of the historic built environment.

1.3 Operation of the Scheme

This scheme will operate for the duration of 2014, with funding to be claimed within that calendar year. DCCCS will administer a fixed amount from the national fund of €5m for Protected Structures and Architectural Conservation Area located within the Dublin City Council area only.

Projects that incorporate a traditional skills training scheme may also be supported by this fund. Any such projects would be identified in discussion with DCCCS.

1.4 Matching Funds

Under BHJLS, the total value of all public funding provided for individual projects must not exceed 50% including funding received from other public agencies together with, but not limited to, the SEAI, the Heritage Council, LEADER companies, other government departments and local authorities. As this is a leverage scheme the State’s contribution to each project must be matched by a minimum contribution of 50% of the total project cost from the private sector. It should be noted that voluntary work (benefit-in-kind) or local authorities’ own funds/contributions or funding from other exchequer sources cannot be used to satisfy the matching expenditure requirement.

However, if exceptional circumstances are deemed to apply, the DCCCS may allocate funding to a project where the total public funding is 70% of the total project cost. DAHG does not anticipate that such exceptional circumstances would arise for more than 20% of a LA’s total allocation.

The LA’s total allocation must be matched by an equal contribution from private funds. For example, if a LA is allocated €100,000, a minimum of €100,000 of private funds must be spent.
2. Eligibility, Qualifying and Non-Qualifying works

2.1 Types of Eligible Structures

The categories of structures eligible for assistance are as follows:

**Protected structures**\(^1\) i.e. those structures included in the Record of Protected Structures (RPS) of each planning authority (refer to Section 4.4 for further information)

**Proposed Protected Structures** i.e. those structures that are proposed for inclusion in the RPS of each planning authority but have not yet been formally approved for inclusion. All proposed protected structures awarded funding under this scheme must be added to the RPS by 31 December, 2014 (refer to Section 4.4 for further information)

**Structures that contribute to the character of an ACA** where, in the opinion of the DCCCS, a need for works to enhance the general character and appearance of an ACA has arisen and where this is an objective of the planning authority (refer to Section 3.3 for further information)

2.2 Public Authority Ownership/Occupation

Only in the event that the LA does not receive sufficient viable applications for works to privately owned structures and/or the LA’s annual allocation has not been fully utilised for privately leveraged projects, public authorities\(^2\), as owners/occupiers of protected structures, proposed protected structures or structures within an ACA, may apply for funding under this scheme having followed the appropriate application and assessment processes.

A **maximum of 20%** of each LA’s overall funding allocation can only be used for structures in public ownership/occupation with no expectation of leveraging by private funds. The allocation of these apportionments of funds should be referred to DAHG in the first instance for consideration.

**Overall the LA’s total allocation must be equally matched by private funds.**

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1 A protected structure includes the protected structure and its interior, the land lying within the curtilage of the protected structure and any other structures within that curtilage and their interiors and all fixtures and features which form part of the interior or exterior of any of these structures. *(Planning and Development Act 2000)*

2 Examples of public authorities for the purpose of this scheme include, but are not restricted to, government or other public administration, including public advisory bodies, at national, regional or local level, any natural or legal person performing public administrative functions under national law, any natural or legal person having public responsibilities or functions, or providing public services, and includes a Minister of the Government, the Commissioners of Public Works in Ireland, a local authority for the purposes of the Local Government Act 2001, a harbour authority within the meaning of the Harbours Act 1946, the Health Service Executive established under the Health Act 2004, a company under the Companies Acts, in which all the shares are held by or on behalf of a Minister of the Government, by directors appointed by a Minister of the Government by a board or other body, by a company having public administrative functions and responsibilities.
2.3 **Applicants in receipt of related Tax Relief**

Also eligible for consideration under this scheme, if all other conditions are met, are protected structures that have received a determination under Section 482 of the *Taxes Consolidation Act, 1997* (as amended) (formerly Section 19 of the *Finance Act, 1982*) and/or where the owner/occupier has received tax relief under the **Home Improvement Scheme** or the **Living City Initiative**. The onus, however, will be on the owner/occupier in receipt of the aforesaid tax reliefs to inform the Revenue Commissioners of any funding received through this scheme. DAHG will provide the Revenue Commissioners with a list of successful applicants under this scheme.

2.4 **Scope of Projects**

The minimum level of funding awarded will be **€2,500** up to a maximum of **€15,000**. It is a matter for the DCCCS to allocate funding for projects based on a proper assessment process (see Section 3); however, priority should be given to small-scale, labour-intensive projects. It is also recommended that the projects should demonstrate a range of conservation skills and should not be concentrated in a particular geographical area or on a particular type of structure.

2.5 **Statutory Requirements**

Works approved under this scheme must meet all statutory requirements including the need for planning permission, where appropriate. Where works are proposed to sites/monuments protected under the *National Monuments Acts 1930-2004*, proof must be provided by the applicant that the statutory requirements for notification or for ministerial consent under those Acts have been complied with. Confirmation of required notifications, ministerial consents and/or planning permissions must be provided by an applicant when making a claim for a funding awarded under this scheme. Where an applicant seeks a declaration under Section 5 or Section 57 of the *Planning and Development Act 2000* (as amended), to exempt specific works from planning control that are the subject of a funding application, the request will be processed as quickly as possible by DCCCS.

Only works that would not materially affect the character of the structure, or any element of it which contributes to its special interest, may be exempted from a requirement to obtain planning permission in this way. The onus is on the applicant to comply with all other statutory requirements, such as EU Habitats Directives (if applicable), foreshore licenses (if applicable), Safety, Health and Welfare at Work legislation, and environmental and employment legislation. Attention is drawn to: *(DAHG 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 undertaken by or on behalf of a local authority.* Bat mitigation guidelines are available on DAHG’s website at: [www.npws.ie/publications/irishwildlifemanuals](http://www.npws.ie/publications/irishwildlifemanuals)

2.6 **Qualifying Works**

All works carried out under this scheme must be **capital** works. All qualifying works should be in accordance with the standards of best practice as outlined in the *Architectural Heritage Protection Guidelines for Planning Authorities* (2011) and relevant volumes in DAHG’s *Advice Series*. 
### Qualifying works include:

<table>
<thead>
<tr>
<th>Structural stability</th>
<th>Works essential to stabilise a structure or part of a structure</th>
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<tr>
<td></td>
<td>Works should involve minimal removal or dismantling of historic fabric and proposals for the reinstatement of fabric should be included</td>
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<td></td>
<td>The installation of specialist systems to monitor structural movement</td>
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<tr>
<th>Roofs</th>
<th>Repair (or renewal) of roof structures, coverings and features</th>
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<td></td>
<td>Works should use appropriate materials and detailing; the salvage and re-use of existing slate and other materials from the structure should be a priority</td>
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<td></td>
<td>Repairs to thatched roofs must use appropriate traditional materials and detailing</td>
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<td></td>
<td>Works to renew damaged or missing metal sheeting, gutter linings and flashings (of materials such as lead, copper or zinc) should be to appropriate detailing. Where there is a risk of theft of metalwork from a roof, the use of suitable substitute materials as an interim solution may be considered acceptable. In some circumstances, it may be necessary to redesign the substrate to the sheeting to comply with current good practice; however the visual and physical implications need to be carefully considered before changes are made</td>
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<tr>
<td></td>
<td>Roof features such as dormer windows, skylights, chimneystacks and pots, cupolas, balustrades, etc. should be retained and appropriately repaired</td>
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<tr>
<th>Rainwater disposal</th>
<th>Repair or replacement of rainwater goods</th>
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<td></td>
<td>Lead and cast-iron rainwater goods should be repaired or, where this is not feasible, replaced on a like-for-like basis to ensure efficient disposal of rainwater from the building. However, where there is a risk of theft or vandalism, the use of suitable substitute materials as an interim solution may be considered acceptable</td>
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<td></td>
<td>Overflows and weirs to rainwater disposal systems should be provided so that, in the case of a blockage, water is visibly shed clear of the structure</td>
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<tr>
<th>External walls</th>
<th>Works to repair external walls</th>
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<td></td>
<td>Works to repair walls including surfaces and decorative elements, wall coverings or claddings; works to remedy defects or problems that have the potential to create serious future damage if left untreated, such as foundation settlement, chimney collapse, fungal attack on timber, or salt migration within the fabric</td>
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<td></td>
<td>Works to deal with issues of damp such as the provision of ventilation, and the creation of French drains (subject to the requirements of the National Monuments Service in the case of archaeologically sensitive sites)</td>
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<td></td>
<td>Works to repair or replace elements set in walls such as panels, ironwork or fixtures</td>
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<tr>
<th>External joinery</th>
<th>Repairs to external joinery</th>
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<tbody>
<tr>
<td></td>
<td>Works to prevent water ingress</td>
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<tr>
<td></td>
<td>Repairs to significant elements of external joinery such as windows, doors and associated elements</td>
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<tr>
<td></td>
<td>Draught-proofing works to windows and doors in accordance with the Advice Series may qualify (See ‘Energy Efficiency Improvements’ over)</td>
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### Qualifying works (continued):

<table>
<thead>
<tr>
<th>External Fixtures</th>
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<tr>
<td><strong>Repair and conservation of external fixtures</strong></td>
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<tr>
<td>Qualifying fixtures may include for example urns, statues, balconies, canopies, flagpoles, weathervanes and sundials that urgently need conservation</td>
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<tr>
<td>It should be noted that urgent structural repairs should always be given priority over the conservation of fixtures. Fixtures attached to the exterior generally should be prioritised over those protected from the elements</td>
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<tr>
<th>Interiors</th>
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<tr>
<td><strong>Repair and conservation of internal structure and features</strong></td>
</tr>
<tr>
<td>This includes repairs to internal structural elements such as floors, walls, staircases and partitions</td>
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<tr>
<td>Works to conserve significant decorative historic features such as wall and ceiling plasterwork, interior joinery and fittings and decorative elements as appropriate</td>
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<tr>
<th>Machinery</th>
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<tr>
<td><strong>Repair of machinery which is an integral part of a structure</strong></td>
</tr>
<tr>
<td>Machinery which qualifies may include moving parts of buildings of industrial heritage interest or scientific interest, or machinery such as stage machinery for historic theatres or service installations such as early or historic lifts, plumbing mechanisms and heating systems</td>
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<th>Historic ruins</th>
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<tr>
<td><strong>Works to stabilise or protect masonry or other elements at risk</strong></td>
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<tr>
<th>Energy efficiency improvements</th>
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<td><strong>Works to increase the thermal performance and energy efficiency of the building in line with the relevant Advice Series guidance</strong></td>
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<tr>
<td>In order to qualify the works must be appropriately detailed and specified by a qualified conservation professional. The building must be in good repair and well-maintained. Qualifying energy efficiency works may include:</td>
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<tr>
<td>- Draught-proofing of windows, doors and other openings</td>
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<tr>
<td>- Attic/loft insulation to pitched roofs</td>
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<tr>
<td>- Replacement of outdated services with high-efficiency units and updated controls</td>
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<tr>
<td>- Repair and upgrading of historic window shutters</td>
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<tr>
<td>- Installation of appropriately detailed secondary glazing</td>
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<td>- Insulation of suspended timber floors</td>
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<th>ACAs</th>
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<tr>
<td><strong>Works to structures which contribute to the character of an ACA</strong></td>
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<tr>
<td>Repair works to the exterior of a structure which contributes to the character of an ACA or repairs to its main structural elements</td>
</tr>
<tr>
<td>This includes the reinstatement of architectural features where appropriately detailed and specified such as sash windows, shopfronts, railings or similar only where the reinstatement is essential to the design and character of the historic building, townscape or street. It should not include works of conjectural reconstruction and details of features should be based on sound physical or documentary evidence</td>
</tr>
<tr>
<td>Works such as repair and/or redecoration schemes for multiple buildings may be considered where this is an objective of the planning authority</td>
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<th>Services</th>
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<td><strong>Works to functional services for example electricity, gas, heating and drainage only where they are necessarily disturbed in the course of other funded repairs</strong></td>
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**Qualifying works (continued):**

| Temporary works | Works to reduce the risk to a structure from collapse or partial collapse, weather damage, fire, vandalism and unauthorised access. Such works should ensure the maintenance of adequate ventilation of the structure and the protection of significant features of the building from endangerment. In exceptional circumstances, where it is considered necessary to remove fixtures or features of interest for safe-keeping, this shall be conditional on the inclusion of acceptable proposals for their secure storage for later reinstatement within a stated timeframe. |
| Other works | A case may be made by the applicant and/or DCCS for other works not listed above which they deem to be of exceptional importance. |
| Professional fees | Professional fees incurred for the portion of works funded to include surveys and method statements indicating methods and sequence of works, on site supervision and monitoring, reasonable travel and subsistence costs and sign-off on project. The funding of a Conservation Assessment to inform the methodology and specification of the works. |

**2.7 Non-Qualifying Works include:**

| Routine works | **Routine maintenance and minor repairs** Works of this nature are considered to be the duty of the owner/occupier and should be carried out on a regular basis to protect a structure from endangerment. |
| Alternations and improvements | All new works to a structure, for example the installation or renewal of damp-proofing, loft conversion and extensions do not qualify with the exception of energy efficiency improvement works outlined in Section 2.6. |
| Demolition | **Demolition** Works to demolish or remove any part or element of a protected structure do not qualify except where the project involves careful dismantling prior to reinstatement or the removal of later work which alters or obscures the original design of the building. |
| Restoration and Reconstruction | **Restoration and Reconstruction** Works of conjectural reconstruction where there is no sound physical or documentary evidence of the earlier state of the structure of element. |
| Non-essential works | **Non-essential works** Works that are not essential to secure the conservation of the structure. |
Non-Qualifying Works (continued):

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<tr>
<th>Category</th>
<th>Description</th>
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<tr>
<td>Pre-existing works</td>
<td>Pre-existing works: Works that have commenced before notification of funding approved under the scheme has been received or where works have commenced before the LA has undertaken an inspection of the building for which works are proposed.</td>
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<tr>
<td>External walls and damp-proofing</td>
<td>External walls and damp-proofing: The removal of render from a previously rendered exterior and associated repointing are excluded except where these are inappropriate later interventions that are damaging the historic fabric. The application of tanking or waterproof plasters to combat damp problems. Works to install a new damp proof course, whether a physical or a chemical one.</td>
</tr>
<tr>
<td>External joinery</td>
<td>External joinery: The fitting of double-glazed units into the existing or new sashes or casements. The fitting of storm glazing. The replacement of historic glass with energy-efficient glass.</td>
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</tbody>
</table>
| Energy efficiency      | Energy efficiency: The installation of micro-renewables such as photo-voltaic panels or wind turbines. The application of external wall insulation does not qualify except where an insulated render can be applied that would not require the removal of historic render and would be of a thickness appropriate to the architectural detailing of the building.  
  o The application of internal wall insulation will not qualify except in circumstances where no architectural features will be impacted upon and where the ‘breathability’ of the overall structure is not adversely affected.  
  o Insulation of solid floors will not qualify except where the historic floor has previously been lost. |
| Public Realm Works (ACAs) | Public Realm Works (ACAs): In the case of ACAs, public realm works will be excluded. |
The Application and Assessment Process

- **December 2013**
  - BHJLS announced
  - Each LA notified of their annual allocation by DAHG

- **Jan-Feb 2014**
  - Each LA advertises scheme and invites applications using Form A

- **7 February 2014**
  - Applicant completes Form A and submits application along with other relevant information to DCCCS by deadline of 4pm 7 of February, 2014
  - DCCCS assesses all eligible applications using specified criteria (see page 11)

- **28 February 2014**
  - DCCCS submits a schedule of projects to the MAHG for formal approval by the 28 February, 2014

- **14 March 2014**
  - The MAHG will revert to DCCCS with formal approval by 14 March, 2014

- **March-May 2014**
  - DCCCS notifies applicants of provisional approval
  - Final sanction can be given once the applicant satisfies any DCCCS conditions including any site inspections as required
  - Applicant to inform DCCCS of commencement date so that interim inspections can be scheduled

- **30 June 2014**
  - DCCCS submits first progress report to DAHG by 30 June 2014
  - DAHG may reallocate funding to another LA depending on progress

- **29 August 2014**
  - DCCCS submits second progress report to DAHG by 29 August 2014
  - DAHG may reallocate funding to another LA where works have not commenced by this date

- **30 Sept. 2014**
  - DCCCS submits third progress report to DAHG using Form B by 30 September 2014
  - DCCCS must notify DAHG of any funding not drawn down by this date

- **April-Oct 2014**
  - DCCCS carries out continuing inspections to ensure works are as per agreed method statement
  - Final site inspection to occur in advance of 4pm 7 October 2014 deadline

- **7 Oct 2014**
  - Each successful applicant to submits proof of final payment to DCCCS by 4pm 7 Oct 2014 to secure funding. Any funding unclaimed by the due date will be forfeit.
3.1 Overview

It is matter for DCCCS to advertise, assess and approve applications for consideration under the scheme and to inspect works to ensure they have been completed in accordance with best conservation practice.

DCCCS has posted an electronic copy of this circular, the public information leaflet and the relevant application form on our website.

The focus of the funding is to provide employment benefit and make a significant contribution to eliminating risk and preventing the further deterioration of a protected structure or building contained in an Architectural Conservation Area.

Conservation works proposed by the applicants must be overseen by appropriately qualified conservation professionals. DAHG recognises that there may be exceptions to this where the specific expertise lies with the practitioner, e.g. a thatcher.

DCCCS will assess each application using the criteria set out in Section 3.5. Where applications meet the terms and conditions of the fund, an inspection of the eligible structure shall be carried out by the DCCCS team.

3.2 The Application Process for Owners/Occupiers

Applications for funding under BHJLS must be made by the applicant for eligible structures directly to DCCCS (using Form A) by a deadline of 4pm 7 February, 2014.

Where an applicant is not the owner of an eligible structure, the applicant will need to accompany Form A with a letter from the owner declaring that the applicant has the owner’s permission to carry out the work. DCCCS must be satisfied regarding the status of the property owner and if required, will seek appropriate evidence of ownership of a property prior to processing the applications.

As this is a leverage scheme targeted at job creation it is essential that applicants supply details to the DCCCS regarding the employment benefit of the scheme including the estimated total number of days (a day is defined as 8 hours for the purposes of this scheme) of employment required for the duration of the project (to include construction, professional staff and others) and also the estimated amount of privately leveraged funding.

Applicants should be aware that proposed works must be fully in accordance with best practice standards as outlined in DAHG’s Architectural Heritage Protection Guidelines for Planning Authorities (2011) and in the DAHG’s conservation Advice Series publications. Consideration must also be given to the Archaeological and the Planning Process guidelines issued by the National Monuments Service, and guidance leaflets issued by National Parks and Wildlife in relation to habitats and species where appropriate.

3.3 Applications in respect of an ACA

No more than 20% of a LA’s allocation may be directed towards ACAs.

3.4 Photographs
Applicants/owners’ should be aware that DAHG has requested that external images may be required by DAHG to advertise or publicise this scheme.

3.5 The Assessment Process

The applicant must ensure that the application form is completed fully. Incomplete applications will significantly undermine their eligibility. All eligible applications should be assessed under the following equally weighted criteria:

1. **Significance of the Structure**
   
   The Planning and Development Acts 2000 (as amended) require that a protected structure be of special interest under one or more of the following categories: architectural, historical, archaeological, artistic, cultural, scientific, social and technical and it is a matter for the DCCCS to determine the appropriate level of significance. DAHG’s National Inventory of Architectural Heritage (NIAH) may assist in determining the significance of a structure if it has been included in a NIAH survey (www.buildingsofireland.ie).

2. **Effectiveness of the Works**
   
   This relates to the value of works being undertaken in securing the survival of the structure in the medium to long term particularly where there are safety, fire or security risks, where there is a risk of water ingress and/or dry rot, where there is evidence of critical damage or loss to the historic fabric (including any significant features, decoration, or artefacts, etc), where there is active structural movement, where the rate of decay has accelerated or where other extenuating circumstances apply. Applicants should explain how the amount of funding sought demonstrates value for money and makes a significant contribution to eliminating such risks and prevent further deterioration of the structure, thus ensuring its survival into the future.

3. **Employment Benefits**
   
   The value of job creation for the particular project should also be taken into consideration including the estimated total number of days (a day is defined as 8 hours for the purposes of this scheme) of employment required for the duration of the project (to include construction, professional staff and others) and types of jobs created. The applicant must provide at application stage (and again at recoupment stage) details regarding the employment benefit of the scheme.

3.6 Schedule of Projects

DCCCS will be required to submit a provisional schedule of projects to DAHG by 28 February, 2014. The MAHG will formally approve projects for funding.

3.7 Notification of Funding Awarded

Following formal approval of projects by the MAHG, DCCCS will notify successful applicants of provisional offers of funding. This notification will detail the level of funding approved, the timeline for the completion of works and the terms and conditions of the award in sufficient time to enable the applicant to complete the works and recoup funding by the required deadlines. Final sanction can be given once the applicant satisfies any outstanding conditions including provision of an updated method statement if requested.
Projects awarded funding under this scheme will be published on the DAHG website www.ahg.gov.ie and will also be published on DCCCS website.

3.8 Regular Progress Reports

DCCCS is required to update and submit progress reports at regular intervals to include:

- the progress of works
- the amount of funding claimed (if any)
- the amount of private funding leveraged (if any), and,
- the amount of days of employment generated (if any)

These progress reports must be submitted to DAHG on 30 June 2014, 29 August 2014, 30 September 2014 and 7 November 2014. Successful applicants will be required to furnish DCCCS with the above required information on an ongoing basis prior to these deadlines. In all cases, these progress reports must be signed (on cover note) by the relevant Director of Services.

3.9 Monitoring of Project Progress

It is a matter for the DCCCS to monitor progress of projects to ensure that works will be completed and the claim for funding is submitted by the applicant to the LA by the required deadlines. Each successful applicant must ensure they make themselves familiar with all required deadlines and furnish all required information to DCCCS at least one week prior to these deadlines. Where works are not proceeding in accordance with the deadlines as set out in this circular, DCCCS may, at its own discretion, withdraw the award of funding for the project and reallocate to another project. DAHG will be informed of all reallocations of funding.

Please note that DAHG may carry out inspections of structures being considered for funding or inspections of structures approved for funding if deemed necessary.

3.10 Reallocation of Funding

For a project which was awarded funding and that has not commenced works by 29 August 2014, this should be indicated in the progress report to DAHG by 29 August 2014. Following consultation with the DCCCS, DAHG reserves the right to reallocate funding to another LA.

For any funding that is not yet drawn down by successful applicants by 30 September 2014, this should be indicated in the progress report when submitted to DAHG.

3.11 Method Statement

It is recommended that a Method Statement, drawn up by appropriately qualified conservation professionals, must be submitted by all applicants at application stage. If a Conservation Plan or Method Statement has already been commissioned for a project, DCCCS may at its discretion accept this documentation as part of an application if it fulfils the criteria contained within this guidance circular. It will be up to DCCCS to determine whether supplementary material is required (e.g. dendrochronology reports, archaeological reports, technical research, joinery and material analysis, analytical and three-dimensional drawings, detailed historical research, bat-surveys, etc.)

Brief Guidance Note on Method Statements
The Method Statement should describe the condition of the structure and detail the conservation methodology that will be used. The Method Statement should be appropriate to the nature and scale of the proposed works e.g. a method statement in relation to re-thatching will not require as much detail as one for structural or masonry repairs. This document does not need to be unduly long but it must be appropriate to the nature and scale of the proposed works. It should not exceed TEN A4 pages.

Proposed works must adhere to 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. Their overall aim should be to arrest further deterioration by addressing what is causing risk to the structure. Replacement of original material should be kept to a minimum and should only be carried out when absolutely necessary. Proposed works should only be undertaken by appropriately qualified conservation practitioners who have experience of historic materials and techniques. In summation, a Method Statement should include:

1. **A concise description of the existing structure**
   This should be a concise description of the structure as it currently exists, noting all its salient features, its appearance, setting, form, condition, present function, significance, brief architectural history (if available) and the materials it is composed of. A site location map of suitable scale and quality clearly marked must also be provided.

2. **A concise 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 such as photographs or other illustrations and should typically address the following (but by no means exclusive) 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
   g) An estimated project cost

3. **An impact statement and proposed mitigation measures (if applicable)**
   This should address any likely impact of works on a structure and outline ways of mitigating adverse impacts. Mitigation may for example include design, timing and methodology (i.e. roof repairs timed to avoid interfering with bat colonies or rendering works timed to allow lime mortar to set), reversibility, careful choice of materials, etc.
4. The Recoupment of Funding

4.1 Overview of Recoupment process

DCCCS is responsible for payment of funds approved under the scheme; within the terms of the local authorities own financial management procedures, to successful applicants in advance of seeking recoupment from DAHG. All works must be completed, certified by the successful applicants qualified conservation professionals, where appropriate, and proof of payment furnished to DCCCS before the applicant can seek the payment of funding at any time before 4pm, Tuesday, 7 October 2014. In addition to this, the successful applicants must supply to DCCCS with details regarding the final employment benefit of the scheme including the total number of days of employment for the duration of the project (a day is defined as 8 hours for the purposes of this scheme) and also the final amount of funding privately leveraged. Any funding unclaimed by the due date will be forfeit.

Recoupment Process

Works completed by applicant
4pm 7 October 2014

Applicant paid by DCCCS

DCCCS seeks recoupment from DAHG

DAHG reimburses DCCCS

4.2 Cross-check Procedures

In some cases projects may be eligible to receive funding from more than one publicly funded scheme/programme. To ensure that the 50% limit of the total project cost from public funding - inclusive of VAT - is not exceeded, save in exceptional circumstances, information provided by the applicant will be cross-checked by DCCCS in respect of funding from other schemes which may be available for a particular project in 2014. In particular this information should be cross checked with:

(a) The Thatching Grant Scheme administered by the DECLG (if relevant)

(b) Conservation grants administered by the Heritage Council

(c) Built Heritage Programmes administered by the DAHG
(d) Energy Improvement schemes operated by SEAI (if relevant)

Where an applicant has applied for or has received funding from other schemes co-financed by the EU (e.g. LEADER Programme) for works approved under this scheme, the cumulative total of such funding and the funding under this scheme must not exceed the limits as set by such European Funding schemes.

4.3 Eligible Expenditure

**Value Added Tax (VAT)** is allowable as eligible expenditure under this scheme. However, it is only allowable for that portion of works which is being funded and only in circumstances where such VAT is not recoverable by the beneficiary by any other means.

**Professional Fees** are allowable as eligible expenditure under this scheme. However, they are only allowable for that portion of works which is being funded. These may include fees for surveys and method statements, on-site supervision and monitoring, reasonable travel and subsistence costs and sign-off on project.

4.4 Refunds

If a protected structure being awarded funding is deleted from the RPS, is sold, or the ownership transferred within a period of 5 years from date of payment of funding under the scheme, the DCCS reserves the right to ‘claw-back’ some or all of the funds awarded to that project. In the event of transfer of ownership prior to the payment of funds under this scheme, the DCCCS may make arrangements to transfer the funding to the new owner of the property.

For **proposed protected structures** awarded funding and which are **not added to the RPS** by 31 December, 2014, DAHG reserves the right to seek a refund of funding from DCC.

Any funding provided to DCC which is subsequently recovered under Section 70 of the Planning and Development Act 2000, from the owner/occupier of the funded structure, must be **refunded** to DAHG.
General information

Procurement
It will be a matter for DCC to ensure that the Department of Finance’s National and EU Public Procurement Guidelines are followed, where relevant. For public sector construction projects it is the responsibility of DCC to ascertain whether works are public sector construction projects and are bound under the principles of Department of Finance Circular 6/10 Capital Works Management Framework 2010.

Financial Management Requirements
BHJLS operates under the principles of the public spending code whereby all Irish public bodies are obliged to treat public funds with care and ensure that the best possible value-for-money is obtained whenever public money is being spent or invested.

Local authorities must ensure that an adequate audit trail exists and is maintained for expenditure under this scheme. Proper procedures should be put in place by local authorities for the administration of this scheme for each level of the financial management and control cascade and for monitoring progress on the overall performance of projects. Local authorities are reminded of the requirements of Department of Finance Circular 17/2010 Requirements for Grants and Grant-in-Aid and in particular the conditions regarding the reporting of funding by grantees in their financial statements.

Tax Clearance Procedures*
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 for further details. In line with Section 4(1) of Department of Finance Circular 44/2006: Tax Clearance Procedures: Grants, Subsidies and Similar Payments, it will be a requirement that the proper tax clearance procedures are being adhered to by applicants, contractors and subcontractors, and in line with local authorities own financial control procedures.

Annual Report and Publicity
DCCCS will include information on its operation of the fund in its Annual Report as provided for under Section 221 of the Local Government Act 2001. The contribution of DAHG to be publicly acknowledged in all advertisements and publicity in relation to this scheme.

Freedom of Information Act
Applications for funding under this scheme may be subject to the Freedom of Information Acts.

Appeals Procedure
The decision of the MAHG and DCCCS regarding funding awarded under this scheme is deemed to be final. However, DAHG reserves the right to reallocate funding if projects have not commenced by the specified dates. Any issues regarding the administration of this scheme should be addressed in the first instance to DCCCS. In the event of a complaint, applicants will be made aware of their rights to refer to the Office of the Ombudsman.

Contact
For further information regarding the operation of this scheme in relation to the application and assessment process, applicants should contact:

Conservation Section, Development Department, Dublin City Council, Block 3, Floor 3, Civic Offices, Dublin 8,
email conservation@dublincity.ie,
phone at 01 - 2223926; 2223927 or 2225093, Applications, circular and public information leaflet can be downloaded at:
in the.

*Tax requirements may be subject to change by the Revenue Commissione

3 http://publicspendingcode.per.gov.ie