

## HSF Appendix II – Checklist, Summary and Appraisal

### PLEASE NOTE THE FOLLOWING BEFORE COMPLETING THIS FORM

- The **Local Authority Appraisal**, must be completed fully by the local authority- incomplete applications will not be considered
- **Form A, Application, must be verified as correct by the local authority**
- 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**

The works should follow the conservation principles set out in the Department's *Architectural Heritage Protection Guidelines for Planning Authorities (2011)* and Advice Series publications:

<https://www.buildingsofireland.ie/resources/>

<https://www.buildingsofireland.ie/app/uploads/2019/10/Architectural-Heritage-Protection-Guidelines-for-Planning-Authorities-2011.pdf>

- Applications will be accepted by emails only. Hard-copy format OR ANY OTHER FORMAT will not be accepted by the Department except by prior agreement.
- A separate email in respect of each project, together with fully completed Forms A and B and any relevant supplementary material, must be submitted in a single email to [HSF@housing.gov.ie](mailto:HSF@housing.gov.ie) in either Word or pdf format. The size of the email should not exceed 15MB.
- The email subject description should be entitled 'HSF 2024' and include the project name and the name of the local authority

For further information, please contact **Built Heritage Policy** by emailing [HSF@housing.gov.ie](mailto:HSF@housing.gov.ie)

## Historic Structures Fund 2024

### For Department Use Only:

Local Authority/State Organisation:

Date Received:

Project:

Stream:

Dept. Ref No.

### (TO BE COMPLETED BY LOCAL AUTHORITY/STATE ORGANISATION)

Checklist: Have you included the following?	Yes/No
Form A - completed and signed by applicant	
Site location map with location of works clearly marked in red	
Written consent of property owner for proposed works (if applicant is not the owner)	
Method statement (not more than 10 A4 pages)	

### Summary: (please fully complete all sections)

Name of Applicant	
Owner (if different from applicant)	
What is the building used for now?	
Is the building on the RPS or the RMP?	
Summary of the works	
Total Cost of the project (including matching funding)	
Amount of grant sought under HSF	
Amount of private matching funding being provided	
Source of matching funding	
Is planning permission or Ministerial Consent in place (if needed)?	
Conservation Professional employed	
Local Authority/State Organisation contact	

## Historic Structures Fund 2024

### 1. Local Authority Details

Local Authority Name:		
Contact and address:		
Telephone/Mobile Number:		Email:
No. of applications received:		No. of applications forwarded to the Department:

### 2. Appraisal

	Summary
Brief Description of Proposed Works (no more than 25 words), including training element, if proposed	
Briefly summarise why the local authority considers that this project qualifies for this scheme having regard to: <ol style="list-style-type: none"><li>1. The significance of the structure</li><li>2. Efficacy of the grant in achieving the aims of the Historic Structures Fund</li><li>3. Quality of the methodology and technical merit of the works proposed</li><li>4. Contribution of the proposed works to keeping the structure in use, or bringing it back into use</li><li>5. <b>Stream 2 Applications only</b> – Indicate the public or community benefit of the project.</li></ol>	
Has the local authority made any changes or recommendations in relation to the project scope as submitted by the applicant? (for example, recommending the grant be used for one particular part of the project)?	

Signed: \_\_\_\_\_ Position: \_\_\_\_\_

Date: \_\_\_\_\_

\*If submitted by a Local Authority, the Local Authority Architectural Conservation Officer or equivalent