

Historic Environment Fund REGENERATION STREAM

Application forms and guidance: **September 2016**

Historic Environment Division



Department for
Communities
www.communities-ni.gov.uk

HISTORIC ENVIRONMENT DIVISION'S AIM

To support and sustain vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.

HISTORIC ENVIRONMENT FUND

The Historic Environment Fund has been set up by the Department to stimulate action across the historic environment in support of this aim. It is divided into four streams: Heritage Research; Heritage Regeneration; Heritage Repair; and Heritage Revival.

HERITAGE REGENERATION

This document sets out how you can obtain funding for a project from the Heritage Regeneration Stream. This part of the Fund is focused upon strengthening and improving the physical environment and fostering the positive identity of places among local communities. It aims to do this by supporting third sector capacity and regeneration initiatives.

WHAT DO WE FUND?

We have limited funds available this year and, following consideration of the relevant issues and the results of a public consultation, the following routes are open for applications:

HISTORIC MONUMENT REGENERATION PRESERVATION OF HERITAGE AT RISK COMMUNITY ENTERPRISE CATALYST

The following strategic actions will also be funded from this stream:

DISTRICT COUNCIL HERITAGE OFFICER PILOT PROJECT (3 year part funding of DCSDC)
HERITAGE AT RISK RECORDING PROJECT (6 months extension of agreement with UAHS)

Other routes to funding may be available in future years.

WHY DO WE FUND IT?

Heritage can play a key role in regeneration, reinforcing a sense of community, making an important contribution to the local economy and acting as a catalyst for improvements to the wider area. Encouraging participation in and inviting engagement with grassroots [community], local authority and regional levels will help to broaden the awareness of economic, social and environmental impacts of best practice.

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Introduction – The Historic Environment Fund

The Historic Environment Division (HED) within the Department for Communities (DfC) is responsible for the recording, conservation and protection of the built heritage in Northern Ireland. The statutory authority to provide funding for listed buildings and scheduled monuments is detailed in Sections 199 and 225 of the Planning Act (NI) 2011 and Articles 19, 23 and 24 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995.

Taken together this allows a wide range of potential avenues to support the Historic Environment¹. The Historic Environment Fund (HEF) aims to utilise all of these routes to help realise the full potential of our built heritage which has a key contribution to make to society. This can be summarised as follows:

Our historic monuments and buildings, designed landscapes, and archaeological heritage improve our attractiveness as a destination and provide a powerful sense of connection between people and place, which in turn supports our confidence, capability and wellbeing as individuals and as a society. Our historic environment is also a vital and non-renewable component of our economy which has scope to tackle poverty, create jobs, and encourage community enterprise. In 2012 it was shown to generate an estimated £532 million annually, and create and sustain around 10,000 jobs.² Compared to our neighbours, this sector was also shown to have significant capacity for growth.

It clearly, therefore, has the potential to contribute to many of the objectives of the Northern Ireland Executive's draft Programme for Government Framework 2016-2021. To realise this potential, the Fund has been divided into four streams:

Heritage Research: Increasing understanding of our shared resource and facilitating excellence.

Heritage Regeneration: Strengthening and improving the physical environment and fostering the positive identity of places among local communities, supporting third sector capacity and regeneration initiatives.

Heritage Repairs: Encouraging sustainability and the preservation of the historic environment.

Heritage Revival: Promoting the social value of our historic environment and the innate contribution this can make to wellbeing and sustainable employment.

This booklet contains applications forms and guidance relating to Heritage Regeneration projects.

¹ The Historic Environment is that part of our environment which has been affected by the action of man. The term highlights the wider context in which heritage assets are located and which can be relevant to their appropriate management.

² Study of the Economic Value of Northern Ireland's Historic Environment, DOE, June 2012, p40

Conservation Principles and Values

Underpinning the HEF is a framework, in line with UK and international best practice, for the sustainable management of the historic environment. The six identified principles are as follows:

Principle 1:

The historic environment is a shared resource and we have a shared responsibility to pass it on to the next generation in good condition.

Principle 2:

Everyone should be able to participate in sustaining the Historic Environment.

Principle 3:

Understanding the significance of places is vital.

Principle 4:

Significant places should be managed to sustain their values.*

Principle 5:

Decisions about change must be reasonable, transparent and consistent.

Principle 6:

Documenting and learning from decisions is essential.

*Values

A range of *heritage values*, arranged in four groups, have been identified. These are:

- **Evidential value:** the potential of a place to yield evidence about past human activity.
- **Historical value:** the ways in which past people, events and aspects of life can be connected through a place to the present – it tends to be illustrative or associative.
- **Aesthetic value:** the ways in which people draw sensory and intellectual stimulation from a place.
- **Communal value:** the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.

The Historic Environment Fund Regeneration Stream

The Historic Environment Regeneration Stream is focused upon strengthening and improving the physical environment and fostering the positive identity of places among communities. It aims to do this by supporting third sector capacity and regeneration initiatives.

In 2016/17 the Department will seek to encourage this through three principal routes of funding:

HISTORIC MONUMENT REGENERATION

PRESERVATION OF HERITAGE AT RISK

COMMUNITY ENTERPRISE CATALYST

Information on each of these routes is set out in the following pages

The following strategic actions will also be funded from this stream during the period:

DISTRICT COUNCIL HERITAGE OFFICER PILOT PROJECT.

This is a 3 year joint project with Derry City and Strabane District Council which aims to help unlock strategic heritage initiatives, improve the physical environment, and improve awareness of the potential of the historic environment in one council area. Evaluation of the project will be shared across all of Northern Ireland's district councils.

HERITAGE AT RISK RECORDING PROJECT

This is a six month extension of an existing agreement with Ulster Architectural Heritage Society to record and maintain a database of Built Heritage At Risk in Northern Ireland (BHARNI). The Society is completing a 10 year review of efforts to tackle this issue and the Department's strategic approach in the longer term will be based upon a consideration of this review.

Other routes to funding may be available in future years.

Historic Environment Fund Evaluation Criteria

Proposals across all streams of the HEF will be scored against standard criteria. The weighting given to each varies between funding routes. Applicants should seek to address their scheme's contribution to:

- **Conservation and enhancement of the historic environment**
- **Economic impact - contribution to tourism and to supporting communities**
- **Economic impact - supporting the construction and associated industries**
- **Social benefits – creating broader and deeper understanding of our heritage**
- **Social benefits – enhancing public engagement with the historic environment**

These are the key measures against which we the priorities and outcomes of funding will be assessed.

Historic Monument Regeneration

The term “historic monument” is defined under Article 2 of the Historic Monuments and Archaeological Objects (Northern Ireland) Order 1995, as being “any scheduled monument and any other monument the protection of which is in the opinion of the Department of public interest by reason of the archaeological, historical, architectural, traditional or artistic interest attaching to it”. The statutory authority to provide funding for historic monument regeneration projects is detailed in Articles 19, 23 and 26 of the Order.

Under this stream our support will be aimed at regenerating public access and engagement at historic monuments in Northern Ireland. Applications for works with demonstrable community and tourism benefits, such as improved access, signage and presentation schemes, are encouraged. 80% of eligible costs up to a cap of £50k is available. 75% of reasonably incurred related professional fees can also be included within this cap.

This year such work must be complete by 17 March 2017 to receive support and applicants must make a commitment in regard to this regard on their application form.

Limited funds have been allocated to this stream and in the event of oversubscription applications from the following categories will be considered first.

- Every scheduled monument in Northern Ireland is monitored on a cyclical basis by the Department and their degree of risk assessed. Those schemes at historic monuments which score positively for public access will receive priority, alongside proposals which seek to address poor, or non-existent, public access / presentation.

For 2016/17 the fund will be targeted on regenerating access and presentation works at scheduled churches and churchyards.

Proposals will then be considered relative to their ability to deliver against the main HEF criteria:

- 1. Conservation and enhancement of the historic environment (30%)**
- 2. Economic impact - contribution to tourism and to supporting communities (30%)**
- 3. Economic impact - supporting the construction and associated industries (10%)**
- 4. Social benefits – creating broader and deeper understanding of our heritage (10%)**
- 5. Social benefits – enhancing public engagement with the historic environment (20%)**

For Historic Monument Regeneration Stream funding the assessment of applications will be more heavily weighted towards any potential contribution to aims 1 and 2 particularly and also 5. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED well ahead of any application in order to avail of informal discussion and advice on any proposal. Our general email address is Historicenvironmentenquiries@communities-ni.gov.uk.

Necessity for the works

Ongoing maintenance is probably the most important feature in the long term survival of our built heritage. Without regular maintenance, monuments quickly fall into disrepair. Where it is clear that efforts have been taken to address water ingress/ remove vegetation and provide basic maintenance, these applications will be given higher priority than those where this has not occurred unless there is a clear justification as to why this was not possible.

You should note that Scheduled Monument Consent is likely to be required for any works to a scheduled historic monument. This must normally be obtained in advance of any funding being awarded.

Approach to Work

In general, it is recognised internationally that historic monuments should be conserved. With reference to the Conservation Principles and Values described above, changes to an historic monument should not distort the physical or other evidence it provides, nor be based on conjecture. Traditional techniques and materials are preferred for the conservation of significant fabric. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate.

Conservation also requires the retention of an appropriate visual, sensory and spiritual setting for the historic monument. New construction, demolition, intrusions or other changes which would adversely affect the setting are not appropriate. In addition, the Department advises that, where possible, conservation and repair schemes at historic monuments should provide for the participation of people for whom the place has significant associations and meanings, or who have social, spiritual or other cultural responsibilities involved with the historic monument.

When applying to the HEF for funding to carry out works at an historic monument you should tell us which of the following types of works you wish to undertake:

Preservation - Maintaining an historic monument in its existing state and preventing further deterioration. Maintenance is fundamental to conservation.

Restoration - Returning an historic monument to a known earlier state by removing accretions or by reassembling existing elements without the introduction of new material. Restoration is only appropriate if there is sufficient evidence of an earlier state of the fabric.

Reconstruction - Returning an historic monument to a known earlier state with the introduction of new material. Reconstruction is only appropriate where an historic monument is incomplete through damage or alteration, and only where there is sufficient evidence to reproduce an earlier state of the fabric. In some cases, reconstruction may also be appropriate as part of a use or practice that retains the cultural significance of the historic monument.

Adaptation - Changing an historic monument in a positive manner to better suit the existing use, or a proposed use. Adaptation is acceptable only where the adaptation has minimal impact on the historic monument and its cultural significance.

Work we can fund

We can offer assistance for schemes which seek to regenerate an historic monument fabric or use for the betterment of the local heritage offering. This regeneration should be aimed at providing new or enhanced use of the monument for tourism, community and the local economy.

Work we do not fund

As our funding scheme is targeted at the regeneration of the original fabric of historic monuments, other works will not qualify for support under this route. The types of work we will not support include, but are not limited to the following:

- works to monuments which are not scheduled monuments;
- works at sites where general or sustainable public access is not feasible;
- works which are normally contrary to legislation and policy, e.g. demolition; and
- works which are not adequately supported by historical evidence or other detail.

Applicants which are not eligible for funding

- Government/Public Bodies;
- Housing Associations funded by public monies;
- Large Commercial Organisations. For grant purposes this will apply to listed buildings and historic monuments owned by financial Institutions, for example, banks, building societies, insurance companies; and
- Multinational companies - large companies which own or control production, or sells goods or services in one or more countries other than their home country. They can also be referred to as 'transnational companies'.

Application Form and Process

Please use Form 1, provided later in this document, for applications under this funding route.

To apply for support, please fill out the relevant sections and refer to the guidance notes.

Please note that there is a short time period available to fund projects this year (all work must be complete by 17 March 2017) and therefore projects must be designed and procured with this in mind.

In advance of the issue of any letter of offer you should note that the following process is envisaged (further advice on these phases is provided in the guidance notes at the end of this document):

Stage 1. Applications must be received by the closing date of 5.00pm on 10th October 2016.

Stage 2. We will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid October 2016.

Stage 3. Successful applicants will be notified and will subsequently agree the extent of suitable works with the Department's archaeologists. We aim to advise you of the outcome of our initial assessment within 30 days. Some projects may require more detailed engagement which will add to the length of this stage. To minimise this we advise that you work with a competent professional to ensure that your proposals are sufficiently developed to allow detailed consideration by us.

Stage 4. Applicants will then procure³ the agreed works and submit documentation to the Department. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

Subject to compliance with the terms of the fund, and available budget, the Department will then issue a letter of offer based upon its consideration of eligible works. **This offer will be time limited to 17 March 2017.**

The above process will, clearly, impact upon the time available to carry out work on site during this financial year. It is likely that most projects will have less than two months, during a winter period, to carry out work on site. For this reason, the Department suggests that applicants be realistic about the scope of works proposed.

Please note that funding in one financial year **does not mean** that a further phase of a project is more likely to receive support than other applications in subsequent financial years. Any applications for funding for phases of larger projects should therefore ensure that each phase is a standalone proposal which is not contingent on the future funding of further phases.

Notes on the management of schemes and submitting financial claims are included in the Guidance Notes later in this document. Successful applicants will be expected to agree appropriate access to the scheme for five years following its completion, for instance through European Heritage Open Days; and to the use of the scheme in publicity about the HEF.

³ dependent on size and expected cost it is likely that such work will have to be tendered – see procurement requirements on pages 48-49

Preservation of Heritage at Risk

Under Section 225 (2) of the Planning Act (NI) 2011, the DfC can ‘make grants to any body of persons (not being a body carried on for profit) which appears to the Department to have among its principal objectives furthering the preservation, conservation and regeneration of historic buildings’.

This support is aimed at providing assistance to Building Preservation Trusts (BPT) and similar charitable bodies which can demonstrate that they meet this legislative test. Support will be provided to make structures ‘weather tight’. BPT’s will be able to apply for a maximum 50% of eligible costs up to a cap of £50k to make the structure weather tight. 75% of reasonably incurred related professional fees can also be included within this assistance.

This year such work must be complete by 17 March 2017 to receive support and applicants must make a commitment in regard to this regard on their application form.

Limited funds have been allocated to this stream and in the event of oversubscription applications will be considered relative to their impact upon the main HEF criteria:

- **Conservation and enhancement of the historic environment (40%)**
- **Economic impact - contribution to tourism and to supporting communities (15%)**
- **Economic impact - supporting the construction and associated industries (15%)**
- **Social benefits – creating broader and deeper understanding of our heritage (15%)**
- **Social benefits – enhancing public engagement with the historic environment (15%)**

Priority will also be given to those listed buildings at greatest risk and therefore in most need of such intervention, using the Heritage At Risk database at 31 August 2016 as the key basis for determining this.

For Listed Building Repair Stream funding the assessment of applications will be more heavily weighted towards aim 1, but delivery against the other aims will remain important. Applicants are advised to bear this in mind. Though we acknowledge that timescales will limit the opportunity for significant advance discussion in 2016/17, it is good practice to contact HED well ahead of any application in order to avail of informal discussion and advice on any proposal. Our general email address is Historicenvironmentenquiries@communities-ni.gov.uk.

Buildings where it is clear that efforts have been taken to address water ingress/ remove vegetation and provide basic maintenance will be given higher priority than those where this has not occurred.

You should note that Listed Building Consent (LBC) is required for any works that alter the special architectural and historic interest of a listed building. Temporary works may still involve changes that require LBC; you should clarify this with your local planning authority. This must normally be obtained in advance of any funding being awarded.

Approach to work

In general, it is recognised internationally that statutorily protected historic buildings should be conserved. With reference to the Conservation Principles and Values described above, changes to a listed building should not seek to distort the physical or other evidence it provides, nor be based on conjecture. Traditional techniques and materials are preferred for the conservation of significant fabric. In some circumstances modern techniques and materials which offer substantial conservation benefits may be appropriate (see discussion of BS7913:2013 later in this section).

Conservation also requires the retention of an appropriate visual, sensory and spiritual setting for the listed building. New construction, demolition, intrusions or other changes which would adversely affect the setting are not appropriate. In addition, the Department advises that, where possible, conservation and repair schemes at listed buildings should provide for the participation of people for whom the place has significant associations and meanings, or who have social, spiritual or other cultural responsibilities involved with the listed building.

When applying to the HEF for funding to carry out works to preserve a listed building this should be the **minimum** necessary to comply with the following definition:

‘Preservation - Maintaining a listed building in its existing state and preventing further deterioration. Maintenance is fundamental to conservation.’

You should also confirm that your approach will be in accordance with BS 7913:2013 ‘Guide to the Conservation of Historic Buildings’. Among other things, this advises that:

- proposals for repair or change should be based upon a **clear understanding of the significance** of a historic building (paragraph 4.1);
- when considering problems or defects proposals should be based upon ‘**a full understanding of the constituent components/ materials and the origin of the problem**’ (paragraph 6.3.1); and

- Such work should be ‘the **minimum necessary** to stabilise and conserve the historic building, ensure its long-term survival and meet the requirements of any foreseeable new use’ (paragraph 6.4).

Work we can fund

We can offer assistance towards interventions to make a listed building at risk watertight in the short term. It must be demonstrated that the works are necessary in advance of a sustainable long term repair. This may include temporary works to prevent water ingress through windows while maintaining ventilation, tarpaulins to prevent immediate water ingress to damaged roofs, and temporary work to prevent further damage from leaking gutters and downpipes. The work should be limited to the minimum necessary to make the structure watertight and should not be regarded as a substitute for repair work. Your application should explain why you are not able to carry out repair work at present.

For repair projects please apply through the Heritage Repair Stream of the HEF.

We may also offer assistance with related professional fees.

Work we do not fund

As this funding route is targeted on temporary works to preserve historic listed buildings, other works to listed buildings will not qualify for funding. The types of work we will not fund includes, but is not limited to, the following:

- general repairs;
- alterations and improvements;
- demolitions;
- reinstatement and reconstruction where there is a lack of historical evidence of design and detail; and
- works to historic buildings which are not listed.

Applicants which are not eligible for funding

- Private owners;
- Housing Associations funded by public monies;
- Large Commercial Organisations. For support purposes this will apply to listed buildings and historic monuments owned by financial Institutions, for example, banks, building societies, insurance companies; and
- Multinational companies - large companies which own or control production, or sells goods or services in one or more countries other than their home country. They can also be referred to as 'transnational companies'.

Application Form and Process

Please use Form 1, provided later in this document, for applications under this funding route.

For support with temporary works please fill out the relevant sections and refer to the guidance notes.

Please note that there is a short time period available to fund projects this year (all work must be complete by 17 March 2017) and therefore projects must be designed and procured with this in mind.

In advance of the issue of any letter of offer you should note that the following process is envisaged:

Stage 1. Applications must be received by the closing date of 5.00pm on 10th October 2016.

Stage 2. We will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid October 2016.

Stage 3. Successful applicants will be notified and will subsequently agree the extent of suitable works with the Department's architects. We envisage that this work could be completed by early November 2016; but dependent upon the size and nature of the work proposed and any need to update (or commence) related project information, it may take longer.

Stage 4. Applicants will then procure⁴ the agreed works and submit documentation to the Department. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

Subject to compliance with the terms of the fund, and available budget, the Department will then issue a letter of offer based upon its consideration of eligible works. This offer will be time limited to 17 March 2017.

The above process will, clearly, impact upon the time available to carry out work on site during this financial year. It is likely that most projects will have less than two months, during a winter period, to carry out work on site. For this reason, the Department suggests that applicants be realistic about the scope of works proposed.

Please note that funding in one financial year does not mean that a further phase of a project is more likely to receive support than other applications in subsequent financial years. Any applications for funding for phases of larger projects should therefore ensure that each phase is a standalone proposal which is not contingent on the future funding of further phases.

Notes on the management of schemes and submitting financial claims are included in the Guidance Notes later in this document. Successful applicants will be expected to agree appropriate access to the scheme for five years following its completion, for instance through European Heritage Open Days; and to the use of the scheme in publicity about the HEF.

⁴ dependent on size and expected cost it is likely that such work will have to be tendered – see procurement requirements on page 48-49

Community Enterprise Catalyst

Under Section 225 (2) of the Planning Act (NI) 2011, the DfC can ‘make grants to any body of persons (not being a body carried on for profit) which appears to the Department to have among its principal objectives furthering the preservation, conservation and regeneration of historic buildings.’

This support is aimed at providing assistance to communities to help them realise the full potential of their historic environment through the conservation of historic buildings. Applications will be considered from voluntary and not-for-profit organisations seeking up to 50% match funding for strategic projects aimed at building capacity across Northern Ireland and helping individual communities to realise specific projects. Given lead-in times, this support will cover a two year period.

Limited funds have been allocated to this stream and we envisage that only one award will be made. In the event of oversubscription applications will be considered relative to their impact upon the main HEF criteria:

- **Conservation and enhancement of the historic environment (20%)**
- **Economic impact - contribution to tourism and to supporting communities (20%)**
- **Economic impact - supporting the construction and associated industries (20%)**
- **Social benefits – creating broader and deeper understanding of our heritage (20%)**
- **Social benefits – enhancing public engagement with the historic environment (20%)**

Priority will also be given to those projects which work with communities to target listed buildings considered to be at greatest risk and therefore in most need of such intervention.

Applicants which are not eligible for funding

- Private owners;
- Housing Associations funded by public monies;
- Large Commercial Organisations. For support purposes this will apply to listed buildings and historic monuments owned by financial Institutions, for example, banks, building societies, insurance companies;
- Multinational companies - large companies which own or control production, or sells goods or services in one or more countries other than their home country. They can also be referred to as ‘transnational companies’.

Application Form and Process

Please use Form 2, provided later in this document, for applications under this funding route.

To apply for support, please fill out the relevant sections and refer to the guidance notes.

In advance of the issue of any letter of offer you should note that the following process is envisaged:

Stage 1. Applications must be received by the closing date of 5.00pm on 10th October 2016.

Stage 2. We will consider all applications relative to the HEF criteria and identify which project(s) will be supported this year. We envisage that this work will be complete by mid October 2016.

Stage 3. Successful applicants will be notified and will subsequently agree the proposal with us.

Stage 4. Applicants will then progress the agreed works and submit documentation to the Department. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

Subject to compliance with the terms of the fund, and available budget, the Department will then issue a letter of offer based upon its consideration of eligible works.

Please note that funding does not mean that a further phase of a project is more likely to receive support than other applications in subsequent financial years. Any applications for funding for phases of larger projects should therefore ensure that each phase is a standalone proposal which is not contingent on the future funding of further phases.

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Historic Environment Fund, Regeneration Stream

Application Form

Form 1: Historic Monument Regeneration

and

The Preservation of Heritage at Risk

Applications must be received by 5.00pm on 10 October 2016

For Internal Use

Date Received / /

Batched application YES

Council Area

PLEASE COMPLETE ALL SECTIONS - INCOMPLETE APPLICATIONS WILL NOT BE VALIDATED AND WILL BE RETURNED.

Is your application for Preservation of heritage at risk? **YES / NO**

Is your application for Regeneration of a scheduled monument? **YES / NO**

HB Reference no.:(internal use)

SMR Reference no.:(internal use)

SECTION 1 APPLICANT’S INFORMATION

1. Applicant’s Name

Please refer to guidance notes for details of who is eligible to apply for this funding.

Organisation [if applicable]
 Company Registration no [if applicable]
 Registered Charity no [if applicable]

Applicant’s address:

<p>Post Code: Telephone: Email:</p>	
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2. Name and address of agent
 (To whom all correspondence will be sent)

Post Code:
 Telephone:
 Email:

3. Details of professional advisor.
 (Explain how you have confirmed that they are suitably qualified; or why you have determined that your scheme does not require a professional adviser)

SECTION 2

DETAILS OF THE PROPERTY FOR WHICH YOU ARE APPLYING

4. Address of the building / monument for which funding is sought. A site name and SMR reference should be given for archaeological sites without an address:

Post Code:

Brief description of building/monument:

5. Grade of listing, or SMR number in case of archaeological site.

A B+ B B1 B2 [please circle]
 SMR No:

6. Present and proposed use: buildings. Please note if 'vacant' and length of time unoccupied.

7. Is the applicant the **owner** of the property? If 'Yes', when did you purchase it?

(If 'No' please give full details of the owner with contact details including tel no and email)

YES / NO

8. Does anyone else have a **legal interest** in the property such as a spouse, partner, organisation or company?

(If 'yes' please give full details of that person with contact details including tel no and email)

YES / NO

9. Are there any **legal or financial restrictions** on the property?

(If Yes, give full details)

YES / NO

SECTION 3

DETAILS OF THE WORKS YOU ARE PROPOSING

10. **Brief description of project /works:**

11. **Do the proposed works require Listed Building Consent [LBC], Scheduled Monument Consent [SMC] or Planning Permission?** If LBC or SMC is required, this must normally be obtained before funding can be awarded. Refer to Guidance notes at Pages 47-48

YES/NO

12. Do the proposed works require Building Control Approval? If Building Control approval is required, this must be obtained before funding can be awarded. Refer to Guidance notes at Page 48.

YES/NO

13. Necessity. For Heritage at Risk, please explain the need for the work proposed and why you are not able to carry out repair work at present. If available, please enclose a condition report to explain the order of priority of the works. If the necessity of works is not apparent, your application may be rejected.

14. Conservation Principles. Please explain why the proposed works are necessary, and how they will comply with the Conservation Principles associated with the HEF, the Approach to Work set out for this funding Stream and, where relevant, BS7913:2013.

15. Previous Maintenance
Have you taken action to address water ingress/ remove vegetation and provide basic maintenance at the property?

YES / NO

Please provide evidence to substantiate this - photographic evidence is acceptable as an attachment.

Evidence provided YES/ NO

16. Criteria for assessment of HEF

Please explain how your project meets the criteria of the HEF. The information you provide here will be important in determining which applications are funded.

1. Conservation and enhancement of the historic environment

2. Economic impact - contribution to tourism and to supporting communities

3. Economic impact - supporting the construction and associated industries

4. Social benefits – creating broader and deeper understanding of our heritage

5. Social benefits – enhancing public engagement with the historic environment

SECTION 4

SHORTLISTING CRITERIA AND OTHER MATTERS

17. Was the property on the **Heritage at Risk** Database on 31 August 2016?

INTERNAL USE ONLY
HAR GRADE OF RISK

MONUMENT GRADE OF RISK

<p>18. Access</p> <p>Do you currently provide access to your property or have you opened your property to the public for any heritage events?</p> <p>If Yes Please give details</p> <p>Please explain how you are willing to display the results of the scheme, for instance in events such as European Heritage Open Days, over the next five years</p>	<p>YES/ NO</p>
<p>19. Future Maintenance</p> <p>How will you make sure that the benefits of your project are maintained after the project is completed? If you have a Maintenance Plan for your site/property, please send us a copy. For historic monuments you must indicate that you are willing to enter a management agreement with the Department.</p>	

SECTION 5

COST OF SCHEME

20. Priced schedule of works

Please complete the table on the following page

	Works proposed	COST
ROOF COVERING AND SUPPORTING STRUCTURE		£
ROOF FLASHING AND OTHER LEADWORK		£
CHIMNEYS		£
RAINWATER GOODS		£
EXTERNAL FACADE		£
STRUCTURAL REPAIRS		£
EARTHWORK REPAIRS		£
VEGETATION TREATMENT & MANAGEMENT		£
FENCING, GATES, ACCESS CONTROL		£
WINDOWS AND GLAZING REPAIR		£
WINDOWS AND GLAZING REPLACEMENT		£
EXTERNAL DOORS		£
SHOP FRONT [IF APPROPRIATE]		£
DAMP PROOF COURSES		£
INTERNAL WORKS		£
DEMOLITION/ALTERATION		£
FLOORS		£
PLASTERWORK/ CORNICING		£
DRY LINING		£
DOORS		£
JOINERY		£
PAINTING		£
MECHANICAL AND ELECTRICAL SERVICES		£
SPECIALIST TREATMENTS		£
DRAINAGE		£
EXTERNAL WORKS		£
ALL OTHER WORKS- SPECIFY		£
PROFESSIONAL FEES [ITEMISE]		£
VAT ON WORK AND FEES		£

21. Costs of professional Advisors

Please give details of the estimated costs of any professional advisors that you consider will need to be employed on your project.

Professional Services	Proposed fee rate %	Cost £	VAT£
Architect/ Archaeologist			
Quantity Surveyor			
Engineer (specify)			
CDM			
Other			
TOTAL			

22. Total Project Costs

Please provide an estimated breakdown of costs of the project.

Project Costs	Cost £	VAT£
Project Costs- from Schedule of Works		
Professional Fees		
Total		

23. Are you / is the applicant VAT registered?

(Please give VAT Registration Number)

Can you recover VAT?

Is any part of the works zero-rated for VAT purposes?

24. Is the applicant applying as a private individual?

If not please give your status, details of the organisation and proof that the project is within the remit of the organisation:

YES / NO
VAT Reg No.:
YES / NO
YES / NO
If Yes, please give details
YES / NO

25. If you are not applying on your own behalf, please **confirm that you have authority** to accept the funding offered subject to conditions, and can repay the monies if required, on behalf of the organisation.

26. Please detail **ALL funding that you have applied (or intend to apply)** for in respect **of this project** including time limits for expenditure [if any]:

27. **Has the site/property been the subject of funding from the HED of DfC** [formerly NIEA] or any other funding distributor in the last three years (*including HLF/ NIHE/ Challenge Fund*)?

YES / NO

IF yes please give details including organisation, date of application, amount awarded.

SECTION 6**Department for Communities Privacy Notice and Declaration****Privacy Notice****How we collect and use information about you**

The Department for Communities (DfC) takes care to ensure that any personal information supplied to it complies with the requirements of the Data Protection Act 1998. When we collect information about you we may use it for any of our purposes including:

- Supporting you in your search for future employment;
- Administration of benefits;
- Occupational health and welfare;
- Prevention and detection of fraud or maladministration;
- Compilation of statistics; and
- Disclosure to other organisations when legislatively required to do so.

We may also check information we collect about you with other information we hold as well as information provided by other organisations. We may also get information about you from other organisations for any of our purposes if the law allows us to do so.

We may share your personal information with other organisations to protect public funds; detect and prevent fraud; and to check its accuracy. Data will only be shared where the law allows us to and where data sharing agreements exist. Organisations that we may share your data with include:

- Other NI and UK government departments;
 - Councils and other public sector organisations;
 - Private-sector organisations such as banks and third party private-sector debt collection agencies;
- and
- Employers via Direct Earnings Attachments.

You have a right under the Data Protection Act 1998 to see a copy of the information we hold about you.

To find out more about how we use information, visit our website www.communities-ni.gov.uk/publications/dfc-information-charter or contact any of our offices.

Declaration

Your completed application form must be signed by the applicant named in Q.1 and where applicable all parties with a legal interest in the property [eg co-owners]. If the applicant is an organisation, an authorised member of the organisation must sign and give his/ her job title.

Please note - the Department will take all opportunity to identify and pursue all fraudulent claims and if you make a false statement or knowingly or recklessly make a false claim for grant, you may be liable to prosecution.

I/ we hereby apply for support from the Historic Environment Fund Regeneration Stream. I/ we have read and accepted the guidance notes of the Stream and agree to be bound by them. To the best of my/ our knowledge the information given in this application is truthful and accurate. No information has been knowingly withheld. I/we confirm that the works can be completed by 17 March 2017.

Signature of owner:

Print Name:

Date:

Signature for organisation *:

Print Name:

Job Title [For organisations only]:

Date:

Signature of agent *:

Print Name:

Date:

Signature of co-owner(s) *:

Print Name:

Date:

* - where applicable

CHECKLIST

Please tick box if you have enclosed the following

Enclosures	Yes	NO
Photographs showing proposals from all angles- printing on professional paper is not required		
Sketches or working drawings		
Specification		
Quotation/ Tender documents if available		
Professional Reports if available		
Proof of Ownership [if applicable]		

ASSESSMENT FORM (INTERNAL USE)

	Yes	No
Received by closing date?		
All enclosures received?		
For Preservation proposal, has application provided a convincing argument why repairs cannot be carried out at present? (Question 13)		
Confirmation that work will be appropriately supervised by a suitably qualified conservation professional – or of why this is not required? (Question 3)		
Have Maintenance works been demonstrated in advance of the application? (Question 15)		
If not has an acceptable argument been put forward? (Question 15)		
Agreement to provide access to the public? (Question 18)		
If not has an acceptable argument been put forward? (Question 18)		
For monuments – willing to enter management agreement? (Question 19)		
Confirmation that work will be completed by 17 March 2017? (Declaration)		

DOES APPLICATION FALL INTO A SHORTLISTING CATEGORY?

Included on the Heritage at Risk Register on 31 August 2016?		
If so what is its grade of risk?		
If an historic monument what is its category of risk?		
Does application relate to public access?		
Does the application relate to a scheduled church or graveyard?		

HEF CRITERIA	JUSTIFICATION	SCORE
Conservation and enhancement of the historic environment		
Economic impact - contribution to tourism and to supporting communities		
Economic impact - supporting the construction and associated industries		
Social benefits – creating broader and deeper understanding of our heritage		
Social benefits – enhancing public engagement with the historic environment		
TOTAL		

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Historic Environment Fund, Regeneration Stream

Application Form

Form 2: Community Enterprise Catalyst

Applications must be received by 5.00pm on 10 October 2016

For Internal Use

Date Received / /

Batched application YES

Council Area

PLEASE COMPLETE ALL SECTIONS - INCOMPLETE APPLICATIONS WILL NOT BE VALIDATED AND WILL BE RETURNED.

SECTION ONE APPLICANT'S INFORMATION

1. Applicant's Name

Please refer to guidance notes for details of who is eligible to apply for this funding.

Organisation

Registered Charity no [if applicable]

2. Applicant's address:

Post Code:

Telephone:

Email:

SECTION 2

DETAILS OF YOUR PROJECT

3. Project Title:

4. Project Summary (150 words):

5. **What is the overall goal of your project? How will your project help build capacity across Northern Ireland and help individual communities realise specific projects?**

6. **What evidence have you collected to demonstrate the need for your project?**

7. **Who will benefit from the project and how?**

8. **Conservation Principles. How will your project comply with the Conservation Principles associated with the HEF?**

9. Criteria for assessment of HEF

Please explain how your project meets the criteria of the HEF.

The information you provide here will be important in determining which applications are funded.

1. Conservation and enhancement of the historic environment

2. Economic impact - contribution to tourism and to supporting communities

3. Economic impact - supporting the construction and associated industries

4. Social benefits – creating broader and deeper understanding of our heritage

5. Social benefits – enhancing public engagement with the historic environment

OTHER CONSIDERATIONS

10. Future Development. Do you intend to maintain your project in the longer term and if so how?

11. Have you received funding from the HED of DfC [formerly NIEA] or any other funding distributor in the last three years (including HLF/ NIHE/ Challenge Fund)?

YES / NO
IF yes please give details including organisation, date of application, amount awarded.

12. Media. The Department requires all applicants who avail of our funding to consider ways of providing enhanced public access to, and increasing public awareness of, the historic environment as a result of their project. **Please indicate how your project could contribute to this aim.**

SECTION 3 PROJECT COSTS

13. Cost information

What is your overall project budget? _____

How much are you requesting from the HEF? _____

Item	Total Cost	Amount requested from the HEF

Overall project Cost		
Overall amount requested from the HEF		
Likely profile of spend over the period of the project		

14. Is the applicant applying as a private individual?

If not please give your status, details of the organisation and proof that the project is within the remit of the organisation:

YES / NO

15. If you are not applying on your own behalf, please **confirm that you have authority** to accept the funding offered subject to conditions, and can repay the monies if required, on behalf of the organisation.

16. Please detail **ALL funding that you have applied (or intend to apply)** for in respect of **this project** including time limits for expenditure [if any]:

17. What contribution are you making to your project?	
Funding	
Volunteer Time (Days)	
Other	

SECTION 4 Department for Communities Privacy Notice and Declaration

Privacy Notice

How we collect and use information about you

The Department for Communities (DfC) takes care to ensure that any personal information supplied to it complies with the requirements of the Data Protection Act 1998. When we collect information about you we may use it for any of our purposes including:

- Supporting you in your search for future employment;
- Administration of benefits;
- Occupational health and welfare;
- Prevention and detection of fraud or maladministration;
- Compilation of statistics; and
- Disclosure to other organisations when legislatively required to do so.

We may also check information we collect about you with other information we hold as well as information provided by other organisations. We may also get information about you from other organisations for any of our purposes if the law allows us to do so.

We may share your personal information with other organisations to protect public funds; detect and prevent fraud; and to check its accuracy. Data will only be shared where the law allows us to and where data sharing agreements exist. Organisations that we may share your data with include:

- Other NI and UK government departments;
 - Councils and other public sector organisations;
 - Private-sector organisations such as banks and third party private-sector debt collection agencies;
- and
- Employers via Direct Earnings Attachments.

You have a right under the Data Protection Act 1998 to see a copy of the information we hold about you.

To find out more about how we use information, visit our website www.communities-ni.gov.uk/publications/dfc-information-charter or contact any of our offices.

Declaration

Your completed application form must be signed by the applicant named in Q.1 and where applicable all parties with a legal interest in the property [eg co-owners]. If the applicant is an organisation, an authorised member of the organisation must sign and give his/ her job title.

Please note - the Department will take all opportunity to identify and pursue all fraudulent claims and if you make a false statement or knowingly or recklessly make a false claim for grant, you may be liable to prosecution.

I/ we hereby apply for support from the Historic Environment Fund Regeneration Stream. I/ we have read and accepted the guidance notes of the Stream and agree to be bound by them. To the best of my/ our knowledge the information given in this application is truthful and accurate. No information has been knowingly withheld. I/we confirm that the works proposed are for a two-year period.

Signature:

Print Name:

Job Title:

Date:

ASSESSMENT FORM (INTERNAL USE)

	Yes	No
Received by closing date?		
All sections completed?		
Acceptable media proposal? (Question 12)		
If not has an acceptable argument been put forward? (Question 12)		
Confirmation that work will be for two years? (Declaration)		

HEF CRITERIA	JUSTIFICATION	SCORE
Conservation and enhancement of the historic environment (20%)		
Economic impact - contribution to tourism and to supporting communities (20%)		
Economic impact - supporting the construction and associated industries (20%)		
Social benefits – creating broader and deeper understanding of our heritage (20%)		
Social benefits – enhancing public engagement with the historic environment (20%)		
TOTAL		

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GUIDANCE NOTES: FORM 1

A. GENERAL GUIDANCE

This section provides further information on various criteria and processes. The following section provides further guidance on completing the application form.

This document and the application form and guidance notes can be downloaded from our website at www.communities-ni.gov.uk/topics/historic-environment-support

Funding percentages for repairs to listed buildings and scheduled historic monuments.

Schedule of funding BPT's to preserve listed buildings at risk	Funding for eligible items
Listed Buildings at Risk	50%
Reasonable related professional fees	75%
Schedule of funding for Regeneration of Historic Monuments	Funding for eligible items
Historic Monuments	80%
Reasonable related professional fees	75%

All support is capped at £50k per scheme and all work must be complete by 17 March 2017.

Applicants may apply for separate distinct phases of work in subsequent financial years.

OTHER STATUTORY REQUIREMENTS

Scheduled Monument, Listed Building and Planning Consents

If you propose to carry out alterations or demolition which would alter/ affect the character of a listed building, Listed Building Consent must be obtained. Please be aware that proposals for works to scheduled monuments normally require Scheduled Monument Consent. Please refer to our guidance document Consultation Guide: A Guide to Consulting HED on Development Management Applications at

<https://www.communities-ni.gov.uk/sites/default/files/publications/communities/consulting-hed-development-management-applications-consultation-guide.pdf>

Your local council's planning team will be able to advise you on whether the proposed works will require Listed Building Consent or Scheduled Monument Consent and can supply you with the appropriate application forms. In many cases a separate application for Planning Permission may also be required. The council's planning team can give you advice about this too. You can find contact details for your local council's planning teams on the Department for Infrastructure's website at www.infrastructure-ni.gov.uk

Because of the value of listed buildings to our architectural heritage, it is an offence under Section 85 of the Planning Act (Northern Ireland) 2011 to demolish, materially alter or extend a listed building in any manner that would affect its character without first obtaining Listed Building Consent. Similarly, scheduled monuments are legally protected from intervention by the Historic Monuments and Archaeological Objects (NI) Order 1995. Carrying out works at a scheduled monument without consent from the Department may leave you liable to prosecution.

Building Control Approval

Where changes require Building Control approval, it is always advisable to apply to the HEF and for Building Control approval concurrently. Any conflict between the guidance in the Building Control Advisory Standards documents and emerging site information or documentary evidence should be brought to our attention and a way forward agreed in writing before proceeding.

Procurement

FOR SCHEMES COMPETITIVELY TENDERED

For projects costing up to £5,000

You should obtain 2 quotations based on a brief specification which clearly sets out the extent of the proposed work.

For projects costing between £5,000 and £25,000

You should obtain 3 competitive tenders for the work based on drawings and specifications which clearly set out the precise extent of the proposed works.

For projects costing between £25,000 and £250,000

The project must be put out to tender in accordance with the Code of Procedure for Single Stage Selective Tendering 1996 published by the National Joint Consultative Committee for building. Tender documents must include working drawings, a full specification and a detailed schedule of

works or Bills of Quantities.

FOR SCHEMES NOT COMPETITIVELY TENDERED

Whilst it is possible to recommend competitive tendering in every case, applicants (particularly in smaller schemes) may choose to carry out works on a different basis. The following is a list of other methods and the documentation required.

Builder Developer With a Builder Developer scheme we do not require competitive tendering. However we require an estimate of cost, prepared by a consultant QS or Architect. The estimate of cost must be based on working drawings. The information we require in such cases is as follows:

Up to £25,000	Itemised estimates
£25,000 - £250,000	Detailed schedule of works and specifications or Bills of Quantities
Over £250,000	Bills of Quantities

Direct Labour Scheme Occasionally, applicants prefer to carry out the work by obtaining separate quotations for different parts of the work, e.g., roof, windows, external rendering. Initially we require a detailed estimate of all the works. On completion we require copies of the various quotations, including receipts obtained for each element of the work.

Own Labour In smaller schemes applicants may wish physically to undertake the work themselves. A detailed record of time spent should be maintained and submitted upon completion of the scheme, along with receipted invoices for material supplied and specialist works.

OTHER MATTERS

Applicants must be aware of their duties and responsibilities in relation to CDM (Construction Design and Management Regulations 2016): <https://www.hseni.gov.uk/articles/construction-design-and-management-regulations-northern-ireland-2016>.

Applicants/contractors should be aware of the Buildsafe NI Initiative. This initiative was formulated to eliminate deaths and substantially reduce injuries through improvements in the application and management of health and safety within the construction industry.

Bats are protected under legislation and it is an offence to disturb bats and their roosts. The property, and any adjacent trees to be affected, should be surveyed for bats. Depending on the type of works proposed it may be necessary for you to commission a bat survey to confirm if bats

are present or not, and how to proceed [or not] if they are found. This may be required regardless of whether works are being carried out with funding assistance or not. Any bat survey is the responsibility of the owner. The earlier in the process the bats are taken into account the less disruption to work plans there will be. **For further information, please see the guidance below:** http://www.planningni.gov.uk/index/advice/northern_ireland_environment_agency_guidance/standing_advice_15_bats_issue_01_may_2015-2.pdf

How we will process your application

Stage 1. Receipt of Applications. Applications must be received by the closing date of 5pm on 10 October 2016. On receipt of a completed application form together with the required supporting information (which must include photographs), we will acknowledge your application. We will normally expect to do this within 5 working days. The checklist on page 32 provides details of the information that must accompany your properly completed application form. Please note that incomplete applications will be rejected and will be returned to you.

Stage 2. Batching. The Division will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that this work will be complete by mid October 2016.

Stage 3. Agreement of Proposals. Successful applicants will be notified and a member of our staff will visit you to assess the structure and the proposed scheme. Please note that our staff will only provide limited technical input on the application. It is your responsibility to ensure that you have obtained and will retain relevant professional input, both for submitting the application, drawing up satisfactory proposals that are conservation-led, and for monitoring the conservation works while on site to final account and conclusion of the conservation works. These proposals will be reviewed by the Department. We aim to advise you of the outcome of our initial assessment within 30 working days. We will write to you to confirm if your submitted drawings, schedule of requirements and technical specification etc are adequate. We may request additional information, such as additional drawings and a more detailed specification. On receipt of the necessary required documentation, we will determine if the proposed scheme is acceptable and inform you of our decision.

Stage 4. Procurement. Applicants will then procure⁵ the agreed works and submit documentation to us. The timescale for this will be dependent upon: the preparedness of your professional team; the scale of the work envisaged; and related procurement requirements.

If we approve your scheme for HEF funding. For successful applications, we will issue an offer letter detailing the amount of funding available. This will also set out the conditions which will apply to the offer. You will be required formally to accept any offer before your application is progressed further. **You must not start work until you have received written approval to do so from the Department.**

How long will a decision take? Small scale repair schemes are likely to be more straightforward to assess and we anticipate that we will be able to process these applications more quickly than larger, more complex schemes. This is of course dependent on the quality of information received and your choice of consultant(s) / service provider(s).

Monitoring of Works and Payment

The goal of the HEF is to provide financial assistance to owners to help meet the recognised additional costs of maintaining listed buildings and scheduled monuments to an acceptable standard. You should note that we will only process full payments once works have been carried out to an appropriate standard and on receipt of original accounts (which need to have been paid in full). We will inspect the works. Funding will not be paid against inappropriate materials or a poor standard of workmanship. Failure to carry out works to an appropriate standard may also be a breach of planning legislation, where applicable, and may also lead to enforcement action being instigated. Normally, you will receive the payment within 40 working days of receipt of your paid accounts / invoice, and a satisfactory inspection of the works. Given the tight timescales in this phase of HEF funding, you should ensure prompt submission to us of all relevant documentation.

If during the course of an approved scheme, essential additional eligible work over and above that which would be considered normal variations or outside the scope of the original application comes to light, approval must be obtained from the Department before proceeding. These approved additional works will then be considered for additional support at Final Account Stage within the overall cap of £50k.

⁵ dependent on size and expected cost it is likely that such work will have to be tendered – see procurement requirements on pages 48-49

Upon completion of the works, the Department will compile a post scheme review of the benefit of the works. We may seek access for photographs of the works (primarily external), to provide 'before' and 'after' pictures of the benefit of funding. These will be retained by the Department and may be published. We will seek to collate the benefits of government spend on our historic buildings and historic monuments and to share this information in an effort to increase public awareness of our diverse heritage.

The following pages give advice on how to complete each section / question on the application form.

B. GUIDANCE ON FILLING OUT FORM 1

SECTION 1 – Applicant's details

Q1 Details of Applicant. Applicants must be organisations or individuals who have a legal responsibility for the repair of a listed building or historic monument. You will normally need to own the building or historic monument, or hold a lease or a tenancy agreement which places a responsibility on you to carry out repairs to the property.

Q2 Details of Agent. We will accept applications prepared on behalf of the owner(s). However, we require full details and a contact telephone number for the owner(s) and they must sign the declaration. We will not accept an application form with a photocopy of this signature.

Q3 Details of Lead Professional Advisor. Depending on the nature and scope of the proposed works it may be appropriate/ necessary for you to appoint a professional advisor to provide advice on your proposals, draw up scheme designs and, most importantly, supervise the works. In these instances, fees to cover this work may also attract some funding. Where minor works are proposed, it may not be necessary to appoint a professional advisor, provided that the works are undertaken by a competent craftsperson.

Where the extent of proposed works is such that professional advice is required, the Department requires that this advice is provided by a suitably qualified person(s) or organisation with membership of a recognised body and with expertise in building or monument conservation.

Professional membership bodies recognised by the Department include RSUA (Royal Society of Ulster Architects), RIBA (Royal Society of British Architects), RIAI (Royal Institute of Architects of Ireland), RICS (Royal Institution of Chartered Surveyors), IHBC (Institute of Historic Building Conservation). This list is not exhaustive. The advisors used by you should list their previous work undertaken on historic/listed buildings/scheduled or historic monuments to demonstrate their understanding of the aesthetic and technical issues of the conservation. Please note that the Lead Professional Advisor must oversee and supervise the works in order to ensure that they are carried out to an acceptable standard.

A Register of Conservation practitioners and contractors can be found at www.uahs.org/built-heritage-at-risk-register-northern-ireland/traditional-skills-directory Please note that this is merely a register of firms and practitioners who have undertaken conservation works/ have indicated that they have conservation experience. It is up to you as the applicant to validate the information provided in the register. You should note that, from April 2017, the Department will require that any listed building scheme which receives HEF funding of £10,000, or over, is supervised by a conservation accredited professional.

SECTION 2- Details of the property for which funding is being sought

Q4 Property Details. Please provide the full postal address of the property for which you are applying for funding and a brief description of the building/monument

Q5. Grade of Listing or SMR number if a historic monument. The Grade of listing can be found for most buildings (over 65% of the list) on the Historic Buildings Database which is accessible from the Historic Environment Division's website at www.communities-ni.gov.uk/services/buildings-database The SMR No can be found on the Sites and Monuments Record accessible at www.communities-ni.gov.uk/services/sites-and-monuments-record

Q6 Present and proposed use of property. Please provide details of the use of the property; whether vacant and period of vacancy. This is applicable only to listed buildings. You should also detail any changes to the proposed use of the property. If it is a listed building and vacant, please explain why. We will compile records of buildings brought back to use through HEF assistance. This information helps us assess how useful HEF funding has been in bringing vacant or derelict properties back to use and therefore conserving the historic environment. Note - Change of use may

require planning permission.

Q7, 8 & 9. Details of Property ownership [including additional legal interests and any legal or financial restrictions on the property]. You may be asked to supply copies of documents to confirm the nature of your interest in the property, e.g. lease. If you are the occupier/tenant, a copy of your tenancy agreement should be provided. You must be responsible for the repairs to the property and the documents provided should confirm this. We need to know whether any other parties have a legal interest in the property – for instance spouse, partner, organisation or company. For example the property may be jointly owned, or owned by another individual or organisation. Other organisations may hold debt that is secured against the property, which is also a relevant consideration for us when determining whether to fund a scheme.

SECTION 3- Details of the proposed works

Q10 Brief description of the project works. You will need to provide an accurate description of the proposed repair works and why they are necessary. You should itemise the proposed work, e.g. vegetation management, temporary roof coverings, window protection, door protection, temporary structural work. Please provide photographs to support your application. This is to assist with the assessment as site visits will not be undertaken in advance of batching. Photos should be clearly labelled.

For more complex projects, you may already have commissioned professional reports such as a conservation work specification, condition report, feasibility study, conservation or management plan. In order to help us to assess your proposals, please enclose any available reports with your application. For listed buildings, funding is not available for these reports/plans, within this funding stream.

If completing in hard copy, please continue on a separate sheet. Please identify whether the works proposed are works of preservation, restoration, reconstruction or adaptation- see pages 10 and 14. Note: for Preservation of Heritage At Risk applications only preservation schemes will be relevant.

Q11 Requirement for Scheduled Monument Consent, Listed Building Consent and/or Planning Consent. If you propose to carry out repairs, alterations or demolition or to construct an extension which would affect a scheduled monument or listed building, Scheduled Monument Consent or Listed Building Consent must be obtained – see general guidance notes for more information.

Q12 Building Control Approval. See notes on page 48.

Q13 For Heritage at Risk, please explain the need for the work proposed and why you are not able to carry out repair work at present. If available, please enclose a condition report to explain the order of priority of urgent works. This is a key question. You need to provide a convincing argument why your project cannot proceed to a repair scheme at this time and a clear need for each of the works you are proposing.

Q14 Details of how the proposed works will comply with the Conservation Principles, the Approach to Work and for listed buildings BS7913:2013.

Clarify how your project will comply with the principles and advice set out in these sections.

Q15 Previous Maintenance. Regular preventative maintenance is fundamental to the conservation of historic monuments and buildings. Guidance on maintenance has been prepared by Society for the Protection of Ancient Buildings, and the Institute of Historic Building Conservation, and can be downloaded from: <http://www.ihbc.org.uk>. Ongoing maintenance is probably the most important feature in the long term survival of the built heritage. Without regular maintenance, buildings quickly fall into disrepair. Where it is clear that efforts have been taken to address water ingress/ remove vegetation and provide basic maintenance these applications will be given higher priority than those where this has not occurred. If you have a maintenance plan for your property, please send us a copy with your application.

Q16 Criteria of the Historic Environment Fund

Assessment of applications is a competitive process that also takes account of any wider benefits that the repair project may provide. Please detail and itemise any outcomes which will be realised through the delivery of the works and the longer term benefits which may be accrued through the scheme. **This is a critical element of your application form, as the information you provide will determine how we rank the applications received.**

SECTION 4 - Shortlisting Criteria and Other Matters

Q17 The HAR NI Register. The Heritage at Risk in Northern Ireland Register (HAR NI Register) is an online database compiled by the Ulster Architectural Heritage Society (UAHS) on behalf of the Department, which highlights buildings of special architectural and historical interest, and some scheduled monuments, the survival of which is under threat. Such structures are deemed to be in need of urgent repair and maintenance. Details of Heritage at Risk in Northern Ireland can be found on the DfC website or by contacting Ulster Architectural Heritage Society. Their website address is www.uahs.org.uk.

Q18 Access HED requires as a condition of support that all recipients of suitable offers will be required to agree to an appropriate level of public access for five years from the date of final payment being made by HED, such as through European Heritage Open Days. One of the ways in

which we raise awareness is through our co-ordination of the European Heritage Open Days, a Europe wide event held annually in September. Details of this event can be found on the following website at the link: <http://www.discovernorthernireland.com/loveheritageni/EHOD.aspx>

It will be a condition that additional publicity including description of proposals, photographs and information including financial award[s] will be available for web dissemination, social media and printed publication.

Q19 Future Maintenance Regular preventative maintenance is fundamental to the conservation of historic monuments and buildings. Guidance on maintenance has been prepared by Society for the Protection of Ancient Buildings, and the Institute of Historic Building Conservation, and can be downloaded from: <http://www.ihbc.org.uk>. If you have a maintenance plan for your property, please send us a copy with your application

SECTION 5 – Cost of Scheme

Q 20 Priced schedule of Works Cost Breakdown. Our funding is targeted at minimum works to make heritage at risk weather tight and to regenerate the fabric of historic monuments. Please provide costs of all works you intend to carry out.

Q21 Costs of Professional advisors. Please give details of the estimated costs of any professional advisors that you consider will need to be employed on your project. The Department will only deem eligible reasonably incurred professional fees.

Q22 Total Project Costs

The Estimated Cost of Works details must be completed and submitted on the application form. Applications without this information completed will be regarded as incomplete and rejected. We recommend that the priced Schedule of Works form is completed by a competent professional person who is experienced in conservation work. The priced schedule form is for our internal use only and is not a substitute for the required tender documentation. The estimate must be a realistic indication of total scheme cost based on level of information available. Please provide a brief description of the work under each heading.

Q23 Vat In general, we will offer funding on VAT where there is documentary evidence that all work is liable to VAT (unless you tell us in your application that you are able to reclaim some or all of the VAT which you will be charged, or that the work will be zero rated). Funding is only paid towards the VAT that you are unable to recover. If you are subsequently able to recover the VAT towards which funding has been paid, you will be required to repay the relevant amount to the Department. HM Revenue & Customs (HMRC) can give you advice about this. You can find contact details and advice on the HMRC website – www.hmrc.gov.uk. If some or all of the works are zero rated, we will take this into account in working out any funding amount. Churches are eligible for a VAT rebate through the Listed Places of Worship Scheme, details of which can be found on <http://www.lpwscheme.org.uk>.

Q24 Status of applicant. If you are applying on behalf of an organisation or commercial interest, you will need to clarify that the organisation is empowered to enter into a legal agreement with the Department and that it is allowed, under its constitution and with regard to any relevant covenants, to undertake such work.

Q25 Confirmation of authority. Where you are applying on behalf of an organisation or commercial interest, you must show that you are able to act on behalf of the organisation and can enter into a legal agreement with the Department regarding the HEF. This might include, for example, the ability to repay the funding if conditions were not complied with.

Q26 Details of other sources of funding – Have you applied, or do you intend to apply, to any other organisation(s) for funding towards the works proposed in this application? This includes other funders and organisations such as other Government Departments / Agencies, Northern Ireland Housing Executive, Heritage Lottery Fund, Listed Places of Worship Grant Scheme. Gain share/claw back conditions are now added to DfC letters of offer, depending upon the level and nature of the funding assistance. These will be assessed on a case by case basis, with appropriate conditions included in the letter of offer.

Q27 Details of previous grant awards – previous funding applications to the Department and other funding distributors. This applies to work that may have been carried out while the building or historic monument was in previous ownership. You should tell us about any fund aided works that have been carried out on the monument or building over the last three years.

GUIDANCE NOTES FORM 2

A. GENERAL GUIDANCE

This section provides further information on various criteria and processes. The following section provides further guidance on completing the application form.

This application form and guidance notes can be downloaded from our website.

How we will process your application

Stage 1. Receipt of Applications. Applications must be received by the closing date of 5pm on 10 October 2016. On receipt of a completed application form together with supporting information, we will acknowledge your application. We will normally expect to do this within 5 working days. Please note that incomplete applications will be rejected and will be returned to you.

Stage 2. Batching. The Division will consider all applications relative to the HEF criteria and identify which projects will be supported this year. We envisage that only one proposal will be supported through this funding route and that this consideration will be complete by mid October 2016.

Stage 3. Agreement of Proposals. Successful applicants will be notified and a member of our staff will arrange to meet with you to discuss the proposed scheme. The detail of the proposal including a programme of work with clear measurable outputs will be agreed in advance of the drawing up of a letter of offer.

Stage 4. Procurement. Applicants will then progress the agreed scheme and submit relevant documentation to us.

If we approve your scheme for HEF funding. For successful applications, we will issue an offer letter detailing the amount of funding available. This will also set out the conditions which will apply to the offer. You will be required formally to accept any offer before your application is progressed further. **You must not start work until you have received written approval to do so from the Department.**

Monitoring of Works and Payment

We will agree regular review dates with you to ensure that work is being carried out to programme.

The following pages give advice on how to complete the application form

B. GUIDANCE ON FILLING OUT FORM 2

SECTION 1 – Applicant’s details

Q1 Details of Applicant. Applicants must be named representatives of organisations who have a legal responsibility for committing the organisation to the project. Such organisations must be a *‘body of persons (not being a body carried on for profit) which appears to the Department to have among its principal objectives furthering the preservation, conservation and regeneration of historic buildings.’*

Q2 Applicant’s Address. Please provide the head office address, including postcode, along with a contact telephone number and e-mail address.

SECTION 2- Details of the project for which funding is being sought

Q3 Project Title. Please provide a title for your proposal.

Q4. Project Summary. Please provide a summary of your project in 150 words. Explain why you think this project is necessary.

Q5. Overall Goal. Set out here how you propose to work with communities to build their capacity in regard to the historic environment and help them realise individual projects.

Q6. What Evidence. Have you evidence to support the effectiveness of the route you have proposed? Please outline this here and attach supporting information if necessary.

Q7. Who will benefit and how? Please clarify who you see as the principal beneficiaries of this approach.

Q8. Details of how the proposed works will comply with the Conservation Principles associated with the Historic Environment Fund? Clarify how your project will comply with the principles and advice set out in these sections.

Q9 Criteria of the Historic Environment Fund. Assessment of applications is a competitive process that also takes account of any wider benefits that the project may provide. Please detail and itemise any outcomes which will be realised through the delivery of the works and the longer term benefits which may be accrued through the scheme. **This is a critical element of your application form, as the information you provide will determine how we rank the applications received.**

Q10 Future Development. If you intend to develop this project into the future, please provide details.

Q11 Details of previous funding applications to the Department and other funding distributors.

You should tell us about any support for similar works over the last three years.

Q12 Media. The Department requires all applicants who avail of our funding to consider ways of providing enhanced public access to, and increasing public awareness of, the historic environment as a result of their project. One way is to take part in heritage events such as the annual European Heritage Open Days, a Europe wide event held annually in September. Details of this event can be found on the following website at the link:

<http://www.discovernorthernireland.com/loveheritageni/EHOD.aspx>.

It will be a condition that additional publicity including description of proposals, photographs and information including financial award[s] will be available for web dissemination, social media and printed publication.

SECTION 3 – Project Costs

Q 13 Project Costs. The Estimated Cost of Works details must be completed and submitted along with the application form, along with a likely spend profile over the period of the project.

Applications without this information provided will be regarded as incomplete and rejected.

Q14 Status of applicant. If you are applying on behalf of an organisation or commercial interest, you will need to clarify that the organisation is empowered to enter into a legal agreement with the Department and that it is allowed, under its constitution and with regard to any relevant covenants to undertake such work.

Q15 Confirmation of authority. Where you are applying on behalf of an organisation or commercial interest, you must show that you are able to act on behalf of the organisation and can enter into a legal agreement with the Department regarding the HEF. This might include, for example, the ability to repay the funding if conditions were not complied with.

Q16 Details of other sources of funding – Have you applied, or do you intend to apply, to any other organisation(s) for funding towards the works proposed in this application? This includes other funders and organisations such as other Government Departments / Agencies, Northern Ireland Housing Executive, Heritage Lottery Fund, Listed Places of Worship Grant Scheme. Gain share/claw back conditions are now added to DfC letters of offer, depending upon the level and nature of the funding assistance. These will be assessed on a case by case basis, with appropriate conditions included in the letter of offer.

THANK YOU FOR APPLYING TO THE HISTORIC ENVIRONMENT FUND



DfC

Department
for Communities

www.communities-ni.gov.uk

Supporting and sustaining vibrant communities and a strong economy through realising the significant, ongoing value of our historic environment.

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