**Appendix IV - Checklist for applicants completing BHIS Application Form A**

**Applicant Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address of property for funding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of funding sought**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | | | Applicant to complete | LA to complete |
| 1. | Funding Sought |  | € | € |
| 2. | Name & address of property for funding |  | Y/N | Y/N |
| 3. | Eircode of property for funding |  | Y/N | Y/N |
| 4. | Contact Number |  | Y/N | Y/N |
| 5. | Total expenditure on project |  | € | € |
| 6. | Matching Expenditure |  | € | € |
| 7. | HSF or Other Exchequer Funding allocation, if applicable |  | Y/N | Y/N |
| 8. | Has applicant spoken to a conservation professional in relation to project |  | Y/N | Y/N |
| 9. | Method Statement included |  | Y/N | Y/N |
| 10. | Photographs of structure included |  | Y/N | Y/N |
| 11. | All Statutory Requirements adhered to |  | Y/N | Y/N |
| 12. | Project details supplied |  | Y/N | Y/N |
| 13. | Form A completed |  | Y/N | Y/N |
| 14. | All required additional documents included |  | Y/N | Y/N |
|  | | | | |
| **For Local Authority Official Use Only** | | | | |
| 1 | Date Application Received |  |  | |
| 2 | Form A fully completed |  | Y/N | |
| I hereby declare that I have examined this BHIS grant application form A received from the applicant and that all is in order for processing.  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Counter Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |