



Comhairle Chontae na Gaillimhe
Galway County Council

Architectural Heritage Fund

STITCH IN TIME GRANT 2026

**Grant Scheme for Maintenance, Minor Repairs &
Conservation Advice Reports**

Application Form (English)



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Galway County Council

STITCH IN TIME GRANT 2026

Tick whether applying for works or for report

1. Minor Repairs/Works

OR

2. Conservation Advice*

- Condition Report (including Prioritisation of Required Conservation Works)
- Method Statement/Specification for Conservation Works

*Applicants must select an experienced conservation professional with proven and appropriate conservation expertise to produce the conservation report (see *Stitch in Time* Grant Information Sheet for more details).



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Section 1 – Details of Building/Structure

Protected Structure Ref	
No. or	
Name of Architectural Conservation Area	
Structure Name	
Structure Address	

Section 2 – Applicant's Information

Applicant's Name	
Applicant's Address	
Applicant's Phone No.	
Applicant's Email	
Owner's Name & Address (if not Applicant)	

Section 3 – Details of Proposed Works or Report

Description of Works Proposed or Report Type	
Estimated Costs (Please attach quotations)	
Estimated Professional Fees (Please attach quotations)	
Estimated Starting Date	
TOTAL AMOUNT OF FUNDING SOUGHT (max. 50% of Cost of Works)	
Details of any other public funding sought (e.g. Thatching Grant, Housing Aid for Older Persons, Heritage Council Grant,)	



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Section 4 – Details of Contractor & Conservation Professional/Advisor

Builder/Contractor's Name	
Builder/Contractor's Address	
Builder/Contractor's Phone No	
Builder/Contractor's Email	
Builder/Contractor's Tax Ref No. & Access Code	

Conservation Advisor's Name	
Conservation Accreditation or Conservation Qualifications	
Conservation Advisor's Address	
Conservation Advisor's Phone No	
Conservation Advisor's Email	
Conservation Advisor's Tax Ref No. & Access Code	



Section 4 – Declaration

I, the applicant, certify that: -

- (a) I understand and fulfil the terms and conditions of the Architectural Heritage Fund scheme
- (b) The information provided in the application form and supporting documentation is accurate and that I will notify Galway County Council if there is any change in this information
- (c) My tax affairs are in order
- (d) I understand that payment of funds by Galway County Council under this scheme does not imply a warranty on the part of Galway County Council in relation to the suitability or safety of the works concerned or the state of repair or condition of all or any part of the structure concerned or its fitness for use

Signature of Applicant(s)	Date

Supporting Documentation

Please note the following and attach the required documentation when returning the completed form, otherwise the application is deemed incomplete:

- Written consent of owner of Protected Structure for the proposed works where they are not the applicant
- For buildings that are not a Protected Structure or within an Architectural Conservation Area the applicant should outline why it merits consideration under the scheme.
- Copies of quotations/estimates for proposed works or report
- Specifications for proposed works, detailing the materials and methodology to be used
- For conservation reports an outline of the structure/content of the proposed report is to be submitted.
- Details of Conservation Professionals accreditation or a statement of their relevant conservation qualifications and demonstrated conservation experience is to be provided.
- Photos showing current condition of element to be repaired
- Please note that as all bat species are protected by law a bat survey may be necessary where works are proposed in locations where they may roost or breed such as historic roof spaces, stone walls or outbuildings
- Evidence of Contractor's and/or Advisor's Tax Clearance/Compliance (see link to website www.revenue.ie/en/starting-a-business/tax-clearance)

Completed Application Forms should be returned to:

Architectural Conservation Officer,
Galway County Council, Prospect Hill,
Galway City, H91H6KX

Email: conservationoffice@galwaycoco.ie