Special EU Programmes Body
Foras Um Chláir Speisialta An AE
Boord O Owre Ocht UE Projecks

INTERREG IVA

Projects part-financed by the European Regional Development Fund Investing in your future

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PEACE III

European Regional Development Fund

Investing in your future

European Territorial Cooperation 2007-2013

Background information - 7
Capital Checklist for projects applying to the INTERREG IVA and PEACE III Programmes

In addition to the standard application form and accompanying documentation, the following list outlines the supporting documentation required for Capital Proposals.

Requirement	Description
Description of Proposed Building Works	A detailed description of the capital project is required including the scale of the works proposed. This should link into / or form part of the project plan provided in the application form.
Security of Tenure	Evidence of security of tenure is required for the building / land which is to be developed (either freehold or leasehold ownership is acceptable).
Planning Consent	At the time of application full planning may not be approved but the applicant may be able to provide outline planning permission or provide information as to the stage they are at in the planning process.
Landlord Approval	If the property for which funding has been requested is leasehold, landlord consent must be obtained and proof of an adequate length of lease is to be provided.
Statutory Obligations	Evidence that statutory obligations have been / will be met is required – i.e. Disability regulations; building regulations; building control; health and safety regulations.
Site Investigations	If relevant, and site investigations have been undertaken prior to making the application, please outline any findings on:

	ground conditions; drainage; survey of existing buildings etc.
Environmental Impact Assessment	The potential environmental impact, negative or otherwise, should be assessed.
Sustainability Proofing	The applicant should demonstrate that they have incorporated basic environmental standards into the design of project proposal. The project should show that it is clearly focused and consistent with other nature conservation and environmental strategies. Where possible, energy conservation measures should be incorporated into any capital development.
Design Information	This should include: site plans; floor plans; architects drawings and elevations.
Professionals Quotes	The budget should be supported with appropriate quotes from builders, sub-contractors, architects and other professionals. If the application is successful these will need to be publicly procured.
Procurement	Public procurement procedures will apply to all third party work to be undertaken. If elements have been undertaken prior to making the application either these should have been properly procured or undertaken on spec.
Full Budget	A detailed budget should be provided. This may be supported by detailed costing from a Quantity Surveyor.
Insurance	Adequate level of indemnities to be in place. Evidence to be provided.
Match Funding	Some large scale capital proposals will only apply to the Programme for a percentage of the overall funding package. You should provide us with evidence that the full funding package is in place and the source(s) of that matching funding.
Operational Cash Flow	The ongoing operational costs are a major consideration for some capital proposals. Once in place, there are often considerable costs associated with the running, maintenance and upkeep. A cashflow will show that you have considered the ongoing operation costs and have identified how these costs are to be met.
Timelines	The proposed start date and completion date should be provided. This may be presented in the form of a Gantt Chart. A Gantt chart is a popular type of bar chart that illustrates a project schedule. It shows the start and finish dates of a project and the timeframe for the main elements of work.