

## INSTRUCTIONS FOR FILLING IN THE APPLICATION FORM FOR BUILDING HERITAGE MANAGEMENT GRANT

If you are applying for a new grant for a new project or the application concerns a new measure in a project that has already received a grant, select a new application. If you are applying for an amendment to a previous grant decision, select the amendment application.

Further instructions for completing certain sections of the grant application form are presented below.

### APPLICANT

In the electronic application, the mandatory fields are marked with an asterisk \* and you can click on the information icons for more information on the field's question.

Please fill in the form carefully and attach all necessary attachments. This will promote the processing of your application and avoid any requests for additional information.

#### Basic information of the applicant:

When applying as a private person, fill in your personal details and provide your valid contact information. Both the telephone number and the email address where the electronic notifications will be sent.

If you apply on behalf of the owner of the site, first fill in their basic information and then your data in the contact person information. Also a valid email address where the electronic notifications will be sent.

Please note! Electronic notifications will be sent from [noreply@sahkoinenasiointi.ahtp.fi](mailto:noreply@sahkoinenasiointi.ahtp.fi) to the email address of the person marked as the contact person. Please make sure the email address you have entered is right and doesn't prevent emails from the mentioned noreply-address.

If you are submitting an application on behalf of an organisation, enter the name of the organisation/estate as the basic information. Then enter as the contact person the person in charge of the matter on behalf of the company. The most important thing to note is that notifications concerning the application will be sent from the e-services to the email address of the contact person, so the contact person must have the rights to use the electronic service.

Individual applicants can use the "INVITE NEW USER" function in the local government e-service, which will give another person the rights to, e.g., respond to supplement requests or send payment applications. You can find the INVITATION button when you click the E-Service Rights drop-down menu in the upper right corner of the application form.

We therefore recommend that at least housing cooperatives and associations provide rights to the service to several users at the time of submitting the application. These users could include the managing agent and the chair of the housing cooperative.

Organisation applicants should introduce the Suomi.fi e-Authorizations, which can be used to define who can act on behalf of the organisation in a grant matter. The authorisations can be changed when the person in charge of the matter changes in the organisation. This way, the grant process will continue smoothly despite personnel changes.

If your contact information changes during the application process, please notify the ELY Centre immediately.

### **Letter of authorisation:**

If the object to be assisted is jointly owned or the application is completed on behalf of the owner, all owners must attach a letter of authorisation to the application. The same applies to organisations: municipalities, companies, associations, housing companies and estates.

An account of the contact person's right to act on behalf of the organisation, i.e. 1) a copy of the articles of association or other information on the division of responsibilities concerning the right to sign and 2) a copy of the minutes of the meeting showing the decision to apply for the grant, must also be attached to the entity's application.

The estate will also provide a copy of the estate inventory deed where all the shareholders of the state are indicated.

The letter of authorisation may take the form of a separate document from each shareholder or a common document signed by all shareholders.

### **OBJECT OF THE GRANT**

#### **Property ID:**

Is a four-part number series and always has dashes, such as 092-416-11-123 or 092-416-0011-0123. The ID can be seen from extracts concerning the property, such as a property tax decision or a title certificate. You can also search for the property identifier on the National Land Survey of Finland's e-service map: <https://www.maanmittauslaitos.fi/en/real-property/services/how-find-out-property-identifier>

#### **Permanent building ID:**

Is a ten-character number sequence without hyphens. It often takes the form of 10 digits: 1234567890 or 9 digits and a letter: 123456789A. The ID can usually be found in the property tax decision or you can also ask the tax authority to provide it for you. You can also search for your own building ID at Liiteri (<https://liiteri.ymparisto.fi/>), which provides an instruction video (in Finnish) for using the service: <https://www.youtube.com/watch?v=OgS1NSWXrg4>

#### **Conservation status:**

For information on the conservation status of your site, visit the map services of the municipalities' website, the municipal building supervision and Regional Council, and regional museums responsible for building surveys.

- If your site is protected by the Construction Heritage Act, please primarily apply for a grant from the Finnish Heritage Agency at [museovirasto.fi](http://museovirasto.fi). You can check this in the Palveluikkuna service at [www.kyppi.fi/palveluikkuna](http://www.kyppi.fi/palveluikkuna)
- Protection order in the master plan (for example, you can find it on your municipality's website/map service)
- Protection order in the regional plan (available on the Regional Council's website)
- Protection order in the local town plan (for example, you can find it on your municipality's website/map service)
- Located in a nationally valuable landscape area. From the site opening from the link, choose Karttapalvelut (map services), where you can search for your site using the address.

- Located in a nationally significant built cultural environment
- Mentioned in the cultural history inventory/Inventoried. You can ask museums or municipalities for inventory reports, and they will show whether your site is of value, for example, regionally or locally.
- Other protection or inventory situation. If you tick this box, tell us what the situation is.

## APPLIED GRANT

### Project name:

Name your project briefly based on the target and actions. If your building or facility has a name, a good project name is 'Repairing windows in the main building of the Mattila farm'.

### Brief description of the project:

Give a brief description of the project. For example like this: the renovation of the walls of the main building: removal of paint by scraping and painting with traditional flax oil paint.

A grant applied for at the same location at the same time:

- Finnish Heritage Agency [www.museovirasto.fi/avustukset](http://www.museovirasto.fi/avustukset)
- The Finnish Local Heritage Federation grant for community halls [kotiseutuliitto.fi](http://kotiseutuliitto.fi)
- Other (please specify which other grant is involved)

## RENOVATION PLAN

Do the costs include VAT?

- Yes. I will apply for this grant as a private individual and pay all the costs myself.
- No. I am applying for this grant as a company that reports VAT costs in taxation, i.e. they are not my own costs.

### Information on the applicant's VAT liability:

VAT is usually included in the costs and, since private individuals usually pay VAT themselves and it remains included in the final costs of their project, the VAT rate is also included in the grant. However, if the applicant is liable to pay VAT, such as an entrepreneur or other party engaged in profit-making activities and is entitled to deduct the share of VAT in taxation, the VAT will not remain the final cost of the applicant. In these cases, the grant is therefore not granted for the VAT part of the costs. Link to the website of the Finnish Tax Administration: <https://vero.fi/en/businesses-and-corporations/taxes-and-charges/vat/>

### Repair work on the site(s) and their specification:

Enter the cost and scheduling of the actions to be performed in this table. If you don't have an offer yet, please estimate your costs as best you can. The ELY Centre cannot process an application with an empty table.

### A more detailed repair plan is attached:

A written repair plan should be attached to the application, in which you can provide more detailed information on the materials, measures and schedule used in the project and itemise who will carry out the work.

I undertake to carry out the aforementioned repairs in accordance with official instructions and the grant decision:

Please read the grant decision carefully. The grant may only be allocated to some of the measures you apply for and may also require certain types of materials or working methods. Before taking any action, we recommend that you contact either the supervisor of the Regional Liability Museum in your region or the administrative supervisor of the grant, whose contact details can be found in your decision. Here you can also find a link to the Finnish Heritage Agency's Korjauskortti repair instructions (in Finnish) on the Korjaustaito.fi site.

## **CURRENT STATUS AND HISTORY OF THE BUILDING**

Answer all the questions in this form about your site. In particular, the current situation should be detailed carefully. Also share as much as you know about the history of the site.

## **APPENDICES**

By submitting the necessary attachments in connection with your application, you will promote and speed up the processing of your application and avoid any requests for additional information. Please name each attachment as descriptively as possible.

## **THE APPENDICES NEEDED FOR THE APPLICATION.**

1. Letter of authorisation. If the object to be assisted is jointly owned or the application is completed on behalf of the owner, all owners must attach a letter of authorisation to the application. The same applies to organisations: associations, housing co-operatives and estates.
  - An account of the contact person's right to act on behalf of the organisation, i.e. 1) a copy of the articles of association or other information on the division of responsibilities concerning the right to sign and 2) a copy of the minutes of the meeting showing the decision to apply for the grant, must also be attached to the entity's application.
  - An estate will deliver a copy of the estate inventory deed, which will outline all the shareholders of the estate.
  - The letter of authorisation may take the form of a separate document from each shareholder or a common document signed by all shareholders.
2. A few new photos of the subject. The necessary images are at least: 1. location of the site in its surroundings, 2. image of the entire site (e.g. the entire building) and 3. close-up of the site requiring renovation (e.g. corner of a window)
  - Please name your appendices, for example, as follows: Image 1 Mattila's yard, Image 2 Mattila's main building on the yard side, Image 3 Mattila's main building window.
3. Work description or repair plan (especially for more demanding work). This appendix may be, for example, a tender or a free-form report specifying the materials, measures and equipment as well as the schedules and who will carry out the work.

### **The following can also be enclosed:**

- Information on ownership of the site (e.g. title certificate or deed of transfer)
- Itemised cost estimate of the total cost of renovation work
- Condition assessment, i.e. a report on the condition of the site

- A map showing clearly where the site to be refurbished is located. Preferably circle the entire plot on the map and if there are several buildings in your yard, tick or circle the building to which the grant application applies.
- A few historical images of the object (Attachment naming example: Old image 1 Mattila farm at the beginning of 1900s, Old image 2 The original window of the main building of the Mattila farm.)