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**FORM B - RECOUPMENT CLAIM – TO BE COMPLETED BY LOCAL AUTHORITY**

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**RECOUPMENT CLAIM FORM B**

**TO BE COMPLETED BY THE LOCAL AUTHORITY**

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**IMPORTANT**

Please complete a **separate** Form B for each claim. A claim may be made at any time before the deadline date of **Friday 28<sup>th</sup> October 2016**. Any grant funding unclaimed by this date will be **forfeit**.

Form B must be submitted in hardcopy to the Department. **Visual proof** of completed works must accompany this form, e.g. photographs or videos.

**Proof of payment** of grant to applicant must also accompany this form, e.g. Agresso payment or similar financial system.

**3a. Claim Details**

Local Authority Name:		SRF Ref No.	
Tax Clearance Cert Number:		Expiry Date:	
Total expenditure on project:	€	<i>In respect of grant aided element only</i>	
Amount paid by local authority to applicant:	€	Date of payment:	
Grant allocated by Dept:	€		
Employment benefits of project (no. of days employment required)			
Matching Expenditure:	€	=	% of overall expenditure
<b>Recoupment sought:</b>	€		
Savings : (if any)	€		

**3b. Brief description of completed works**

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**3c. If the completed works do not match those originally proposed, please provide a reason for this**

**3d. Declaration by Local Authority**

I certify that the works outlined in Form B 3b have been inspected and comply with the terms and conditions for grant payments under Circular SRF/2016 and that the grant allocated for this project has been already paid to the applicant by the local authority.

	<b>Claim prepared by*</b>	<b>Claim verified by**</b>
Name (Block Capitals):		
Position:		
Telephone:		
Email Address:		
Signature:		
Date:		

\* Claim must be prepared by the Architectural Conservation Officer or equivalent

\*\* Claim must be verified by Chief Executive Officer or Director of Services

Please return completed **Form B (INCLUDING VISUAL PROOF OF WORKS AND PROOF OF PAYMENT TO APPLICANT)** to: **Built Heritage and Architectural Policy, Department of Arts, Heritage and the Gaeltacht,**

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Custom House, Dublin 1. Please contact tel. 01 888 2428 or 01 888 2175 or [builtheritage@ahg.gov.ie](mailto:builtheritage@ahg.gov.ie) if you have any queries.

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