



Application form

Subsidy scheme for the preservation of monumental residences

Caribbean Netherlands 2026

How to submit your application?

To submit an application, please complete this form.
Preferably complete the form digitally rather than by hand.
Then email the form, together with the required appendices,
to subsidies@cultureelerfgoed.nl.

Further information

This form is accompanied by explanatory notes. *Please read the explanatory notes before you start completing the form.* They contain important information and explanations regarding certain questions and submission requirements.

When to submit your application?

You may submit an application for a subsidy from
Tuesday, 1 September 2026. The submission period ends
on Wednesday, 30 September 2026.

1 Details of the owner / holder of a real right

1.01 Is the owner / holder of a real right submitting this application themselves? ☐ Yes ☐ No, an authorised representative is acting on the applicant's behalf (*please also complete question 2*)

1.02 Name of natural person (private individual)

1.03 Initial(s) + any surname prefixes

1.04 Address

1.05 Telephone number

1.06 Email address
Please note: we will contact you via this email address.

2 Details of the authorised representative

Complete this section if the owner authorises someone to submit the application on their behalf.
In that case, please also complete the authorisation form.

- 2.01 Name of authorised representative
- 2.02 Initial(s) + any surname prefixes
- 2.03 Correspondence address
- 2.04 Email address

3 Bank account details

The subsidy will be transferred to this account number.

- 3.01 Bank name
- 3.02 Full account name
- 3.03 Account number
- 3.04 Bank code (SWIFT/BIC)

4 Details of the monument

- 4.01 Address of the monument for which you are applying for a subsidy
- 4.02 What are the total costs according to the budget submitted with the application? \$
The total costs stated on this application form must correspond to the costs for this monument under 'Total budgeted' in the multi-year budget. The Cultural Heritage Agency of the Netherlands will base its assessment on the total costs in the multi-year budget.
- 4.03 Are there costs for certain works in the multi-year budget that can be covered in whole or in part by an insurance payment? ☐ Yes ☐ No
- 4.04 Does the budget include works for which another subsidy has been or will be provided? ☐ Yes ☐ No
- 4.05 Does the multi-year budget include works that will be carried out in whole or in part by the owner themselves or by volunteers? ☐ Yes ☐ No
- 4.06 Does the budget include costs for works that will be commenced or completed before the subsidy is granted?
(see the explanatory notes; these works are not eligible for subsidy) ☐ Yes ☐ No
- 4.07 Will the works identified in the inspection report as urgent or most urgent be carried out as part of the works for which a subsidy is now being applied for? * ☐ Yes ☐ No

If you answered No to question 4.07, please explain here why the most urgent works have not been included in the preservation plan:

5 Signature

The undersigned hereby declares:

- that they are familiar with the conditions of the subsidy scheme for the preservation of monumental residences in the Caribbean Netherlands 2026
- that all details and appendices in this subsidy application are complete and correct
- that they are aware that the Cultural Heritage Agency of the Netherlands will record all details provided by you for this subsidy application in its subsidy administration. The details will be shared with the National Restoration Fund for the payment of the subsidy. This registration will take place in accordance with the General Data Protection Regulation. After the last decision has been sent, the list of subsidy awards and budget-related rejections will be published. We do this in pursuit of our aim, as a government body, to be transparent and open towards society as a whole.

5.01	Name	
5.02	Town/city	
5.03	Date	
5.04	Signature	

If the monument to which this application relates is owned by several owners, they must also co-sign the application.

6 Co-signature

The undersigned hereby declare, as co-owners,

- that they are familiar with the content of the subsidy scheme for the preservation of monumental residences in the Caribbean Netherlands 2026 and the accompanying explanatory notes; and
- that all details, including those in the enclosed documents, have been completed truthfully.

6.01	Name of co-signatory 1	
	Town/city	
	Date	
	Signature	
6.02	Name of co-signatory 2	
	Town/city	
	Date	
	Signature	
6.03	Name of co-signatory 3	
	Town/city	
	Date	
	Signature	



Appendix Written statement from the executive council of the public body

This section is to be completed by the owner / authorised representative

- 7.01 The subsidy is being applied for by/on behalf of: _____
Enter the name of the owner here.
- 7.02 The subsidy application concerns preservation works to the following monument: _____
Enter the address or a description here to identify the monument concerned.

This section is to be completed by the public body

- 7.03 The above-mentioned monument concerns:
- ☐ Category 1: protected monuments located within a protected urban or village conservation area
 - ☐ Category 2: other monuments located within a protected urban or village conservation area
 - ☐ Category 3: other protected monuments
 - ☐ Category 4: other monuments
 - ☐ None of the above (this is not a monument)
- 7.04 The person referred to in 7.01 is the owner or otherwise holds a real right ☐ Yes
☐ No
- 7.05 The monument has a residential function ☐ Yes
☐ No
- 7.06 The required permits and permissions have been granted to carry out the activities for which the subsidy is being requested. This refers to e.g. a mandatory building permit or listed building consent. ☐ Yes
☐ No
☐ No permit is required for the works to be carried out

Signature

- 7.07 Public body of _____
- 7.08 Name of the official handling the application _____
- 7.09 Date _____
- 7.10 Signature _____

Mandatory documents to be enclosed

Enclosed

- 8.01 A **budget** drawn up using the model established by the Cultural Heritage Agency of the Netherlands (in the form of an Excel file). ☐ Yes ☐ No

The model, including instructions on how to complete it, can be found at <https://www.cultureelerfgoed.nl/onderwerpen/s/subsidieregeling-monumenten-caribisch-nederland/>. The model and the associated password must not be changed.

Without a budget, your application cannot be processed. For the total budgeted costs associated with the performance of the works to this monument, the budget to be enclosed with this application is decisive. The total budgeted costs stated in this appendix to the application form must correspond to the costs stated under 'Total budgeted'. Please therefore check the amounts included in the budget.

In view of the priority criterion of the lowest total budgeted costs first, it is advisable not to include any costs in the multi-year budget that are not eligible for subsidy.

- 8.02 An **up-to-date inspection report** (not more than 2 years old) on the monument, describing the current technical condition of the entire monument. The report must provide insight into the defects, their causes and any consequences. It must also contain recommendations on the preservation works to be carried out, in order of urgency, and the time frames for carrying them out. This report must have been drawn up by an expert in the field. ☐ Yes ☐ No

Without an up-to-date inspection report, your application cannot be processed.

- 8.03 **Up-to-date general photographs**, insofar as these are not included in the inspection report. These are photographs that give a clear impression of the nature and scope of the entire monument and its immediate surroundings (4 to a maximum of 10 photographs).* ☐ Yes ☐ No

- 8.04 **Up-to-date detailed photographs**, insofar as these are not included in the inspection report. These are photographs that, in addition to the general photographs of parts of the monument, give a clear impression of the nature and scope of the defect(s) (10 to a maximum of 25 photographs).* ☐ Yes ☐ No

** The photographs referred to in 8.03 and 8.04 must be in colour, numbered, dated, accompanied by a brief explanation of what is shown, and state from which position/direction they were taken (printed photographs must be at least 10 x 15 cm in size; digital photographs must be JPEG files of at least 1000 x 1500 pixels).*

- 8.05 A **specification of works**. A specification of works is an overview of the nature and scope of the proposed works and a description of the intended results. To make the quality of the proposed works clear, the specification of works must include the following: the works to be carried out, the scope of the proposed works, the location, the materials to be used and any colour or other finish. ☐ Yes ☐ No

- 8.06 If the works prove to involve substantial restoration, sufficient information and appendices will be required in addition to the inspection report, showing the technical or physical condition of the monument in detail and providing further substantiation of the need for the interventions. This may include: ☐ Yes ☐ No

- a roof plan;
- elevation drawings;
- section drawing(s);
- structural details;
- a building physics report;
- a structural report;
- a decorative finishes report / colour report;
- a material deterioration report / materials technology report;
- advice on the treatment method / a report on preventive aspects;
- an architectural-historical report.

Do you have any questions? You can contact the InfoDesk of the Cultural Heritage Agency of the Netherlands.

Contact details: info@cultureelerfgoed.nl of +31 33 421 74 56.

Space for comments



Authorisation form for applications under the subsidy scheme for the preservation of monumental residences in the Caribbean Netherlands 2026

This section is to be completed by the owner / authorised representative

The undersigned hereby:

Name of owner or other holder
of a real right

authorises:

Company (if applicable)

Name

to submit an application on behalf of the owner / holder of a real right for the preservation subsidy under the subsidy scheme
for the preservation of monumental residences in the Caribbean Netherlands 2026.

This authorisation applies until it is withdrawn.

Town/city

Date

Signature of owner or other holder of a real right

Name

Signature

Co-signature of authorisation

If the monument to which this application relates is owned by several owners, they must also co-sign the application.

Name of co-signatory 1

Town/city

Date

Signature

Name of co-signatory 2

Town/city

Date

Signature

Name of co-signatory 3

Town/city

Date

Signature

Signature of authorised representative

Naam

Position (if applicable)

Town/city

Date

Signature



Explanatory notes Application for the subsidy scheme for the preservation of monumental residences in the Caribbean Netherlands 2026

These explanatory notes to the application form for a preservation subsidy under the subsidy scheme for the preservation of monumental residences in the Caribbean Netherlands 2026 contain important information and explanations regarding certain questions and submission requirements.

Question 1 and signature

Owner

The owner is the natural or legal person who has the right of ownership or another real right in respect of a monument. Ownership means legal ownership.

Tenants, managers and beneficial owners do not have a real right in respect of the monument and are not eligible under the preservation scheme.

A monument may be jointly owned in undivided ownership by several co-owners, for example spouses or heirs (undivided estate). One of the co-owners then submits the application also on behalf of the other co-owners. In the case of heirs, an authorisation from the other co-owner (i.e. the heirs) is required; in the case of spouses, this is not required. If an authorisation from the co-owners is required, it must be enclosed with the application. Alternatively, the co-owners may also co-sign the application form. Sheet 3 of the application form may be used for this purpose. If the monument forms part of an owners' association, the owners' association applies for the subsidy on behalf of all members. All members must therefore issue a separate authorisation to the owners' association.

An application may also be submitted on behalf of the owner by an authorised representative. In that case, enter the owner's details under this question and the authorised representative's details under question 2.

4.03 Insurance

Insofar as, in the event of damage, the eligible costs of works are or may be covered by compensation under an insurance policy, no subsidy will be granted for those costs.

4.04 Works carried out by the owner themselves

If you carry out works in whole or in part yourself, or have them carried out by volunteers, only the costs of materials and equipment are eligible for subsidy. Labour hours worked by the owner or volunteers are not eligible for subsidy. If you nevertheless include costs for these labour hours, please state them clearly in the manner indicated in the budget model.

4.06 Works already carried out

Works that have already started or been completed before receipt of the subsidy decision are not eligible for subsidy. Only costs incurred earlier for the purposes of the application (such as research costs or costs for preparing the preservation plan) may be eligible for subsidy.

4.07 Effectiveness of the preservation plan

A preservation plan is effective if it relates to the works identified in the inspection report as urgent or most urgent. If this is not the case, you must indicate this here. If the works will be carried out during the preservation period for which the subsidy is being applied for and will be funded from sources other than a central government subsidy, you may also indicate this here. In that case, the preservation plan may still be regarded as effective. If the urgent or more urgent works from the inspection report will not be carried out during the preservation period, you may explain here why you are making a different choice and when these works will be carried out.

8.06 Optional appendices: built monuments

General explanation

A survey drawing shows the condition at the time the preservation plan is prepared. This drawing indicates:

- the location of the defects;
- the extent and seriousness of the defects.

A proposed works drawing shows the condition as desired/ intended after implementation of the preservation plan.

This drawing indicates:

- all planned changes compared with the existing condition;
- the phasing of the planned preservation works.

The proposed works drawing and survey drawing may be combined.

Roof plan (survey and proposed works drawing)

Architectural drawing (scale of 1:100 and with a scale bar) showing the monument from above and indicating the:

- form and extent of the roof(s);
- type(s) of roof covering;
- form and material of the gutters;
- location and extent of roof penetrations (chimneys, dormer windows, etc.);
- location of the lightning conductor system;
- location and type of occupational health and safety provisions (hooks, eyes, rails, etc);
- locations (numbered correspondingly) from which the enclosed general and detailed photographs were taken.

A roof plan is required if, for example, substantial restoration of the roof, roof covering and/or gutters is to be carried out.

Elevation drawings (survey and proposed works drawing)

Architectural drawing (scale of 1:100 and with a scale bar) of all external elevations of the monument, indicating the form and extent of the monument.

These drawings are required if, for example, substantial restoration of the load-bearing structure and/or a monumental door surround or fireplace is to be carried out.

Building physics report

Report by an expert in the field recording the nature and extent of building physics problems (such as moisture or salt) and/or providing advice on how to remedy them.

This report is required if, for example, substantial restoration is to be carried out to plasterwork with extensive salt efflorescence and/or moisture-saturated masonry.

Structural report

Report by an expert in the field recording the nature and extent of structural problems (such as foundations, cracking or instability) and/or providing advice on how to remedy them. Such advice must be accompanied by structural calculations and drawings, including, where applicable, a shoring and propping plan.

This report is required if, for example, substantial restoration of the foundations and/or load-bearing structure is to be carried out.

Decorative finishes report / colour report

Report by an expert in the field recording the nature and extent of specialist restoration works (such as wall or ceiling paintings, plasterwork or sculpture) and/or providing advice on the approach to be taken.

This report is required if, for example, substantial restoration of a monumental wall painting and/or plaster ceiling is to be carried out.

Material deterioration report

Report by an expert in the field recording the nature and extent of material deterioration (for example caused by fungi, insects, plants, etc.) and/or providing advice on how to remedy the problems.

This report is required if, for example, substantial restoration is to be carried out to roof trusses affected by deathwatch beetles.

Advice on treatment method / report on preventive aspects
Report by an expert in the field providing advice on preventive treatment against, for example, moisture and graffiti (impregnation or an anti-graffiti treatment).

This report is required, sometimes in addition to a building physics report, if, for example, there is an intention to limit or prevent rising damp in masonry.

Architectural-historical report

Report by an architectural historian containing the results of their research into the construction and use history of the monument, as well as a significance assessment based on that research. This significance assessment may serve as a basis for the restoration and other works included in the preservation plan. The updated guidelines for architectural-historical research ('Richtlijnen bouwhistorisch onderzoek') are available from the Cultural Heritage Agency of the Netherlands and the Dutch Government Buildings Agency (Rijksgebouwendienst). This report is required if, for example, a decision needs to be made on how substantial restoration of the load-bearing structure is to be carried out.