

APPENDIX 01_05 THI GRANT APPLICATION FORM AND PROCEEDURES

- 1. Grant Application Process for THI Grant Assistance**
- 2. An Introduction to Campbeltown Townscape Heritage Initiative (THI)**
- 3. Project Grant Procedure**
- 4. Campbeltown THI - Grant Assessment Criteria**

Grant Application Process for THI Grant Assistance

The grant application is relatively straight forward:

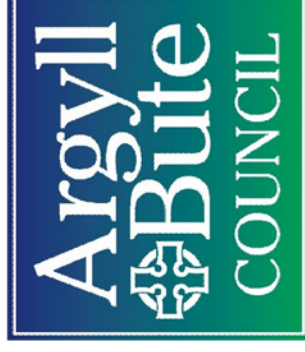
- Stage 1** – initial meeting with the THI Project Officer to discuss eligibility and extent of works
- Stage 2** – prospective applicant appoints agent to prepare specification of works for application.
- Stage 3** – draft specification of works submitted to the THI Project Officer who will consult Council's Conservation Officer if required and other specialist advisers if necessary.
- Stage 4** – once approved the specifications are put out to tender*.
- Stage 5** – once tenders are received an application is submitted to the various funding bodies. The scheme is approved by the HLF and the Campbelltown Town Centre Regeneration Steering Group (CTCRSG) who issue a letter of offer.
- Stage 6** – following return of letter of offer authority to commence works is given.
- Stage 7** – grant payment by instalment or one off payment will only be issued on production of architects certificate. Please note if works are commenced without written authority the application will be returned and the works rendered ineligible for assistance.

Tel: xxxxxxxxxxxxxxxx
Fax: xxxxxxxxxxxxxxxx
Argyll@bute.co.uk

For further assistance contact
THI Project Officer
C/o Argyll and Bute Council
Kilmory
Lochgilphead
Argyll
PA31 8RT.



LOTTERY FUNDED



An Introduction to Campbeltown Townscape Heritage Initiative (THI)

Argyll and Bute Council on behalf of Campbeltown Town Centre Regeneration Steering Group has been successful in securing a grant from the Heritage Lottery Fund to deliver a Townscape Heritage Initiative Scheme focused on the historic town centre.

This guidance leaflet is an introduction to the Campbeltown Townscape Heritage Initiative (THI) and further guidance and clarification should be sought from the THI Project Officer whose details are on the back of this leaflet.

The Townscape Heritage Initiative (THI)

THI is a Heritage Lottery Fund (HLF) programme intended to support strategic action through partnership of public and private bodies to address problems of disrepair, erosion of quality and the under use of historic buildings. THI aims to bring together partners interested in preserving and enhancing the distinctive character of historic areas, by offering grant assistance towards:

- Repairing historic fabric and public realm
- Restoring authentic details & materials
- Securing the continued use of historic buildings
- Bringing vacant floor space back into use
- Providing historic skills training

The THI programme will contribute to business development and economic regeneration within the village by improving its historic buildings and the wider environment. Specific projects will help make the centre of the town more appealing to both visitors and residents.

The Campbeltown Town Centre Regeneration Steering Group, manages the THI supported where appropriate by Argyll and Bute Council Officers and other specialist advisers. The Group

operates under strict guidelines stipulated within its contract with HLF.

The Grant Scheme

The project fund, from which grant assistance is awarded amounts to £700,000 from the HLF with an estimated common fund of £x million.

- All awards for grant aid must be signed up within 2 years.
- All grant assisted work must be completed within the period of this scheme.

Projects

Specialist advisors were engaged during stage one and two of the CTCRSG application process to evaluate all the buildings in Campbeltown Town Centre and identify the target buildings that require attention.

X projects have been identified as a result of their heritage merit and need, economic use, location and impact on the historic character of the town as well as an urgent need for action to arrest further deterioration of the townscape in Campbeltown. Details of the buildings selected can be obtained from the THI Project Officer.

General Eligibility Criteria

Properties eligible for assistance must be of:

- Architectural or historic interest
- Preferably of townscape value
- Lie within the THI boundary and

Eligible applicants must either be:

- The owner of the property
- A leaseholder with an un-expired interest of not less than ten years

The priority of the project is to tackle buildings in a poor state of repair and will have a beneficial impact on the setting of the Conservation Area. Priority will be given to buildings requiring comprehensive

schemes of work to bring them back into good repair and enable them to be used again. Other minor works are eligible but are considered less important

Eligible Works

Grant assistance will be made available for:

- Works of repair to the external fabric of the building
- Structural repairs both internal and external
- The reinstatement of lost external architectural detail
- The reuse of underused floor space (*only in association with external works*)
- Environmental enhancement
- Professional fees
- VAT (where it is not reclaimable)

In addition, it is a requirement to qualify for assistance that:

- A chartered building professional (such as an Architect or Chartered Surveyor) be employed as your agent to prepare the application and specifications, undertake the tendering process, monitor works on site and certify payments.
- A comprehensive scheme of works is proposed that tackles all elements of work required.
- Consideration should be given to providing disabled access sympathetic to the historic character of the building.
- Ensure that signage is appropriate.

Grant Rates

Grant rates are currently set at a maximum of 80% of eligible works.

Repayment/Clawback

The grant, or any part of may, be repayable if the owner sells or otherwise disposes of the grant assisted property. The period in which repayment may apply varies depending on the level of grant assistance offered.



Project Grant Procedure



1. The project officer notifies owners of identified potential grant aided schemes. An application pack accompanies the letter.
2. The owner confirms interest in writing.
3. The project officer and/or conservation officer meets the applicant on site to discuss the outline of the project.
4. The applicant fee tenders for an architect accredited in building conservation. A list of architects accredited in building conservation can be provided by the R.I.A.S. (0131-2297205).
5. The applicant announces the appointment of the professional team.
6. The applicant, appointed agent and project officer/conservation officer meet to discuss the project in detail.
7. The agent tenders for the agreed work (at least three competitive tenders) and applies for all relevant statutory consents.
8. The applicant submits the completed THI application form. The following needs to accompany the application: the confirmation of VAT status and ownership, a professional fee tender report, detailed plan proposals and specifications, a tender report, three prized bills of quantities and a programme of works.
9. The project officer acknowledges the application and checks the application with the view to recommend for funders approval to the Campbeltown Town Centre Regeneration Steering Group.
10. The project officer presents the grant application, above £5,000, to the Campbeltown Town Centre Regeneration Steering Group for consideration and where required submit to grant funders for approval.
11. If successful, a contract between the Townscape Heritage Initiative and the applicant will be drawn up.
12. The applicant submits the signed contract to the project officer.
13. Argyll and Bute Council will send a copy of the signed contract to the applicant.
14. Only now can the agent instruct the contractor to commence work on site.
15. The project officer in consultation with the conservation officer if required will monitor the work closely for compliance with the conditions of grant. Any change from the original accepted proposal needs to be agreed by the project officer and should be reported immediately to avoid jeopardising the grant.
16. Grant will be paid after submission of interim and final certificates.
17. The finished work will be used to illustrate the success of the grant-aided project.

Campbeltown THI
Victoria Hall
Campbeltown
Tel: xxxxxxxx
E-mail: xxxxxxxxxxxxxxxxxxxx

Campbeltown THI - GRANT ASSESSMENT CRITERIA

General principles

The purpose of grants made under a Townscape Heritage Initiative (THI) is to promote comprehensive repairs to the eligible buildings, taking into account any existing or potential defects, as well as the work immediately proposed. Only structural repairs and the repair (including reinstatement) of historic details are eligible and all should be carried out using natural or traditional materials and methods.

All work must be undertaken with respect for the character and integrity of the building or structure, and of the area in which it lies, in accordance with the Memorandum of Guidance on Listed Buildings and Conservation Areas (1998), and following published guidance and advice issued or endorsed by Historic Scotland.

Please note that eligibility for grant does not necessarily mean a grant will be awarded. All grants will be subject to the availability of grant monies by the Townscape Heritage Initiative grant at the time of the application since there may be more demand than funding available.

Reinstatement of architectural details

The objective is to reinstate in whole or part elements of the exterior fabric of buildings which are essential to their design and character, such as ornamental masonry, applied historic finishes and details, joinery to historic patterns, and ornamental metalwork like balconies, railings, canopies and finials. Reinstatement grants must only be offered where the building is already in sound repair, or will be made so with a concurrent repair grant; the details must be known from the building, its neighbours, or documentary sources, not be speculative; and reinstatement must not involve the removal of later features of interest.

Bringing empty historic floorspace back into use

This includes empty space within partly used historic buildings, such as unused upper floors over shops. Proposals for this type of work must respect the character and interest of the building internally as well as externally. Only high quality materials and workmanship should be used throughout the works. The property must be brought up to high standards and comply with all current regulations and legislation. Urgent external repair work might be a condition of grant to safeguard against potential damage due to lack of maintenance of the rest of the building in the past.

In addition to the grant application form, feasibility studies and outline business plans must be submitted to the Heritage Lottery Fund for projects that will bring vacant historic floorspace back into use.

GENERAL MATTERS

Professional fees

Any scheme involving more than one trade or when indicated by the Project Officer and/or Conservation Officer, needs a professional adviser to coordinate and supervise the work. This adviser should be an independent suitably qualified and experienced architect. The funding bodies require the use of an architect accredited in Building Conservation. The Royal Incorporation of Architects in Scotland (RIAS) (0131-229 7205 or www.rias.org.uk) can provide a list of them. Full professional fees for architectural services would only be eligible if the professional adviser inspects the work in progress and is responsible for its certification on completion.

Should the applicant wish to use an architect or shop front designer who is not accredited in conservation strong evidence of previous work experience with historic buildings has to be submitted to the Project Officer. The evidence will be used to decide if an exemption to the above condition could be made. Should the applicant be a suitably qualified and experienced professional who wishes to undertake the professional work themselves, they can do so subject to the grant aiding bodies' approval. The applicant's professional fees would not be grant eligible.

Contractual work

All contractual work over £5000 (FIVE THOUSAND POUNDS) must be competitively tendered (work under £5000 requires just three estimates). At least three tenders by independent suitably qualified and experienced contractors and a tender report must be submitted for approval. The items should be broken down to show the costs of each element of work detailed in the specification. A 10 % contingency sum is required. The grant will be based on the eligible works detailed in the specification and calculated on the lowest of the competitive prices, although a more expensive contractor can be used subject to the grant aiding bodies' approval.

Should the applicant be a suitably qualified and experienced contractor who wishes to undertake the contractual work himself or herself, they can do so subject to the grant aiding bodies' approval. The applicant's contractual costs would be not grant eligible.

Value Added Tax

VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, will be eligible for grant. Guidance on VAT and listed buildings is contained in VAT Notice 708 *Buildings and Construction* (August 1997) available from the local VAT office. The applicant's VAT status needs to be submitted to the Project Officer for the assessment of the level of grant.

Campbeltown THI - GRANT APPLICATION FORM

Please send completed application form to:

The Project Officer
 Campbeltown THI
 Victoria Hall
 Campbeltown
 Tel: xxxxxxxxx
 Email: xxxxxxxxxxxxxxxxxxxxxx

Project address:				
Postcode:				
Name of applicant: Address:				
Postcode:				
Daytime telephone number: E-mail:				
Nature of applicant, e.g. householder, company, charity etc.				
Do you own the property for which you are seeking a grant ? If not, please give name and address of freeholder and date the lease ends (you must obtain consent from the owner for the works)	YES / NO			
Is the building listed as of architectural or historical importance ? If yes please circle which category.	YES / NO A B C(s)			
You have to comply with all statutory consents. Date applied for: Date awarded/expected:	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Planning Permission</td> <td style="width: 33%; text-align: center;">Listed Building Consent</td> <td style="width: 33%; text-align: center;">Building Warrant</td> </tr> </table>	Planning Permission	Listed Building Consent	Building Warrant
Planning Permission	Listed Building Consent	Building Warrant		
Will any jobs result or be safeguarded through this project ? Please state numbers (full or part-time):	<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; text-align: center;">Construction</td> <td style="width: 33%; text-align: center;">Retail / Service</td> <td style="width: 33%; text-align: center;">Cultural / Other</td> </tr> </table>	Construction	Retail / Service	Cultural / Other
Construction	Retail / Service	Cultural / Other		
Under which grant category will the proposed work fall ?	<input type="checkbox"/> Building repair <input type="checkbox"/> Re-instatement of architectural detail <input type="checkbox"/> Re-use of derelict/vacant historic floorspace <input type="checkbox"/> Gap site renewal <input type="checkbox"/> Public realm work			
What is the current use of the premises ?				
What is the proposed use of the premises? Please describe the project proposal in detail:				

Please give names and addresses of the Architect: Quantity Surveyor: Structural Engineer: Other (eg Planning Supervisor):	
Please give estimated costs of work. Construction costs: Professional fees: Total: VAT: Total grant eligible costs:	£ £ _____ £ £ _____ £
Is VAT reclaimable ? Grant is only paid on VAT if VAT is not reclaimable by the applicant.	YES / NO
Have you applied for a grant from any other source ? If yes, provide details:	YES / NO
What is the programme of works ? Contract starting date: Contract end date (practical completion):	
Checklist: Please confirm that you have included three copies of the following with this application (only one copy of photographs is required). Please note that an incomplete application would be invalid until the submission of all requested documents.	<input type="checkbox"/> Statutory Permissions <input type="checkbox"/> Consent of owner (if not applicant) <input type="checkbox"/> Confirmation of VAT status <input type="checkbox"/> Detailed drawings and specification of the works <input type="checkbox"/> Professional fee tender report (if applicable) <input type="checkbox"/> A tender report including at least three competitive tenders <input type="checkbox"/> The prized bill of quantities of the tender you wish to accept <input type="checkbox"/> The programme of works <input type="checkbox"/> Any other grant offers for the same work <input type="checkbox"/> Photographs (minimum of 3 good quality prints / transparencies)
Declaration:	I, the applicant / organisation accept that all grants are discretionary and that they will be subject to the terms and conditions of a legal agreement.
Signature:	Signed _____ Date: _____

