

DUNDEE HISTORIC ENVIRONMENT TRUST



Summary of Grant Conditions -Checklist

Please read this thoroughly before submitting your application and sign the declaration
1. The application submission should include completed application form, three competitive tenders and a tender report (or one tender and a quantity surveyor's report with costings where agreed), digital images of the site before work, a schedule of works and plans and drawings (where applicable) illustrating the proposed scheme. The tenders should either be in the form of bills of quantities or adequately detailed priced description of works.
2. The building or site will be inspected and schedules of work and estimates of cost agreed by the Trust before any work is begun. The work should not begin before a written offer of grant has been made, unless otherwise agreed by the Trust.
3. Offers of grant will be conditional upon acceptance within one month of the offer being made. Any offer not accepted in writing by the applicant within one month from the date on which it is made will normally be deemed to be withdrawn.
4. All work for which assistance is given must be carried out to the satisfaction of the Trust. Officers of the Trust will inspect the work from time to time during progress and at completion.
5. The Trust accepts no responsibility for the work grant aided and is under no present or future responsibility for the design, maintenance and to other factors relating to the work undertaken by the applicant or their contractors.
6. The grantee must obtain any necessary approvals, such as a building warrant, planning permission, advertisement consent or listed building consent, and shall ensure that the approved scheme is completed in accordance with all such approvals.
7. The grantee shall ensure that the approved scheme shall be completed in a good and workmanlike manner using only quality materials and to a standard acceptable to the Trust (and in line with the Standard Advisory Repairs); declaring that if any works within the approved scheme are not carried out, or not so completed, or if any conditions attached to the offer are breached, the whole or part of the grant already paid shall be recoverable by the Trust.
8. Grant assisted repairs should normally use the same traditional materials, craft skills and construction techniques found in the original building. The grantee shall follow, where reasonable and appropriate, the Advisory Standards of Repair, published by the Scottish Ministers through Historic Environment Scotland (see link)
9. The grantee shall notify the Trust of any proposed variations to the approved scheme (including any variations to specifications of material or techniques) immediately for approval.
10. The grantee shall normally appoint a suitably qualified professional advisor experienced in conservation work to draw up a scheme details and oversee the project. Usually this will be an architect or building surveyor with specific conservation accreditation awarded by their respective professional institutes. In certain circumstances other suitably qualified professionals may be best equipped to tackle schemes requiring specialist advice. Smaller projects involving repair will also benefit from being designed and overseen by accredited professionals.

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11. The grantee shall ensure that adequate works insurance cover is arranged to protect the historic fabric of the subjects during the prior when the works comprising the approved scheme are being carried out.
12. The grantee is responsible for any construction design management (CDM) regulations that may pertain to the contract.
13 During the course of the project the grantee shall display a sign supplied by the Trust publicising the Trust's financial support; grant permission to the Trust to publicise the property in any publication or on the Trust's website; shall ensure that any press release, statement or publicity issued by the grantee relating to the project shall make mention of DHET's grant award,; and on completion of the approved scheme, shall supply publication quality photographs or high resolution digital image of the project to the Trust for their use.
14. On completion of the works the recipient shall continue to maintain the property to the satisfaction of the Trust for a period of 5 years
15. A standard security will normally be taken out over the property to enforce conditions of grant in support of properties for grants over £25,000. The Trust also has a policy of clawback in respect of projects subject to a larger grant awards where the property is sold within 15 years of the grant being awarded, calculated on a percentage basis decreasing with time.
16. Payment of the grant will be made on completion of the project, or in stages, subject to certification from the architect /agent that the work is satisfactorily completed and on receipt of certified invoices for the approved works.
17. The grantee will provide an evaluation report on completion of the project and on final grant payment in a format acceptable to the Trust. This will report on the outcomes of the project as set out in the application form submitted to the Trust.

Declaration

I have read and agreed to the Conditions and the Guidance for Applications and I have the authority to make this application and authorisation to accept grants on behalf of the client.

Signed.....(APPLICANT)

Signed.....(AGENT)

Signed.....(OWNER)

Project ID Number