# Dundee Historic Environment Trust (DHET) Grants Guidance

Dundee Historic Environment Trust (DHET) was established in 2004 to promote and encourage the conservation, protection and improvement of Dundee’s historic environment. It does this through providing grant assistance for the repair of buildings and townscape features, and outreach grants for the promotion of the historic environment. DHET administers these grants on behalf of the Scottish Government with funding made available by Historic Environment Scotland (HES).

These guidance notes should be referred to when filling in DHET’s grant application form. They have been provided to assist you in completing your application so that the Trust has sufficient information to order to inform their decision making in assessing your project.

Please read this guidance carefully and ensure that you have completed every section and have submitted all the documents as required.

All grants are offered entirely at the discretion of DHET’s Board of Trustees and are in accordance with HES’s contractual conditions of grant.

**Dundee Historic Environment Trust operates two grant programmes**

**1. Building Repair Grants**

These grants assist building owners in carrying out conservation repairs to traditional buildings within Dundee. The grants programme aims to improve the sustainability of Dundee’s built heritage for current and future generations. Grant rates vary depending on the type and scale of the work that is proposed to be undertaken

**Comprehensive Grants:** These grants are awarded to projects which address a range of external repair works which will secure a building’s future.

**Small Grants**: These grants help towards individual items of repair or a limited range of repairs

# **How much can I apply for?**

We have a limited amount of grant funding available and the success of your application will depend on how well it meets DHET priorities.

**Large Grants & Comprehensive Building Repair grants:**

Grants over £10,000 and over (subject to available funds and your project)

**Small repair grants:**

Up to £10,000

The grant percentage that DHET will offer towards total eligible costs will be dependent on the strength of your application and how it meets the Trust’s priorities.

**What kind of things can DHET assist with building repair grants?**

In order to qualify for funding the approved repairs should be external and must use traditional materials, craft skills and construction techniques as found in the original building. See page x for a more detailed breakdown of eligible items.

* Essential structural repairs
* Comprehensive roof repairs
* Repair of chimneys
* Repair of replacement of rainwater gutters
* Repair of stonework
* Repair of historic boundary walls or garden structures
* External joinery
* Repair of historic metalwork
* Certain professional fees

**What kind of things can’t be funded?**

* Alterations and additions
* Modern materials such as cement & GRP
* Artificial and substitute materials
* Chemical treatments
* Stone cleaning
* Interior repairs
* Cleaning gutters & maintenance
* Localised repointed

**2. Outreach Grants**

These grants can support the repair of streetscape features (like town clocks, old paving or monuments) in the public realm.

Grants can also support projects that provide opportunities for people to learnabout and enjoy Dundee’s historic built environment. This can include interpretative material.

# **How much can I apply for?**

This will depend on the type of project. Generally, the Trust awards grants of up to £5,000 but in exceptional cases may award more.

**What kind of things can DHET pay for?**

* Interpretative leaflets
* Feasibility Studies
* Conservation Plans
* Streetscape features (if they have community value)

Applications from community/voluntary/charitable groups are particularly welcomed.

**How and when can I apply for funding?**

Firstly, please read these guidance notes and please fill out the enquiry form on our website to register your interest.

If we consider that your project is potentially eligible for funding, we will issue you with a link to the application form. If your project doesn’t qualify for our funding, we will explain to you the reasons why we think your project is ineligible.

Competed application forms will be considered by the Trustees if they are received at least 10 days before the next available committee meeting date. Please check the DHET website for meeting dates.

Applications will not be considered unless **all** the necessary documents have been supplied and the form has been signed and fully completed.

**How will the Trust assess your grant application?**

Your application will be assessed according to how it meets the following:

* How well your project meets **DHET’s** **strategic** priorities
* How well your project meets our **outcomes** (it must meet at least one of them)

Your application will be scored against our **priorities** and **outcome**s. The Trust will use its discretion in the final assessment of your application. There is no guarantee that your application will be successful, and decisions will always be at the discretion of the Trustees.

More information is provided on how to set outcomes and indicators on the next page. Outcomes are the difference that your project will make.

**You can also find a range of information on outcomes** on the internet on funding websites such as the Heritage Fund **@** [**https://www.heritagefund.org.uk/funding/outcomes#outcome-1**](https://www.heritagefund.org.uk/funding/outcomes#outcome-1)and Evaluation Support Scotland

**Outcomes & Indicators**

An outcome is the difference that your project will make. An indicator is a sign or marker of how your project has met the objectives that you set out to achieve. They need to provide the evidence for evaluating the success of your project, but they should be achievable, measurable and proportionate to the scale of your project. You will be asked to provide details on what outcomes your project is seeking to achieve and what indicators you will use to show or measure these. You will need to tell us how you will collect and record information in order to illustrate the difference your project and grant has made.

**DHET Strategic Aims & Outcomes:**

DHET’s strategic priorities are based on the following aims:

* To enhance the quality, appearance and condition of Dundee’s built historic environment
* To support the promotion of Dundee’s historic built environment as an attractive place to live, work, visit and invest in
* To bring disused/underused buildings back into economic use, either as business premises or as affordable accommodation
* To promote timely repairs and encourage continuing maintenance
* To encourage the use and improved availability of traditional craft- based building skills and appropriate traditional and/or energy efficient materials
* To stimulate the understanding and appreciation of the historic built environment.

DHET Strategic Priorities and target Outcomes with example indicators are:

Outcome: The Historic Environment is in better condition

Potential indicators might be:

* A traditional building is repaired or conserved to appropriate standards using traditional materials
* Record of the quantity of traditional fabric that has been repaired e.g.: square metre of slate roofing repaired, sq. metres of repointing with lime mortar etc. (refer to the bill of quantities)
* The building was on the Building at Risk register and has been taken off the register due to the work being carried out (DHET Strategic Priority)
* The building is now in full occupation due to the repairs (DHET Strategic Priority)
* The building is now brought back into business use (DHET Strategic Priority)
* My building is located in a (DHET Strategic Priority) conservation areas as follows:

City Centre (esp. Waterfront & NE, NW & commercial parts)

Lochee High St, Commercial parts of Maryfield (DHET Strategic Priority A)

Rest of Lochee CA, commercial parts of West End Lanes, Broughty Ferry CA’s & Blackness (DHET Strategic Priority B)

All other conservation areas (DHET Strategic Priority C/D)

* My building is listed (DHET Strategic Priority A to B)
* My project involves the comprehensive repair of an historic building (DHET Strategic Priority) through the complete repair of a building or a complete part of a building

### Outcome: The Management and maintenance of the historic environment is improved

Potential indicators might be:

* A Property Factor or constituted residents / management association is now in place
* A Conservation accredited professional has been appointed
* A Conservation Management and Maintenance Plan is in place and implemented
* All of the owners are now working together to look after their building and meet regularly

Outcome: Conservation and/or archaeology skills within the historic environment and connected sectors are enhanced:

Potential indicators might be:

* The project included traditional skills training
* The project appointed conservation professional to specify the works
* No. of apprentices
* Opportunities for further investigation of the building are pursued

Outcome: Economic Activity undertaken in and around the historic environment will be increased

* The completed project results in increased economic activity where the repaired premises are now able to be used and generate new employment opportunities
* Due to the repair of your historic building, economic activity is stimulated in the vicinity (e.g. a new shop opens next door as a result of the building no longer being empty)
* The repair of the historic building allows for commercial use.

Outcome: Existing and new audiences will have opportunities to access and learn about the historic environment

* My project involves young people who are learning about the historic environment
* Our project is led by volunteers who are researching into the history of their building so that this information can be shared with visitors

**Question by question guidance on filling out the grant application form.**

**Q 1.2:** You are asked to provide a short title to describe your project with its location.

Please limit this to one sentence. For example, a large comprehensive project might be:

Comprehensive repairs to roof and stonework to listed building, 28 High Street Dundee.

A small grant may be:

Repairs to 6 timber sash and case windows at 5 Cedar Grove.

A heritage outreach grant might be: Research and design of heritage booklet for visitors to Green Park, Dundee

**Applicant Details**

Q 2.1 & 2.2 We need to understand who the application is being made by, whether there is more than one owner (for building projects) and their relevant contact details. These details will be used for the legal contract which will be issued for the grant offer if your grant application is successful. Where there is more than one applicant please ensure you fill in the details on the form and check that these details are accurate.

Q2.3 Description of the applicant: Please tick all the boxes that apply. For example, if you are one of four owners of a tenement where there is an owner’s association, please tick residential and multiple owners (property association). If the owner’s association has not been formed but is in the process of setting up, please use this box. The owner’s association will be required to have a bank account for grant payments to be made.

If you are not the owner of the property you must provide evidence that you have the correct permissions to apply for and undertake works. For example, a full repairing lease.

Q2.4 Please give brief (relevant) details on the applicant. For example, the owner of a private house, state this but you do not need to provide details on activities. If your application is for a charity outline what your organisation’s activities are e.g. We are a charity running social activities for elderly people in our small hall.

**Building & Project Details**

**Q3.1**Please give the address of where the building repair project or heritage activity will be taking place. This should be the full address with postcode [Royal Mail Postcode finder](https://www.royalmail.com/find-a-postcode) for building repair projects.

**Q3.2 Statutory Protection details (for building projects only)**

**Please check** if your building is listed following the Dundee City Council link [Dundee City Council](https://www.dundeecity.gov.uk/service-area/city-development/planning-and-economic-development/development-management/listed-buildings-%26-conservation-areas) and if it is located in a conservation area. You will need your postcode with which to search for these details.

Where your building isn’t listed or located in a conservation area, but is located in close proximity to one, please give description.

Q3.3 Please tell us if your building is at risk and if so what the reference number is on the buildings at risk register <https://www.buildingsatrisk.org.uk/>.

We are also interested in the use of your building. If it is underutilised or it is likely to become partially vacant please give details here. Please estimate the amount of floor space as this will be required to report on outcomes of your project.

Q3.4 Please give details on current or intended use of building. Please tick all that apply.

**Project Details and costs**

**Q4.1 Please give a brief description of your project**. Outline what the project is for both buildings and heritage activities. For building projects, say what the works will be, what materials will be used and what you hope to achieve. For example, “the project will involve the comprehensive repairs to a vacant B listed tenement building. These repairs will include repointing in lime mortar to the stonework and a full repair of the slate roof and 2 chimneys. It will also include repairs to 12 timber sash and case windows and cast iron rainwater goods (gutters and downpipes). The building is currently in poor condition and through the repair of the leaking roof and the windows, the building will be warmer and drier so will be both more energy efficient by undertaking the works as well as securing its long-term future and will meet local housing needs”.

**Q4**.**2 to 4.4 Meeting outcomes and Measuring Success.** Please refer to the guidance set out in this document. Please tick all the outcomes that apply. You may refer to the indicators that have been given as examples, but you might also wish to use your own indicators. For example, for a community outreach project you might undertake a small survey about whether your volunteers have learnt new skills. You are also encouraged to submit small video clips and images of your project.

**Q4.5** **Professional Team details.** For larger projects we recommend that you appoint a professional design team. Please include all the relevant contact details of the team.

**Q 4.6 Project Costs. Please refer to page x in calculating the eligible costs.** Please provide your detailed workings on a separate sheet if required (for example if your project is for a large grant with lots of different elements) but ensure you have included the grand totals here.

Three competitive quotes and a tender report are required for all projects (or one or two tenders and a quantity surveyors report with costings **where agreed**). Please include the schedule of works, plans and drawings (if applicable) illustrating the scheme. The tenders should be either in the form of bills of quantities or adequately detailed priced description of works. Please give the details of the amount and the name of the companies.

**Q 4.7 Statutory Consents:** you must obtain all necessary approvals such as building warrant, planning permission, advertisement consent or listed building consent and you must ensure that the approved scheme is completed in accordance with such approvals. Please tell us who your contacts are at Dundee City Council.

**The Enclosure Check list**

Please ensure that you have included all the documents that **apply to your project**. Incomplete applications will not be considered by the Trustees.

**Declaration**

Please ensure that you have read the guidance notes and that you have completed the application in full. By signing here, you are confirming that the information you have submitted is to the best of your knowledge is correct as this will form the basis of any grant awarded. You will be issued with a legal contract if your grant application is successful.

Eligible conservation repairs – Please refer to Historic Environment Scotland’s Advisory Standards of conservation and repair (link) for comprehensive details.

The following provides a summary of eligible and ineligible repairs.

Structural Repairs - Minor structural repairs are eligible only as part of a wider stone repair scheme.

Stone Repairs - The replacement of decayed or damaged stone to buildings and boundary walls, undertaken with indents of new natural sandstone to match existing.

Repointing - Raking out defective mortar and repointing with appropriate lime mortar

Harling - renewal of traditional lime harling to match existing

Roof coverings and repairs - Repair and replacement of traditional slate, lead, pantile or Rosemary tile roofs, including repairs to timber sarking. New slater work must match original (certain types of non-indigenous slate are not grant-eligible). Repair or reinstatement of traditional timber cupolas and cast iron rooflights is grant-eligible; Flashings - Renewal of lead flat roofs and lead flashings to chimneys, skews, ridges, gutters etc. Zinc ridges are not grant-eligible. Renewal of pre-1919 asphalt flat roofs. Single-ply membrane roofs are not grant-eligible.

Rainwater goods - The repair or reinstatement of lead or cast-iron hoppers, cast iron gutters and downpipes.

Timber eaves - The like-for-like renewal of timber eaves, decorative brackets etc at wallhead.

Windows - The repair, overhauling and reinstatement of traditional timber sliding sash-and-case windows or Crittall, including stained or etched glass, in comprehensive repair schemes only.

Windows must be pointed with traditional burnt sand/ linseed oil mastic applied by a trowel.

Doors - The repair or reinstatement of solid timber or part-glazed external doorways, including storm doors, fanlights and sidelights. Replacement doors (and, if appropriate, decorative glazing) must be based on documentary evidence or local examples.

Ironwork - Repair, refurbishment or reinstatement of structural or decorative cast or wrought iron including railings, balconies, lamp standards, lanterns, finials, crestings etc. The reinstatement of lost ironwork must be based on documentary evidence to determine the original ironwork pattern.

Paving - The repair or reinstatement of traditional sandstone slabs and granite or whin setts as appropriate.

Ineligible Items

Proprietary patching compounds or surface coatings

The painting of stonework or stone- cleaning

Cast aluminium and PVC goods items

Renewal of modern patent-glazing cupolas or “Velux” style rooflights

Minor overhaul of a slate roof

Eligible Professional Fees

Fees for the Professional Design Team including the architect, structural engineer, building and quantity surveyors (max total fee of 16%)

Other practical information:

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 have been withdrawn.

The building or site will be inspected and schedules of work and estimates of cost agreed by the Trust before any work is begun.

You will be required to enter into a legal contract to receive a grant. Contracts are awarded to the owners of properties. Where a property factor is acting on behalf of owners, current and accurate ownership information (contact names and addresses) is required.

Grants of over £25,000 will entail additional legal requirements (Constitutive Deed and Standard Security). You are advised to seek independent legal advice. Upon receipt of signed contracts work can start on site but DHET cannot release funds until these legal documents are concluded and registered. Legal contracts will be time bound based on the information you have supplied us

Extensions of time to Building Repair Grant contracts will only be considered on receipt of a satisfactory written explanation and progress report and will be limited by the Trust’s 3-year funding cycle.

DHET’s funders require that a clawback clause is inserted within our grant contracts. The clawback works on a sliding scale and is applicable if the grantee sells their property within a certain period of time after receiving a building repair grant. The clawback clause is standard and non-negotiable.

The grant is paid we will arrange an inspection of the approved works following receipt of either receipted invoices or a valuation. This is to ensure the conservation repairs have been carried out to the standard required.

Final payment of the grant contracts will be subject to the grantee completing the evaluation DHET requires. You must monitor the success of the project and give us an Evaluation Report at the end of it