Dundee Historic Environment Trust

Historic Building Repair Grants Scheme - Programme Criteria & Guidance Notes

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Purpose of the Scheme

Dundee Historic Environment Trust administers grants to promote and encourage the conservation, protection and improvement of Dundee's historic environment on behalf of Scottish Government, with funding made available by Historic Environment Scotland. All grants are offered in accordance with Historic Environment Scotland's contractual conditions of grant.

Please read this document carefully, including the Grant Conditions below, before you complete the Dundee Historic Environment Trust grant application form. This guidance has been provided to assist you in completing your application, but also to ensure that the Trust has sufficient information to allow it to assess your project. If in doubt, please email us at info@dhet.org for assistance.

What We Fund

The following kind of works are eligible and can be considered for grant assistance by DHET:

- Essential structural repairs
- Comprehensive roof repairs
- Repair of chimneys
- Repair or replacement of rainwater goods
- Repair of stonework and brickwork
- Repairs to traditional lime render harling
- Repair of historic boundary walls or garden structures
- Repairs to external joinery
- Repairs of historic external metalwork
- Project development costs for major regeneration schemes
- Installation of conservation style rooflights
- Agreed Project-related skills training initiatives
- Public realm repairs
- Agreed professional fees

The type of work that could be eligible is likely to vary from building to building in terms of age, quality and detail and will be assessed on their individual merits. The onus will

be on the applicant to provide the Trust with all the relevant information and to ensure that the conservation works to be carried out are in keeping with the original construction and fabric of their property.

For more comprehensive information, please refer to Historic Environment Scotland's Advisory Standards of Conservation and repair:

https://www.historicenvironment.scot/media/5283/advisory-standards-conservation-repair.pdf

What we cannot fund

The following kind of works are ineligible and *cannot* be considered for grant assistance by DHET:

- Alterations and additions
- Projects that have already started
- Use of modern materials such as GRP, bituminous felt or cement mortars
- Artificial and substitute materials or techniques
- Chemical treatments
- Stone cleaning (and painting of stonework).
- Cast aluminium and PVC rainwater or other drainage goods
- Replacement of 'modern' patent glazing and 'modern' rooflights
- Interior repairs
- Localised repointing
- Routine maintenance such as gutter cleaning, fixing slipped slates, minor roof repairs or localised repointing
- Repairs to or replacement of single-ply membrane roof coverings

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Funding Available

Typically awards range from 25% to 50% of eligible costs. The award of grants is at the discretion of the Trustees and the Trustees' decision is final.

Priorities for Funding

To be **eligible** for funding the following criteria must be met:

- Buildings being repaired should be located in the city centre (see the map on our website) or in the conservation areas of Lochee and Maryfield.
- Buildings should be of traditional construction (usually, but not always, built pre-1919).
- Proposed repairs should be to the structure or to the exterior of the building.
- Repairs must use the traditional materials, craft skills and construction techniques that would have been found/used in the original building.
- Acceptable materials include, but are not limited to, natural stone, brick, lime mortar, slate, iron, lead, other metals and timber.

When **assessing any application**, the Trustees will consider the extent to which the project is in line with the Historic Environment Scotland's Grants Priorities:

- Increase understanding of and engagement with Scotland's historic environment
- Enhance communities' use of the historic environment in place making
- Strengthen the resilience of Scotland's historic environment
- Use the historic environment as a catalyst for climate action
- Increase the quality and availability of historic environment skills
- Increase economic benefits from the historic environment in a sustainable and inclusive way

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Who Can Apply

- Individual owners
- Owners' associations and factors
- Community groups, voluntary organisations, places of worship and charities
- Not-for-profit organisations and social enterprises

How to Apply

There is a two-stage grant application process.

Stage 1: Project Enquiry

- You should check the potential eligibility of your property or project
- Submit a Project Enquiry Form
- If your project does not qualify for Trust funding, we will explain the reasons why it is ineligible. You can resubmit if you think other works may be eligible.
- If you have any questions, please feel free to get in touch by email or phone or drop into the Dundee Historic Environment Trust office.
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Stage 2: Grant Application

- If eligible, you will be notified by email and issued with a link to our application form.
- Make sure you have read this guidance note thoroughly and Historic Environment Scotland's Advisory Standards of Repair.
- Prepare any necessary supporting documents (see below).
- Complete, sign and submit the application form, with supporting documents.
- If appropriate, we will arrange for a visit to your project.

Application Requirements

The application submission must include:

- A completed Grant Application Form
- A schedule of works and drawings to scale (where applicable) clearly illustrating the proposed conservation works
- A detailed specification
- Three competitive tenders and a tender report (or one tender and a quantity surveyor's report with costings where agreed). The tenders should either be in the form of bills of quantities or adequately detailed and priced descriptions of works
- Digital images of the site before work
- A note of any works where the required standards of conservation may not be met and an explanation as to why this might not be the case.
- Fees for the Professional Design Team including the conservation architect, structural engineer, building and quantity surveyors are eligible costs (maximum total fee of 16%).

Assessing Grant Applications

The Trust Board meets quarterly and will consider fully completed application forms received at least 10 days in advance of the meeting. If your application is received outwith this time period, then it will be considered at the following committee meeting. Please ensure that you have completed every section of the application form and have submitted all the required documents. Failure to do so may result in your application being delayed or rejected.

If You Are Successful

- You will receive a **Grant Offer Letter** and **Acceptance Form** setting out the terms of the award – see Grant Conditions below.
- Grants will normally be paid on the completion of the project.
- You must keep clear records of project expenditure and activities.
- A final report and evidence of outcomes will be required.

Grant Conditions

Acceptance Conditions

1. Unless under exceptional circumstances, offers of grant will be conditional upon acceptance by the applicant in writing within **one month** from the date of the offer being made. Any offer not accepted in writing within one month will normally be deemed to be withdrawn.

2. 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.

3. **Grants of over £50,000** 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 supplied to the Trust.

4. The Trust can reassess, vary, make a deduction from, withhold or recover the grant if:

    - during the Monitoring Period, the property is sold
    - at any time any condition of the Grant Contract, the Conservation Burden and/or the Standard Security is breached and, if the breach is capable of remedy, you have been given notice of it and have failed to remedy it within the period of time specified in the notice;
    - the Trust does not approve the Final Accounts
    - you suffer an Insolvency Event
    - there is a Change in Status or Control
    - If the Trust agrees that the Property cannot be reinstated following damage by a risk covered by the Insurance Policy;
    - The Trust considers that any information provided by you in the Application and/or in terms of the Grant Contract is fraudulent, incorrect or misleading or you have failed to provide information which would have been relevant to the Trust in approving the Grant or determining any matter in terms of the Grant Contract;
    - the Property ceases to be used for the agreed use; or
    - you are a tenant under a long lease and you renounce your interest in the Property, or the lease terminates in any other way.

Please see below for a breakdown of how Dundee Historic Environment Trust will recover all or any part of the grant in relevant circumstances:

Years from commencement of the Monitoring Period	Percentage of Grant or Supplementary Grant to be recovered (below £25k)	Percentage of Grant or Supplementary Grant to be recovered (between £25k and £50k)	Percentage of Grant or Supplementary Grant to be recovered (£50k+)	Percentage of Grant or Supplementary Grant to be recovered (100k+)
0-1	100%	100%	100%	100%
1-2	80%	90%	90%	93%
2-3	60%	80%	80%	86%
3-4	40%	70%	70%	79%
4-5	20%	60%	60%	72%
5-6	0%	50%	50%	65%
6-7	0%	40%	40%	58%
7-8	0%	30%	30%	51%
8-9	0%	20%	20%	44%
9-10	0%	10%	10%	37%
10-11	0%	0%	0%	30%
11-12	0%	0%	0%	24%
12-13	0%	0%	0%	18%
13-14	0%	0%	0%	12%
14-15	0%	0%	0%	6%
15+	0%	0%	0%	0%

Following the Completion Date, until the expiry of the Monitoring Period, you must not alter, extend or demolish the Property or any part of it without the prior written approval of Dundee Historic Environment Trust. This could result in clawback of the full grant.

The Monitoring Period is:-

- For grants between £50,000 and £100,000 - 10 years
- For grants above £100,000 - 15 years

5. Extensions of time to Building Conservation Grant contracts will only be considered on receipt of a satisfactory written explanation and progress report and will be limited by the Trust's 5-year funding cycle.

6. The building or site will be inspected and schedules of work and estimates of cost agreed by the Trust before any work is begun unless otherwise agreed. Non-compliance may result in funding being withdrawn.

Quality Standards Conditions

7. The grantee shall notify the Trust of any proposed variations to the approved scheme (including variations to specifications of material or techniques) immediately for approval.

8. All work for which financial assistance is given by the Trust must be carried out to the satisfaction of the Trust and in accordance with the information submitted with the application or at any time thereafter. The Trust may from time to time carry out site inspections, but the responsibility for carrying out the conservation works to the required standard rests entirely with the grantee and their contractors.

9. The grantee shall ensure that the construction works are carried out by competent and skilful contractors with a proven track record of success in conservation. Grant assisted repairs should always endeavour to use best practice and the same traditional materials, craft skills and construction and quality techniques found in the original building. If there is any conflict as to the required standards, the HES Advisory Standards of Repair will be the benchmark to follow.

10. The grantee should be aware that, if any works within the approved scheme are not carried out, varied or and not 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.

Project Delivery Conditions

11. No matter the scale of the conservation works, the **grantee must appoint a suitably qualified professional advisor experienced in the delivery of conservation projects to oversee the project.** Usually this will be an architect or building surveyor with specific conservation accreditation awarded by their respective professional institutes.

12. The grantee shall ensure that adequate contract insurance cover is arranged to protect the building fabric and those responsible for carrying out the works for its duration.

13. The grantee is responsible for any Construction Design and Management (CDM) regulations that may pertain to the contract.

14. The grantee must obtain any necessary approvals, such as a building warrant, planning permission, or listed building consent, before works commence on site and shall ensure that the approved scheme is completed in accordance with all such approvals. Where appropriate a Certificate of Completion should also be obtained.

15. During the course of the project, the grantee shall:
    a. Display a sign at the site supplied by the Trust publicising the Trust's financial support, this will be provided by the Trust
    b. Grant permission to the Trust to publicise the property in any publication or on the Trust's website
    c. 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
    d. On completion of the approved scheme, shall supply publication quality photographs or high-resolution digital images of the project to the Trust for their use, without cost.

16. You must monitor the success of the project throughout and provide a completed DHET Evaluation Report on its conclusion.

17. On completion of the conservation works, the recipient shall continue to maintain the property to the satisfaction of the Trust for a period of 5 years for a grant of up to £25,000, 10 years for a grant of up to £50,000 and 15 years for a grant of over £50,000.

Conditions of Payment of Grant Monies

18. Before any grant monies are paid, the Trust may arrange an inspection of the completed works following receipt of either receipted invoices or a valuation. This does not replace the requirement for a conservation accredited professional to oversee the works. The onus remains, at all times, on the applicant to meet the conditions of the grant approval.

19. Payment of the grant will be made on completion of the project, or in progressive stages, **subject to certification from the conservation accredited professional that the work is satisfactorily completed** and on receipt of certified invoices for the approved works.

20. Dundee Historic Environment Trust will only make grant payments for eligible works which are actually carried out and payment will be based on the cost as evidenced by invoices and proof of payment. **This means that if the works cost less than expected or if not all eligible works are completed then the grant payment will proportionally reduce.**

Final payment of the grant monies will also be subject to the grantee completing the DHET Evaluation Report.

Contact Us

For advice or to request an application form, please contact: info@dhet.org or Adam Swan, Director, adam@dhet.org Tel: 01382 902 244