



ACADEMY STREET

- INVERNESS -

Townscape Heritage Project

HERITAGE GRANT SCHEME

APPLICATION GUIDANCE NOTES

Heritage Grants are available for works of building repair, and some architectural re-instatement to properties on Academy Street, Inverness. The grants are funded by The Heritage Lottery Fund – Townscape Heritage (TH), Historic Environment Scotland and The Highland Council and administered by the TH Partnership Group.

APPLICATION ASSESSMENT

A number of **key factors** will be considered in the assessment of an application. These are set out in a separate document entitled “How your application will be assessed” available on the TH website.

All awards of grant are at the discretion of the TH Partnership Group

DESIGNATED AREA

Only properties on Academy Street, which lies wholly within the boundary of the **City of Inverness**, will be considered.

PROPERTY OWNERSHIP

For projects involving capital work to buildings, you must either own the building to which the application relates/ or have a lease of sufficient length to fulfil our standard conditions of grant. This means:

- For projects involving work to a building, if you or your organisation does not own the building, you will need a lease of at least 10 years left to run after the expected date of your project’s completion.
- We cannot accept leases with break clauses unless the landlord is also named in the grant application and that they agree to be bound by the grant conditions if a grant is awarded
- We cannot accept leases with forfeiture on insolvency clauses
- You must be able to sell on, sublet and mortgage your lease
- If you do not own the property, you must tell us who does

ELIGIBLE WORKS/ COSTS

The purpose of the grant scheme is to enable owners to carry out repairs to the structure and external envelope of the building. Grants may also cover internal works to make the building more useful and viable for business in the future.

All works must be carried out using high quality natural or traditional materials as applicable and will be normally on a like-for-like basis. Full details of eligible and appropriate works are detailed in **Heritage Grants Guidance Notes**, which should be read prior to completion of the Application Form.

For applications where the works costs (excluding VAT) is in excess of £10K, at least three written tenders must be obtained for the works.

Applications for grants in excess of £25K **must be for comprehensive** schemes that undertake **comprehensive repairs / refurbishment / restoration, which will ensure the future of the building for the next 50 – 75 years**. Grant applications from properties in mixed use including tenement properties are welcomed. Please note that written agreement of all responsible parties will be required before a grant will be considered.

OTHER ELIGIBLE COSTS

All Heritage Grant schemes where the works cost is in excess of £25K* must engage the services of a conservation accredited professional.

- Professional fees, up to a rate of 50% of the total fee may be eligible. Fees are generally eligible up to 16% of the cost of eligible works.
- VAT may be payable on eligible repair costs and fees and, where it cannot be recovered, may be eligible for grant. Guidance on VAT and listed buildings is contained within VAT Notice 708 Buildings and Construction (August 2014) available from the local VAT office or online at: www.gov.uk/government/publications/vat-notice-708-buildings-and-construction/vat-notice-708-buildings-and-construction

GRANT LEVELS

- A grant level band between **25 – 75% of all eligible works** will operate.
- The rate of grant given will be entirely at the discretion of The TH Partnership and will be based on the application score.

GRANT ADMINISTRATION

- The TH Project Team will assess each application and provide a report to the TH Partnership Grant Sub Committee with a recommendation to approve or reject the application.
- The Grant Sub Committee will consider all application reports and make a recommendation to the full TH Partnership Group.
- The amount of overall grant to be committed at the first round may be agreed at the first sub committee meeting and will be dependent on the application numbers, their value and projected grant uptake for the coming year(s). It is anticipated that not all grant monies will be committed at round one.
- 3-4 grant assessment dates will be put in place per annum. Applicants will be advised of the next assessment date on application.
- Grant offers will remain valid for a period of three months. If works have not commenced within that time period then an applicant may have to re-apply.
- Any materially deliberate misleading statement made at any time during the application process could render the application invalid and the applicant liable to return any money already paid out.
- The TH Partnership reserves the right to impose a claw back condition on the grant offer. In the event of the sale or lease of a property within a 10 year period, a percentage of the original grant must be repaid.
- **A Standard Security will be required for comprehensive projects in receipt of a grant over £25,000. All costs of the Standard Security will be borne by the applicant.**

STATUTORY CONSENTS

- Grant eligible works may require Listed Building Consent, Planning Permission and/or Building Warrant.
These requirements are separate from the grant application process.
- It is the responsibility of the applicant to ensure that **all statutory consents are in place prior to works being commenced** on site.
- The TH project team may request confirmation that approvals have been sought and received.
- Applicants are strongly advised to contact The Highland Council, Planning Department to check whether the works require any consents prior to an application being submitted.

Grant will not be paid for works undertaken without the necessary permissions.

NON-ELIGIBLE WORKS

- Grants cannot be awarded for work that has already been carried out or has started i.e. retrospective applications.
- The TH partnership reserves the right to withdraw the grant offer if other non-eligible works or inappropriate repair works are carried out concurrently with grant aided works, without prior agreement of the TH project team.

PRE-APPLICATION DISCUSSION

The TH project requires that any person or organisation wishing to make a grant application must in the first instance contact the TH project team to discuss the project and arrange a pre-application site visit.

Contact the Lorna MacLennan on 07818 520124.

