



«Grantee»  
«Address»  
«Address»  
«Address»  
«Post Code»

Grants Team  
Longmore House  
Salisbury Place  
Edinburgh  
EH9 1SH  
«email»@hes.scot  
T: 0131 668 «Ext»

Our ref: «ref num»  
«Date»

Dear Sirs,

**Historic Environment Grants Programme**  
**«Project Title»**

We are pleased to confirm that Historic Environment Scotland (**HES**) will provide funding support for your Project under the Historic Environment Grants Programme, pursuant to our powers under the Historic Environment (Scotland) Act 2014.

**Grant Funded Project**

This Offer of Grant is made towards the project detailed in your application dated «application date» (the **Application**) and any variations agreed with us before the date of this Offer of Grant (the **Grant Funded Project**).

<b>Grant Funded Project</b>	<b>Amount</b>	<b>Grant Intervention Rate</b>	<b>Control Period</b>
<b>Total</b>			

**Conditions of Grant**

This Offer of Grant is subject to the following Conditions of Grant:-

- [the Standard Conditions of Grant
- the Conditions relative to Schemes of Repair]

The Conditions of Grant are available on our website. We have also sent you on a copy of these by e-mail.



You should read these carefully before accepting the Offer of Grant. **Acceptance of the Offer of Grant will have certain legal consequences and you are advised to take independent legal advice before signing.**

Defined words and phrases used in this Offer of Grant will have the same meaning as they are given in the Conditions of Grant referred to above.

We have agreed with you the following Project Milestones, which you must achieve when delivering the Grant Funded Project.

<b>Project Milestone</b>	<b>Deadline</b>	<b>Requirement</b>
[ ]	Date falling [ ] months from the date of this Offer of Grant	
<b>Project Completion</b>	[ ]	All elements of the Grant Funded Project delivered
<b>Final Claim Submission Date</b>	1 year after Project Completion Deadline	All claims for Grant submitted.

The following special conditions also apply to your grant:

- [ ].
- [Capital Items: Any capital item purchased with the Grant must be retained by you for the purposes set out in your Application until [ ]. You must (i) maintain any capital item in good repair; (ii) store it safely and securely; (iii) have adequate insurance cover in place; and (iv) have the benefit of all necessary permissions, consents and licences required for its use. If you Dispose of your interest in any capital item funded by the Grant within [ ] that will constitute an additional Recovery Event and we may seek to recover all or part of the Grant.]

## Guidance

You must comply with the Programme Guidance which we make available on our website. The relevant guidance applicable to the Grant Funded Project is:-

- [Programme Guidance - Historic Environment Grants Programme]
- Guidance for Repair Grants (including Annex: HES Advisory standards for repair grants)
- Guidance for Archaeology Grants



- Guidance for Skills Grants

### **Payment Plan**

We will pay the Grant to you using the [insert Express Grants / Small Grants/ Large Grants Payment Plan or Additional Payment Plan as appropriate] Payment Plan as set out in the Programme Guidance.

We will not start paying the Grant until we have issued the Permission to Start.

### **End Use**

Following completion of the Grant Funded Project until the end of the Control Period, you must use the Property for the following approved use:-

- [ ]

You must tell us if you intend to use the Property for any other purpose. We are entitled to reclaim all or any part of the Grant if we do not approve the intended use.

### **Public Access Requirements** (optional condition depending on project type)

It is a condition of the Grant that you must make the Property available for access to the public from the Project Completion Date until the end of the Control Period. For the Grant Funded Project you must arrange for access to the Property, at no charge, to:-

- the interior of the Property for a minimum of 25 days each year between the months of May and September, at least 10 of which will be at the weekends.
- the Property by appointment.
- the Property on doors open day or other similar scheme.
- the Property by reason of its End Use.

You must arrange for the access arrangements to be publicised on your website and/or through your social media channels.

If you do not allow the required public access we may recover all or part of Grant.

**[Standard Security and Conservation Burden]/ [Letter of Consent]** (optional condition depending on project type and grant amount)

Before we can pay you the Grant, we will require a [Standard Security and/or Conservation Burden to be created in our favour] [Letter of Consent from the owner of the Property/ Denominational Head]. You should speak to your solicitors as soon as possible to progress the legal documentation. The required style documentation is available on our website and further information can be found in the Programme Guidance.



HISTORIC  
ENVIRONMENT  
SCOTLAND

ÀRAINNEACHD  
EACHDRAIDHEIL  
ALBA

### **Accepting this Offer of Grant**

If you wish to accept this Offer of Grant please [ ]. You need to accept within [one month of the date of this Offer of Grant]. If you don't send us your acceptance within that period, we may withdraw the Offer of Grant.

Yours faithfully,

Susan O'Connor  
Head of Grants