

HISTORIC ENVIRONMENT GRANTS PROGRAMME GUIDANCE (v.2024)



HISTORIC
ENVIRONMENT
SCOTLAND

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INTRODUCTION

Our new Historic Environment Grants (HEG) programme provides financial support for historic environment projects. It replaces our previous funding programmes: Historic Environment Repair Grant (HERG), Historic Environment Support Fund (HESF) and some projects which would have been previously funded through our Archaeology Programme and Organisational Support Fund (OSF).

The HEG programme has three funding streams (express, small and large) which are explained in more detail in the **OVERVIEW** section.

This programme guidance provides detailed information and resources relating to our HEG programme, covering the following areas:

- Programme Criteria.
- Who can apply and the types of work and activities we can fund.
- How to submit an expression of interest and application form.
- Detailed guidance on eligible costs.
- Information on programme resources and templates that you will use to complete your application and during project delivery.
- What to expect if you are awarded a grant, including contractual conditions, progress reporting and claiming procedures.
- How to contact HES if you have any questions.

Given the range of projects and activities eligible under the HEG programme, we have also produced some supplementary guidance documents:

- [Guidance for Repair Grants \(including Annex: Advisory Standards for Repair Grants\)](#)
- [Guidance for Archaeology Grants](#)

We will tell you in your offer of grant which guidance is applicable to your project.

Where text is highlighted in [blue](#) throughout this document, this relates to documents and templates that are available to access and download from the HEG Programme Resources page on our website.

Please read all the sections of this guidance and any relevant supporting guidance before submitting an expression of interest or application to the Historic Environment Grants Programme.

OVERVIEW

To be considered eligible under the HEG programme, all projects proposed for funding must meet the standard programme criteria. Depending on what your project involves, there may be additional criteria required to be met.

Please read the **PROGRAMME CRITERIA** section for more information.

Through the HEG programme, we can usually support direct costs to deliver your project and, for third sector organisations, an appropriate level of indirect costs (full cost recovery) where that is appropriate. We cannot provide funding for core running costs of any organisation. For repair projects, we can support the cost of works being carried out using traditional materials and skills which will help to deliver a sustainable future for a physical historic environment asset. In exceptional circumstances, we can support interim repairs where there is an immediate risk to an asset.

Please read the **WHAT WE CAN FUND** section for more information.

If you are interested in applying to our HEG programme, an Expression of Interest (EOI) must first be submitted via our [HES Grants Portal](#). An EOI can be submitted at any point during the year, and you must have this approved by us before being able to submit a full application.

More information on the EOI and application process can be found in the **HOW TO APPLY** section.

If you are awarded grant, you will be required to meet a number of conditions and fulfil specific reporting requirements. These will vary depending on the type of project and also the level of funding awarded.

Please read the **IF YOU ARE AWARDED A GRANT** section for more information.

Application timeframes

Our deadlines and decision timeframes for each funding stream for the HEG programme are set out below.

Express Grants (£1,000 to £25,000)

Stage	Deadline	Decision
Expression of interest	Open All Year	10 days
Application	Open All Year	6-8 weeks

Small Grants (£25,001 to £100,000)

Stage	Deadline	Decision
Expression of interest	Open All Year	10 days
Application	Three per year (30 April, 31 August, 31 December)	10-12 weeks

Large Grants (£100,001 to £500,000)

Stage	Deadline	Decision
Expression of interest	Open All Year	10 days
Application	Three per year (30 June, 31 October, 28/29 February)	12-16 weeks

Although there are no deadlines for EOI's, for small and large grants, please keep the preferred deadline for your full application in mind when submitting this. We will aim to respond to EOI's within 10 working days.

Application assessment

For the small and large grants, applications will be assessed through a competitive process with decision timeframes determined by our internal assessment and decision-making process. Applications for express grants will be considered and assessed on a case-by-case basis throughout the year.

For all applications, we will assess:

- the heritage significance of the asset;
- how well your project will contribute to our grant priorities;
- how well planned and deliverable your project is;
- for some projects, the urgency and level of risk facing your asset; and,
- for some projects, how you plan to deliver the project outcomes for the longer term.

We will consider the overall value for money your project offers against all of these factors as well as against the grant amount requested, the level of match funding and the need for grant support.

If your project contains several different elements or activities, we may decide during the assessment phase that we would not recommend supporting all of these. In these cases, we will discuss which elements we will fund with you prior to a contract being issued.

For more information about how we take decisions, please see the [How Our Funding Works](#) page on our website.

PROGRAMME CRITERIA

Our Historic Environment Grants (HEG) Programme can provide funding to eligible applicants for projects that will benefit Scotland's Historic Environment. Projects must meet the following standard criteria:

- Clearly relate to an historic environment asset (tangible or intangible).
- Be able to demonstrate how they will contribute to [HES Grants Priorities](#).
- Be able to demonstrate a financial need for our grant.
- Offer good value for money, with an appropriate level of match funding, either from your own resources or from other funders.
- Must not have started (unless discussed and agreed by HES Grants Team).
- Must not be funded by either a City Heritage Trust (as their funding is via HES grants) or through any of our other funding programmes.

Repair, consolidation and interim work projects

If you are applying for funding to support any physical works to an historic environment asset, the following criteria will also need to be met:

- You will need to either own the heritage asset or hold a full repairing lease which has at least 20 years to run.
- In exceptional circumstances, where the asset is an ancient monument which you do not own nor hold under a long lease, we may be able to support a project where you have the written permission of the owner to carry out the work. For application stage, you will need to get the owner(s) to complete an [Owner's Permission Letter](#) and submit this as a supporting document. If your application is successful, before a formal offer of grant can be approved, the owner(s) will need to complete a subsequent [Owner's Letter of Consent](#). This letter will oblige the owner(s) to permit you to access the property to complete the scheme of work and to allow you to comply with the conditions of the grant contract during the control period including, where applicable, allowing public access and making the property available for the permitted end use.
- For a place of worship not in your ownership, you must have the written permission of the owner(s) (i.e., Church of Scotland General Trustees, denominational head) to carry out any work and to comply with the conditions of the grant contract (including an obligation to maintain and repair) throughout the control period. This permission will also be considered as the owner(s) confirmation that there are no plans for the place of worship to close during the control period. A [POW Permission Letter](#) must be completed in these circumstances and submitted to us at application stage. If your application is successful, a [POW Letter of Consent](#) will need to be completed and submitted at grant award stage.

- We will expect you to appoint a professional team led by an appropriately qualified Conservation Accredited Professional to oversee and manage the project.
- Works carried out will need to follow our [Guidance for Repair Grants Annex: Advisory Standards for Repair Grants](#).

With the exception of some projects relating to interim works, you will also need to follow our process for agreeing the work prior to grant being approved and awarded. More information on this process can be found in our [Guidance for Repair Grants](#).

Archaeology projects

For an archaeology project, the following criteria will also need to be met:

- You will need to demonstrate how your project also aligns with [Scotland's Archaeology Strategy](#).
- For excavation projects, you will need to demonstrate that there is a need for this and that there is not any alternative means of investigation which could achieve the same results.
- Your project should be guided by research questions.
- The lead archaeologist must be a member of [The Chartered Institute for Archaeologists \(CIfA\)](#).

You will also need to follow the process and guidance set out in our [Guidance for Archaeology Grants](#). This guidance also sets out other key considerations to be made when planning your project.

HES Grants Priorities

All applications will need to show how your project contributes to our Grants Priorities.

Grants Priority 1	Increase understanding of and engagement with Scotland's historic environment
Grants Priority 2	Enhance communities' use of the historic environment in place making
Grants Priority 3	Strengthen the resilience of Scotland's historic environment
Grants Priority 4	Use the historic environment as a catalyst for climate action
Grants Priority 5	Increase the quality and availability of historic environment skills

Grants Priority 6	Increase economic benefits from the historic environment in a sustainable and inclusive way
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Examples of the types of projects and activities that could deliver against these can be found on the [HES Grants Priorities](#) page on our website.

Whilst there is no requirement for your project to contribute to all six priorities, we would expect your response to these to be proportionate to the level of grant being requested, with more priorities met for a higher funding request.

However, the specific context of each project will be considered during the assessment process to ensure that expectations are realistic. For example, a project focusing on a remote ancient monument will not be expected to contribute to the priorities to the same extent as one involving a historic building in an urban area.

As one of the main aims of our funding is to prioritise projects which look after and protect historic fabric, there is an expectation that applications to our large grants stream will meet Grants Priority 3: Strengthen the resilience of Scotland’s historic environment (e.g., the repair of an important heritage asset which is at risk).

Who can apply?

Under this programme, we expect to mainly support not-for-profit organisations. This may include charities, local authorities, religious bodies or partnerships led by not-for-profit organisations.

Lead applicant organisations must be formally constituted with a clear governance and financial structure and have their own bank account. As a preference, they will also have a demonstrable track record of sound financial management, including administration of a similar level of grant funding.

Any applicants who employ staff will also need to be able to demonstrate that they meet our Fair Work First requirements. Please see the **HOW TO APPLY** section for more information.

If you are applying with another organisation, you will need to nominate a lead applicant who should provide a signed agreement showing the involvement and responsibilities of each partner organisation and how the project will be managed financially.

Whilst private owners or commercial organisations can apply, they are unlikely to be a priority for support unless they can demonstrate that the wider benefits to the public to be delivered from the project would significantly outweigh the private gain.

All applicants will need to provide financial information with their application to determine if a financial need for a grant has been demonstrated and also, for some projects, to evidence their financial sustainability.

WHAT WE CAN FUND

What types of projects and activities are eligible for funding?

Your project can be focused on any aspect of Scotland's historic environment, from the tangible (e.g. historic buildings, ancient monuments and archaeology, designed or cultural landscapes and historic gardens and battlefields) to the intangible (e.g. historic environment skills, stories and traditions).

You can apply for funding for a project with one or several different component activities. There are no restrictions on how many activities you can apply for, but they must all clearly link to the same main project. For example:

- you may be applying for funding to help with the cost of repairs to your local museum building and are also planning to include a traditional skills training programme and the production of a building maintenance plan.
- you could be applying for the consolidation of a monument as well as including some new interpretation at the site that will help to improve people's understanding of it.

If your project does contain different activities that you are seeking HES funding for, we may not support all of these even if your application is successful. This will usually be because they are not deemed to meet the programme criteria or priorities strongly enough.

If you are submitting an application for either a small or large grant you will also need to complete and submit an [Activity Plan](#) and upload this with your application.

The types of projects and activities that are eligible under the HEG programme will vary and are likely to be time-limited with a defined start and end date. Some examples of typical project and activities will include but are not limited to:

- Archaeological excavations and research.
- Repair and consolidation works.
- Interim works.
- Skills and training.
- Outreach, learning and interpretation.
- Maintenance and management plans.
- Resilience (not core funding).
- Thatching.

Archaeological excavations and research

We can support archaeology projects that will deliver public benefits for Scotland's historic environment and meet our grants priorities. HES is a partner in the delivery of [Scotland's Archaeology Strategy](#) and our expectation is that any archaeological projects we support will also meet the objectives of the strategy. Projects and activities could include works to manage at-risk

archaeological sites, community-led archaeology projects, training in practical archaeological skills and innovative archaeological investigation.

More information on the types of archaeology projects that we can support and guidance on the processes and conditions around delivering these can be found in our [Guidance for Archaeology Grants](#).

Repair and consolidation works

We can support the repair or consolidation of a tangible historic environment asset that will help to protect and sustain it for the longer term. These projects are likely to be focussed on works to the historic fabric using traditional materials and methods of repair although there are also some ancillary works that we may be able to support.

For these projects, a formal offer of grant will not be made until we have approved the scheme of work. This means that we need to be involved from the early stages of the development of this type of project. To ensure that adequate time is factored in for this, an EOI and application must be submitted well in advance of your scheme of work being developed. The full process for agreeing these types of projects is set out in our [Guidance for Repair Grants](#).

We also have certain standards that you will need to meet for the grant-eligible works and these are detailed in our [Guidance for Repair Grants Annex: Advisory Standards for Repair Grants](#).

Interim works

Our goal in relation to buildings and other historic environment assets is a comprehensive and holistic approach to secure their sustainable future. However, if your project is not yet at a stage where this approach can be taken and it can be evidenced that your asset is at serious risk, then we can consider providing grant to support interim works.

Grant for interim works will only be available in exceptional circumstances; where it can be demonstrated that a significant asset is at risk and would result in higher costs should no intervention take place in the near future.

We can award a maximum grant of £50,000 towards the cost of these works, which will normally be limited to one per asset within a three-year period. Due to the number of at-risk assets, applicants will need to meet specific criteria to be considered a priority for funding for this type of project. These are in addition to the **PROGRAMME CRITERIA** and include:

- where the asset is of high heritage significance;
- where the asset it is at immediate risk of loss or damage; and
- where there is an outline plan in place for the future of the asset.

More information on the eligibility criteria for projects involving interim works is included in our [Guidance for Repair Grants](#).

Detailed information about the types of interim works we can help to support and how these should be prioritised are included in our [Guidance for Repair Grants Annex: Advisory Standards for Repair Grants](#).

We cannot support interim works and historic fabric repairs (including any ancillary works) as part of the same project and application.

Skills and training

We can support skills and training projects where there is a clear link and benefit to Scotland's historic environment. If you are seeking our funding for a stand-alone training project or where it forms part of a larger project, you will need to demonstrate a clear need for this training and consider how this links with the [Skills Investment Plan for Scotland's Historic Environment Sector](#). Ideally, you will also be able to explain in your application how your training project will meet specific skills gaps.

We can also offer funding of up to £25,000 to help with capacity building costs (e.g., historic environment skills audits, feasibility studies and investment in equipment or facilities) where it can be demonstrated that this will help to support the development of sustainable historic environment skills opportunities.

If you are applying for a repair grant, we will ask you to explain in your application if you have considered incorporating any potential training opportunities. These will ideally be targeted to locally based companies or individuals and to address local skills gaps. If you are applying for a repair project under the large grants stream (grant of £100,001+), it is our expectation that there will be training opportunities included within your proposal.

Outreach, learning and interpretation

You can apply to the HEG programme to support the cost of delivering outreach or learning activities that seek to promote engagement with and better understanding of the historic environment.

Examples of this include the creation of a local history archive through community engagement or the development and creation of new interpretation for an historic site.

Maintenance and management planning

We can provide funding for stand-alone maintenance or management plans where these relate to the most significant historic environment assets. This may be a maintenance plan for an A-listed building or a management plan for a designed landscape. In all cases, you will need to clearly explain in your application what the benefit to Scotland's historic environment will be from delivering this work.

Where we have awarded over £25,000 of grant towards physical work to an asset, we will usually expect you to produce a maintenance plan for the asset and for this to be implemented on completion of the work. The costs of producing this plan should be included in your budget and can be a grant-

eligible cost. You may also wish to consider including this as part of the services that your professional adviser could provide for your project. The cost of implementing the maintenance plan following the completion of the project is the responsibility of the grantee.

Resilience

Historic environment sector organisations can apply for time-limited activities such as business planning to improve their resilience, where there is a strong case for need. This does not include the provision of core funding for an organisation and applicants will need to demonstrate how this funding will protect the delivery of key outcomes for the historic environment sector.

Funding for these activities will depend on budget availability and must be supported in partnership with other funders. We cannot provide funding for organisations who are insolvent or in financial difficulty (as set out in the [Subsidy Control Act 2022](#)).

Thatching

We can provide grant to support the cost of the repair and maintenance of thatched roofs where local materials are being used. If you are applying for this type of project, you should include the following information in your application:

- when the thatch was last maintained;
- a description of what the works include;
- a description of the thatch material to be used;
- the technical detail of the ridge and how it has been secured; and
- confirmation from your local authority that the works proposed are using the appropriate traditional and local materials and methodology.

Detailed information on our requirements for thatching work and what can be included as a grant-eligible cost is included in our [Guidance for Repair Grants Annex: Advisory Standards for Repair Grants](#).

The above is not an exhaustive list of all the types of projects and activities that will be eligible under the HEG Programme. If you are unsure on whether your project would be eligible, please [e-mail](#) us to check.

How much funding should I apply for?

As we provide public funding, HES has a responsibility to understand why our grant funding is required for your project. The amount of grant to be awarded will be determined by a number of factors which includes, but is not limited to:

- applicant type;
- project type;
- grant-eligible costs;
- match funding; and
- value for money.

Each application will be assessed on a case-by-case basis.

Typical grant intervention rates based on applicant type are:

- Charities and not-for-profit organisations: up to 40% of grant-eligible costs.
- Local authorities: up to 25% of grant-eligible costs.
- Private and commercial owners: up to 33% of grant-eligible costs.

Applicants will need to demonstrate that they have maximised all opportunities to secure match funding and that they have a funding plan in place to cover all project costs. For your own contribution, you can also include any in-kind and volunteer contributions where you can clearly evidence how these are supporting the delivery of your project.

We may be able to make a higher percentage contribution for projects where there is a strong case for why more match funding cannot be secured. However, this is only in exceptional circumstances, and it is highly unlikely that we would award a grant of more than 50% of grant-eligible costs. If you feel a higher intervention rate is required to deliver your project, you must explain this in your EOI.

Whilst the standard maximum grant request under the HEG programme is £500,000, larger grant requests can be considered in exceptional cases. If you feel a higher grant award is required and is a reasonable request for your project in relation to our criteria and our priorities, you must explain this in your EOI.

What costs can I include in my application?

Through the HEG programme, we can support eligible direct project costs. For some third-sector organisations, we may also be able to support an appropriate level of indirect costs (full cost recovery) where there is a clear need for this to deliver your project.

There are also some costs, types of work and activities that are not eligible for grant which are set out in the **What we cannot fund** section.

You will need to provide summarised costs for your project at EOI and application stage. At application stage, you will also need to submit more detailed costs using the [Budget Profile](#) template. All costs should be rounded up to the nearest £1 with VAT only included where it is non-recoverable.

Included below are summary descriptions of the cost headings included in the 'Costs and Income' section of the application form and the [Budget Profile](#). When completing this information, you must only include costs for those budget headings relevant to your project, leaving blank any that do not apply. If your project involves costs for anything not covered by these headings, these should be included under the 'Other' column with an explanation of what these costs cover in your application and [Budget Profile](#).

Direct costs

Physical works: These costs relate to any physical works to be carried out to an historic environment asset included in your project. This could be for interim works, a comprehensive scheme of historic fabric repairs or archaeological fieldwork. As part of a comprehensive scheme of historic fabric repairs, we may also be able to support some ancillary works where these are not part of the historic fabric directly but will help to protect our investment or contribute to our Grants Priorities (i.e., installation of safe access or measures to make the asset more energy efficient). Grant support for the cost of ancillary works will usually be awarded at a lower intervention rate than the historic fabric repairs.

You will also need to include the costs for any other physical works proposed for your project that will not be eligible for our funding. This could be for example a new extension, interior modifications or alterations.

When completing your [Budget Profile](#), you should make sure that you include your costs against the correct heading for the type of works you are applying for (e.g. repair works, interim works). Please note that we cannot support interim works and historic fabric repairs (including any ancillary works) as part of the same project and application.

You can include costs in relation to:-

- **Professional Fees:** costs relating to fees for the professional team appointed to develop, deliver and oversee any physical works to an asset. This does not extend to project management fees. For most repair grant projects, our expectation is that the team will be led by a conservation accredited professional in accordance with the [Guidance for Repair Grants](#). For archaeology projects, we expect the lead archaeologist to be a member of the Chartered Institute for Archaeologists (CIfA).
- **Inflation and Contingency:** when working out your project budget, you should make sure to include an appropriate allowance for inflation and contingencies. We do not set a standard allowance for these but would expect you to base your figures on current market conditions with information on how these have been calculated included in your application or as supporting documentation.

Full guidance on what work is and is not eligible for our funding and our allowance and requirements for a professional adviser can be found in our [Guidance for Repair Grants](#) and [Guidance for Archaeology Grants](#).

Project Staff: These are the salary costs of any posts being proposed to deliver your project. For example, this could be an archivist or training programme manager.

You must not include the costs of any professional fees supporting the delivery of any physical work against this heading as this will already be included in the Physical works section.

If you are proposing to appoint more than one person to deliver your project, you will need to explain in your application what each post will do with the relevant costs included in your [Budget Profile](#). You should also explain how the salary cost/s has been calculated (e.g. full or part time and length of contract).

In line with Scottish Government's [Fair Work First](#) policy for any employers receiving public funding, you will need to provide us with evidence to demonstrate that, as a minimum, you pay the Real Living Wage. This applies for all your employees (whether or not they are involved in the grant funded project) as well as anyone else who you appoint to deliver any elements of your project, such as contractors and agency workers. You will also need to demonstrate that all your employees have access to effective workers' voice channel(s), including agency workers.

Please refer to the **HOW TO APPLY** section of this guidance for more information.

Events/engagement: the costs of any events and/or engagement sessions to be delivered as part of your project. This may include costs for venue hire, catering, equipment hire or speaker fees. These should be summarised in your application and [Budget Profile](#) with more detailed information included in your [Activity Plan](#) which must be submitted with applications to our small and large grant streams.

Formal learning: These are any costs associated with delivering any formal and certified learning as part of your project (e.g., venue hire, training providers). These should be summarised in your application and [Budget Profile](#) with more detailed information included in your [Activity Plan](#) which is to be submitted with applications to our small and large grant streams.

Informal learning: These are the costs associated with delivering any informal and uncertificated learning activities as part of your project. These should be summarised in your application and [Budget Profile](#) with more detailed information included in your [Activity Plan](#) which is to be submitted with applications to our small and large grant streams.

Materials and equipment: Costs for any materials and/or equipment that need to be purchased to deliver your project. This should not include any materials or equipment purchased for more general and not project specific use. You can retain and use the materials and equipment after the completion of the project if they are to be used for similar activities which will be of benefit to the historic environment. You should explain this in your application. If we agree to fund materials and equipment, we may require you to repay a proportion of the grant if you dispose of it within a specified period of time.

Consultant or professional fees: The cost associated with procuring any external consultants or professionals to support the delivery of your project. This may include undertaking project evaluation for larger projects or

producing a maintenance plan if this is a requirement of a grant for a repair project and not included already in the professional fees.

Other: This will cover any other direct costs relating to the delivery of your project which are not covered by the other direct cost headings. For example, travel and subsistence or appropriate contingencies for any non-physical work included in your project. An explanation of what these other costs include should be provided in your application and [Budget Profile](#).

Non-cash contributions/Volunteer Time: These are any direct costs you need to deliver your project that you do not have to pay for (for example, room hire or equipment). These costs can be used as part of your match funding contribution but are not eligible for HES grant. For this reason, they must be included in both the cost and income tables in your application form and [Budget Profile](#).

If any volunteers are directly involved with delivering your project, the time they spend on this should be quantified. You should explain in your application what their contribution will be and how the value of this has been calculated. Any non-cash contributions/volunteer time should also be outlined in a supporting letter signed by someone with appropriate financial authority in your organisation. You will need to record this time as part of your reporting during the delivery of your project, setting out as volunteer contributions and using a standard rate (£20 per hour) to calculate the value of this.

Indirect costs (Full Cost Recovery)

Staff: Some third-sector organisations may be able to apply for funding towards the costs of other staff who are not directly involved with delivering the project but will be providing support. For example, this could be an administration or finance assistant who helps to put together and submit the grant claim information.

You should explain in your application how much of the post time is being allocated to support the delivery of the project and include the costs of this in your [Budget Profile](#).

Overheads: If you are a third-sector organisation, you may be able to apply for funding towards overheads which are applicable and proportionate to the delivery of your project. For example, this could be a contribution to the running costs of your office (e.g., rent, electricity, telephone). You will need to explain in your application and/or supporting documentation how this has been calculated.

Please contact the [grants team](#) first to enquire whether or not we can consider supporting these costs for your organisation.

In your application and the [Budget Profile](#), you will also need to include details of any other project costs that are not eligible for our grant so that we know

what the total project cost is. You should provide an explanation of what these costs cover in your application and/ or supporting documentation.

What we cannot fund

HES cannot provide grant to support any of the following under the HEG programme. Any exceptions to these are included in brackets:

- Acquisition.
- Work resulting from an event that should be insurable.
- Recoverable VAT or VAT grant-aided by other funders
- Projects without public benefit and clear links to [HES Grants Priorities](#).
- Development work such as condition surveys.
- Any work that has already started before you apply for grant (with the exception of work undertaken by your professional adviser to design the agreed scheme of work prior to grant being awarded or, as otherwise discussed and agree with HES Grants Team).
- New-build work including building adaptation, extension, or alteration except in the case of agreed climate mitigation measures.
- New-build work except in exceptional cases for ancient monuments such as minor new constructions to provide access or for protection measures.
- Internal fit-out work and the repair or installation of services (with the exception of those included in the Ancillary Works section of our [Annex: HES Advisory Standards for Repair Grants \(Section 4\)](#) and confirmed as eligible for your project by HES).
- Routine maintenance and minor repairs of buildings, except where maintaining thatched roofs.
- Demolition.
- Post-excavation analysis, publication or dissemination of the findings of archaeology projects which have begun without our involvement or the involvement of one of our predecessor bodies.
- Archaeological investigation work undertaken at any of our properties in care.
- Repairs to moveable assets, including maritime vessels and railway vehicles (other than carved stones which are eligible).
- General operational/core running costs (other than approved Overheads which are linked to your project and approved by us).
- Organisations who are insolvent or in financial difficulty (as set out in the [Subsidy Control Act 2022](#)), or any other activities prohibited by that Act.

Income

Included below is a description of the income headings that you will be asked to use in the 'Costs and Income' section of the application form and [Budget Profile](#). When completing this section of the application, the income must cover the full project cost including any costs not eligible for HES grant.

HES Grant Request: This is the amount you are requesting from HES to support the grant-eligible costs of your project.

Applicant contribution: This is the amount that you will be directly contributing to the project cost.

Match Funding: This refers to all other external funding sources to support the delivery of the project. You will need to include the details of this match funding in your application.

Non-cash contributions/volunteer time: You may wish to include non-cash contributions and/or volunteer time as income if applicable to your project. The income amount to be included for this should be the same as the amount included under the cost heading for non-cash contributions/volunteer time. More information on how to calculate and evidence this contribution/ time is provided under the cost heading section above.

Procurement

For the purchase of all goods, works and services with a contract value of less than £100,000 (excluding VAT) which are required to deliver your project, you must obtain at least three written quotes before appointing a supplier. You should provide a detailed report on the quotes you have received and evaluated, together with reasons for your decision on which to accept. Where you have been unable to achieve three quotes, you should discuss this with us first to see if this is acceptable. You will need to explain the reasons for the lack of quotes and provide compelling justification for proceeding with the quote you wish to accept.

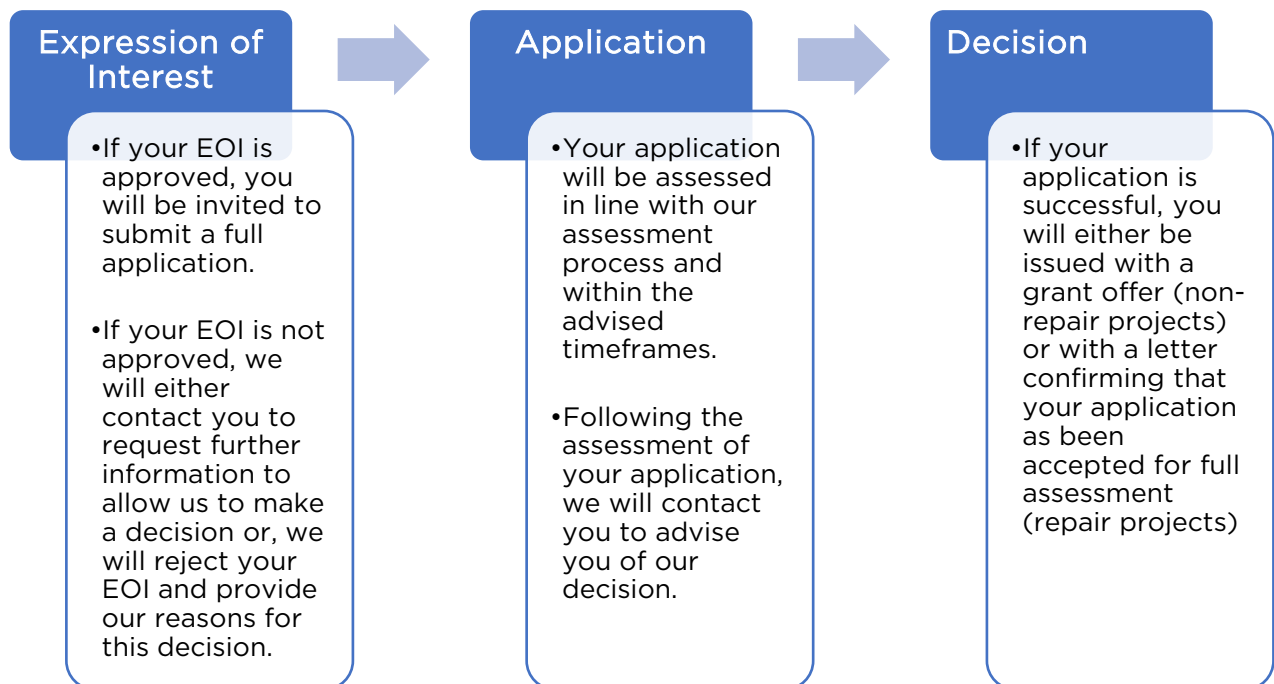
For the purchase of all goods, works and services with a contract value of more than £100,000 (excluding VAT), you must undertake a competitive tender exercise in order to appoint a supplier. This should be advertised on Public Contracts Scotland and be based on a cost and quality approach to ensure that value for money is achieved. You should provide a detailed report on the tenders you have received and evaluated, together with your decision on which to accept.

The Public Contracts (Scotland) Regulations 2015 apply in certain grant cases and particularly where you obtain more than 50% of funding from public bodies. The Procurement Reform (Scotland) Act 2016 may also apply. You must comply with all rules relevant to public procurement that are relevant to you and the Grant Funded Project.

HOW TO APPLY

Expression of Interest

Before being able to submit a full application to our HEG programme, you will need to have submitted and have had approved an Expression of Interest (EOI) on our [HES Grants Portal](#). You will first need to register an account on the portal to allow you to do this.



Please note that applications cannot be submitted without first having an EOI approved.

In the EOI, you will need to tell us which of the three grant streams you will be applying under - express, small or large. We will also ask you to provide us with some information about your organisation, your project, the proposed timeframes, estimated costs, how much HES funding is being requested and details of other project funding in place or being applied for.

You can submit an EOI at any point during the year, and we aim to respond to you within 10 working days from the submission date. Once submitted, your EOI will be allocated to a grants manager who will provide you with a response. This will either be to advise that a full application can be submitted; that more information is needed before we can confirm whether or not you will be able to submit a full application or that we have not approved your EOI to proceed to a full application.

If we advise that your EOI has not been approved, we will provide feedback and let you know whether this is something that would not be eligible and/ or a priority under the programme.

Or it may be that we feel that your project does have the potential to be eligible in the future but that it requires further development. If this is the case, we will advise you what information is needed for a future EOI.

If you are applying for either a small or large grant, you should submit your EOI well in advance of the application deadline you want to apply to. This is to allow yourself adequate time to read the full programme guidance and address the EOI feedback provided where applicable.

Application

If your EOI is approved, you will be able to complete and submit a full application which will ask for more detailed information about your project. For some projects, there will be supporting documents that you will need to submit. Some documents are optional, depending on the funding stream under which you are applying. These are set out in the **Appendix: Supporting Documents**.

Before completing and submitting your application, you should ensure that you have addressed any feedback and advice provided by us in your EOI response. You should also read this guidance document carefully as well as any supplementary guidance relevant to your project.

Once your application is submitted it will be assessed and decisions communicated in line with the **Application Timeframes**.

Please note that having your EOI approved and being invited to make an application is not a guarantee that your application will be approved.

More information on the application questions are set out below. This is not an exhaustive list, and a PDF of all application questions is available to download from our Programme Resources page. Guidance and help notes are also provided in the online application.

Your project

You will be asked to tell us about your project, explaining all the different works and/or activities to be delivered which must all clearly link to the same project.

Refer to the **WHAT WE CAN FUND** section for more information on the different types of works and activities we can fund. If you are unclear on whether or not we would be able to support your proposed project or some of the works and activities included in it, please enquire with us at grants@hes.scot.

Your historic environment asset

You will need to explain why your project is important in relation to the historic environment, who values it and why. This question relates to all assets, tangible and intangible.

For any projects relating to a tangible asset, you will need to tell us if it is formally designated. It may be a Listed Building, a Scheduled Monument, a designed landscape or located in a Conservation Area. If you are unsure if your

asset is designated or of its designation category, you can search for this on the [Historic Environment Portal](#). If your asset is currently undesignated or if you feel that it should have a different designation, you can contact our Heritage colleagues to discuss this at designations@hes.scot.

Your asset does not have to be designated to be eligible under the HEG programme although the significance of an asset is one of our assessment criteria. If your asset is undesignated, you should explain in the application about why you feel it is still of heritage significance and, where possible, provide evidence to support this. For example, this may be because of the significance it has in relation to the history of the area and therefore makes it important for the local community. For this example you could submit letters from local community groups or individuals that explain about the asset's significance to them.

You will also need to tell us about the current ownership status of the asset. We usually expect applications to be submitted by the property owner or long-term leaseholder (i.e., 20 years+ full repair lease).

In exceptional circumstances where the asset is a scheduled monument and is not in your ownership, we may be able to support work to these where you have the written permission of the owner to carry out the work. An [Owner's Permission Letter](#) template must be used in these circumstances and submitted to us at application stage. You should also make the owner(s) aware that if your application is successful then, before a formal offer of grant can be approved, they will need to complete a subsequent [Owner's Letter of Consent](#) which will oblige them to permit you to access the property to complete the scheme of work and to allow you to comply with the conditions of the grant contract during the control period. This will include, where applicable, allowing public access and making the property available for the permitted end use.

For a place of worship not in your ownership, you must have the written permission of the owner (i.e., Church of Scotland General Trustees, Denominational Head) to carry out any work and comply with the grant contract (including an obligation to maintain and repair) throughout the control period. This permission will include confirmation from the owner that there are no plans for the place of worship to close during the control period. A [POW Permission Letter](#) must be used in these circumstances and submitted to us at application stage. If your application is successful, a [POW Letter of Consent](#) will need to be completed and submitted at grant award stage.

Why now?

You will need to tell us about why it is important that your project should be delivered now or in the near future as this helps us to prioritise our funding.

For repair projects, you will need to outline the condition of the historic environment asset and how critical the risk is should work not be undertaken, which should be supported by a recent condition survey. More information on our requirements for this survey can be found in ²¹our [Guidance for Repair Grants](#).

If you have a conservation statement or plan, we advise that this is also submitted with your application. You will also be asked to tell us if your asset is on the Buildings At Register. If you are unsure, you can search [here](#).

For projects involving any physical work to an asset, we would also expect you to submit photos highlighting the areas proposed for repair and, if available, initial design drawings.

If your project relates to, or, includes intangible heritage you should explain what the risk is to this. For example, if your project is to deliver a traditional skills training programme then the risk could be the further decline of these skills if the programme does not proceed. Or if you are delivering an oral history project, the risk could be loss of these memories or experiences.

You should also consider other reasons why your project needs to happen now. This could include time pressures due to match funding, demand from stakeholders (e.g. local community, users, audiences or participants) or opportunities to align with wider and current strategic initiatives.

A strong application for funding will be able to demonstrate an awareness of HES strategies and also of how your project will align with other local, national and regional strategies. Key HES documents that may relate to your project could include, but are not limited to:

- Our [HES Grants Framework 2021 Onwards](#).
- Our Corporate Plan, [Heritage For All](#).
- The [Historic Environment Policy for Scotland](#) which sets out how the historic environment should be managed and supports good decision making.
- The [Skills Investment Plan for the Historic Environment](#), produced in collaboration with [Skills Development Scotland](#).
- Our [Gaelic Language Plan 2018 - 2023](#) outlines our commitment to acknowledging and promoting Gaelic language and culture as an important and valuable part of Scotland's historic environment.
- Our [Intangible Cultural Heritage Policy Statement](#) defines our understanding of, and role towards, ICH and how this influences the historic environment, and how we will work to safeguard and promote it.
- The [HES Research Strategy](#) sets out the vision, principles, priorities, and outcomes that guide our research activity and research partnerships.
- Our [Climate Action Plan](#) details our climate action ambitions for the historic environment for 2020-2025.

Project outcomes

You will need to tell us how your project outcomes would help to meet the HES Grants Priorities. More information on these can be found [here](#).

Project delivery and sustainability

We will ask you to explain who will be responsible for delivering your project and to outline any project risks and how these will be managed. For large grants, a more detailed risk register should be submitted as a supporting document with your application.

Please note that for any projects that involve working or engaging with any vulnerable groups or people (i.e., children and/ or protected adults) such as skills training or volunteering, you must explain in your application about how you are meeting the necessary legal requirements for undertaking this work.

You will need to tell us about how you plan to publicise the project and the HES grant award should your application be successful.

We are also looking for you to explain about the longer term impact and sustainability of your project. This is particularly important for any project involving the repair of an asset so that we can see if there is a robust plan in place to support its ongoing upkeep and use which will help to strengthen your application. For example, if your project involves the repair and reuse of a building, we expect to see a feasibility study and a business plan submitted with your application which shows a sustainable end use has been identified and is realistic and achievable.

We would also expect to see a plan in place to ensure the future maintenance of an asset once repaired. The production of a maintenance plan will be a requirement for all grants over £25,000 for repair projects. The production of this can be included as a grant-eligible cost but the cost of implementing the maintenance plan following the completion of the project will be the responsibility of the grantee.

Fair Work First

[Fair Work First](#) is the Scottish Government's policy for driving high quality and fair work, and workforce diversity across the labour market in Scotland by applying fair work criteria to recipients of public funding including those awarded HES grant.

As distributors of Scottish Government (SG) funding, HES are required to introduce two minimum elements of the Fair Work First policy for all new grant offers issued from 1 July 2023. These are: for all workers to receive at least the Real Living Wage; and for all workers to be provided with appropriate channels for effective voice.

If you employ staff, you are now required to evidence compliance with these two minimum requirements by telling us about this in your application and by completing and submitting the [Fair Work First Declaration](#) with evidence as a supporting document. As a minimum, you will need to demonstrate that you

pay the real Living Wage to all your UK-based staff (aged 16 and over) who you employ directly, including apprentices. Any UK-based workers who you do not employ directly but who will be involved in delivering any of your grant funded project must also be paid at least the real Living Wage. This includes any contractors, sub-contractors, agency staff and consultants. You must also be able to demonstrate that all your employees have access to effective voice channel(s), including any agency workers. Where you are able to make a self-declaration, we may carry out spot checks to verify the statements.

As grantees are encouraged to meet the other pillars of [Fair Work First](#), in addition to the minimum requirements, you should also explain in your application about any ways in which you are working towards achieving any of these.

In certain circumstances we may be able to apply limited exceptions to provide funding to employers who cannot meet these requirements. More information on where these exceptions may apply is set out in the [Fair Work First guidance](#).

Please refer to the **IF YOU ARE AWARDED A GRANT** section of the guidance for more information on how we monitor this requirement if your application is successful.

Evaluation

For all projects, you will need to tell us about your plans for evaluating its impact. As a condition of our grant, you will be required to produce an evaluation report at the end of the project as well as an [HES Grants Data Report](#) to be submitted annually throughout the project duration.

For express and small grant projects, the evaluation report is likely to be something that you or your organisation will be able to do itself. However, for large grant projects, it is our expectation that you would appoint an external consultant to carry out this work which preparation cost can be included as a grant-eligible cost. The cost of this should be proportionate to the project size, complexity and budget.

Evaluation is more effective when it is considered from the start of your project, ideally at the planning stage, and is implemented throughout your project. If you leave it too late, it is difficult to go back and gather important data and information needed to evaluate the full impact of your project.

As well as collecting quantitative data (i.e. number of courses, number of people attending an event), you should also consider how you are going to collect qualitative data (i.e. non-numerical data) to evidence the impact of your project.

[Evaluation Support Scotland](#) provide a number of resources and tools which could help you to plan and carry out your evaluation work.

IF YOUR APPLICATION IS SUCCESSFUL

Non-repair projects

If your project does not include any physical works to an historic environment asset, you will be issued with a formal offer if your application is successful for acceptance by you.

Repair and consolidation projects

If your project includes work to an historic environment asset, you will not be awarded a grant until you have had the work agreed by HES. In advance of this, you will be issued with an initial decision letter confirming that your application has been accepted into our grant programme and that an offer of grant will be issued (if and) when we are happy with all the required information.

This initial decision letter does not guarantee that you will be successful in being awarded a firm offer of grant.

If your application is for interim works to an asset, we will decide on a case-by-case basis if it needs to follow the same process as for repair and consolidation projects.

The full process for agreeing the grant-aided work is set out in our [Guidance for Repair Grants](#). You and your professional adviser should read this guidance carefully to ensure that you have factored adequate time into your project design to be able to follow all the stages set out in the guidance.

Once your grants manager has confirmed that the grant-aided work has been agreed, you will need to submit a 'Project Development Final Report' on the grants portal. In this, you will need to provide us with an update on your project from application stage including information on the project costs, other project funding agreed or applied for, timescales and outcomes.

If it has been more than 12 months since your application was submitted, you will also need to submit a new [Fair Work First Declaration](#) and supporting evidence.

If you do not own the property which is the subject of the application, you will also need to submit the [Owner's Letter of Consent](#).

If your grants manager is satisfied that all the information required has been submitted, they will seek approval for a firm offer of grant. Depending on the amount of grant to be approved, the timescales for this will usually be between 1-3 weeks.

Please see the **IF YOU ARE AWARDED A GRANT** section for more information on what happens once you have been issued with our offer of grant.

IF YOU ARE AWARDED A GRANT

Grant contract

Once your grant has been approved, you will be issued with a formal offer of grant.

The offer of grant will confirm what activities we are funding, what conditions apply to your offer, any project milestones and who will be your grants manager and details of how to contact them.

Included below is information on some of our grant conditions and requirements and when these will apply. Please also refer to the [Historic Environment Grant \(HEG\) Offer](#) and [Grant Conditions](#) for more information.

Legal requirements

If you are successful in being awarded a grant of over £50,000 for repair works to an historic environment asset, in most circumstances we will require that you deliver a Conservation Burden and/ or Standard Security. Included below are definitions of what each of these documents mean in the context of our grant. We also have these documents (with standard wording) available to download from our Programme Resources page.

- **Conservation burden:** these were introduced by the Title Conditions (Scotland) Act 2003 and are designed to ensure that the architectural or historic characteristics of any land are kept in good repair and not altered or demolished. If you dispose of the grant-aided asset within the grant control period (even if the standard security is discharged and clawback is paid), the burden will be passed to the new owners for the remainder of the control period. Conservation burdens can only be granted by the owner of the property. Therefore if you are a tenant under a long lease, you will need to have your landlord grant the Conservation Burden.
- **Standard security:** this is a statutory charge that can be taken over heritable property or the tenant's interest in a lease, where the lease is over 20 years. This will need to be in place for the control period and covers any clawback or repayment of grant which becomes payable during the control period. Default under the Standard Security can lead to us calling up and selling the property. Sometimes, where other funders require a security and/or where there is a financial lender, a ranking agreement will also need to be agreed.

The grant of these documents will have certain legal consequences and you are advised to seek independent legal advice on the content and effect of granting them.

Whilst your legal fees for agreeing, drawing up and registering these documents are not eligible for our funding, you should still ensure that you have factored these costs into your project budget. You will not be liable for our costs in putting them in place.

Where the execution of these documents is required as a condition of our grant, please note that we cannot release any of our grant until these have been delivered (along with other documents and searches required to complete the legal process). As there can sometimes be delays with completing this work, we would advise that you make your solicitors aware of these requirements as early as possible and well in advance of a project starting.

The documents that our solicitors will require to see are:

- Your title to the property, which must be valid and marketable.
- If you are a tenant under a long lease, we would also need to see your landlord's title to the property and, if required by the lease, their consent to the grant of the Standard Security.
- Various legal searches.

When you are issued your offer of grant on the grants portal, you will also be sent separately by email a copy of the [Grant Conditions](#) which apply to your project. We will also tell you which Guidance applies to your project. You should make sure you read these carefully before accepting your grant offer.

Grant recovery, control period and clawback

Within the standard conditions of grant (Clause 15), we have set out in what circumstances we can recover our grant. Please read these carefully.

For projects involving any work to an asset, it is likely that a control period will be applied to the conditions of your grant and specified in your grant offer letter. The control period will commence on completion of the works. For grants up to £25,000, this will be five years from the commencement of your control period. For grants awarded between £25,000 and £100,000, this will be for 10 years and, for grants over £100,000, this will be a period of 15 years.

After the works are complete and, for the duration of the control period specified in your offer of grant, we will expect you to regularly inspect the asset, repair and maintain it, allow public access and make it available for the agreed end use. During the control period, you will need to submit an annual monitoring return to us on the grants portal to tell us about how you are continuing to meet your grant conditions.

Failure to comply with the grant conditions can result in your grant being recovered, either in part or in full and could also lead to a calling up of the Standard Security where this has been delivered as a condition of your grant. The amount of grant to be recovered by HES will be considered on a case-by-case basis depending on what and how the grant conditions have been breached.

If the grant-aided asset is sold or disposed of within the control period, the amount of grant to be repaid will usually be calculated on the basis of the following table. However, we are entitled to use our discretion on this matter

and alternatively, may choose to recover another amount (e.g., as a percentage of net sale proceeds, based on the proportion that our grant bears to the total project costs).

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

If clawback is triggered by one of the other circumstances listed in Clause 15, we may seek to recover all of the Grant.

Statutory consents

If your project involves any work to a designated asset (e.g., listed building, scheduled monument or located in a conservation area), you must ensure that you have discussed your proposals with your Local Authority to determine if any statutory consents or permissions will be required. These are required in addition to having your grant-aided work agreed by the HES grants team. Copies of these documents will need to be submitted as a condition of your grant contract and before we can grant permission to start your project.

If you are proposing any work to a scheduled monument then you should ensure that you are in communication with HES about this. More information on how to apply for consent is detailed here in our [Scheduled Monument Consent Guidance](#).

Fair Work First

As grantees are encouraged to meet the other pillars of [Fair Work First](#), in addition to our standard requirements, milestones may be included in your grant offer to evidence that you are working towards achieving these.

End Use

For repair projects, your offer of grant will set out what we anticipate the end use of the property to be following completion of the works. It is then a requirement of the grant contract that you should continue to use the property for the end use until the end of the applicable control period.

Public access

For some projects, we will require that you allow free public access to your asset following the completion of the project and for the duration of the control period. The terms of this will depend on your asset and will be specified in your grant offer letter.

You will also need to publicise details of this access on your website and/or through your social media channels.

Please see the example [HEG Grant Offer](#) for more details on these requirements.

Project Outcomes

For the small and large grants, after your contract has been issued, you will need to submit an Outcomes Plan setting out the outcomes and objectives for your grant funded project. The objectives agreed through this process will be used in the claiming and reporting process throughout your project. For express grants, we will use the outcomes included in your application so please make sure that these are clear and realistic.

Our [Outcomes Planning Guidance](#) includes more information about this and also includes a template for completing your plan.

Communications

You will also need to submit a communications plan within one month of the date of your offer of grant being issued. This will tell us about any publicity and/or promotional activities to take place throughout the duration of your project including when and where you will be acknowledging our funding.

The acknowledgement of our funding in all publicity and promotional activities is a condition of our grant. Through your acceptance of your grant offer, we will be permitted to publicise the grant and the project in our own print or social media channels.

For any projects involving physical work or interventions to an asset, you will need to install a HES funding signboard at the site for the duration of the work. This must be displayed near the asset and in a prominent position. Ideally, an interpretation board to provide details of the project will also be displayed.

If you wish to create a bespoke project and funders signboard for displaying at the site, this is also acceptable, although we ask that the design of this is approved by us first.

More information on ways in which you can acknowledge our funding be found [here](#).

You may also be planning events to celebrate your project throughout its duration (e.g., project launch, completion of a project or the opening of a building). You must ensure that you advise your grants manager of these well in advance to allow us to plan and confirm who can attend from HES.

Photographs

For all projects, we will expect you to submit photos with your application, progress and final reports including your evaluation report. We expect for the photos supplied to be of a high enough resolution so they can be used in our publications and on our social media sites.

If your project includes any work to an historic environment asset, the photos provided at application and report stage should be clear and show the full asset in its setting. When you are submitting your progress reports, you should ensure that there is one image submitted which shows the asset from the viewpoint in the original application so we can clearly track the progress of works

When submitting photos, you will be asked to declare that you are consenting to HES being able to use these in our publications and on our social media sites. If any photos have people in them then you must ensure that you have their permission to share these and that they are also content for HES to use them.

Permission to start

You must not start your project until we have issued a permission to start.

You will be able to request permission to start your project from us on the grants portal which will ask you to confirm that you have:

- signed and submitted your grant contract;
- submitted and agreed your grant objectives with us;
- submitted and agreed your communications plan with us;
- had all other project income approved and provided evidence of this;
- submitted an updated project timetable and cashflow; and
- submitted any information requested as part of the special conditions included in your grant offer.

For projects involving physical works to an asset, you will also need to confirm:

- that you are the owner, leaseholder or have written permission to undertake the project;
- that you have all necessary consents and permissions in place and provided evidence of these;

- that there is adequate insurance cover in place for the asset for the duration of the works and provided evidence of this; and
- that there is contractors works insurance in place and have provided evidence of this.

For projects where we require the delivery of a standard security and/ or conservation burden, please note that we cannot pay any of our grant until these are in place. You can still request permission to start your project in advance of these being delivered although this is at your own risk.

Claiming and reporting

Our grant will normally be paid in arrears once you have provided evidence of expenditure on the agreed grant-eligible costs. This is unless there is a case for an advanced payment being required. If you feel that this is necessary for your project, you should explain the reasons for this in your grant application.

Please see the **Grant payments** section for more information on when grant claims can be made and how much can be requested at each stage.

When claiming your grant, you will need to submit a Claim Form, Progress Report and upload an updated [Budget Profile](#) on the grants portal. Depending on the type of project, you may also need to upload other supporting documents which are set out in the **Grant payments** section.

In the progress report, you will need to tell us about what progress has been made with your project including an update on your Objectives (as agreed through the Outcomes Planning process). You will also need to upload any photos that you have taken in relation to the project. Please refer to the **Photographs** section for more information on our requirements for these.

You will also need to highlight in your report any changes to the project that we should know about, if there are any risks associated with these and if so, how these are being mitigated. For any significant changes or issues, we would expect you to advise your grants manager of these as early as possible and not to wait until the next claiming and reporting stage so that we can see if there is anything we can do help. For example, we may be able to call on HES colleagues for help and advice or if grant-eligible costs have increased then we may be able to consider a case for additional grant being made.

If your grant-aided project is to last more than 12 months, you will need to submit an updated [Fair Work First Declaration](#) and supporting for each year of its duration from when either the application was submitted (non-repair projects) or the grant offer was issued (repair projects).

Once all the required information has been submitted, your grants manager will review this and, if we are content, the payment will be made. If something is missing or more information is required, we will contact you to request this.

Annual grants data report

To assist with programme evaluation, you will need to complete a [Grants Data Report](#) on the grants portal for every year of the grant-aided project. You must also submit this once the project is complete to cover the period from the previous data report.

Grant payments

Included below are our standard payment plans which vary depending on the amount of grant being awarded.

If your application is successful, your grants manager will discuss and confirm with you how your grant will be paid before a grant contract is issued.

Express Grants (Up to £25,000)

Claim	Payment	Claim Documentation
Mid-Point	50%	<ul style="list-style-type: none">• Progress Report (including updated Budget Profile)• Receipts/invoices/other evidence of expenditure• Up to date valuation and TAR5 (where applicable for repair grants)• Photographs
Final	50%	<ul style="list-style-type: none">• Final Progress Report (including final Budget Profile)• Final receipts/invoices/other evidence of expenditure• Final GE cost proforma (where applicable for repair grants)• Signed final account (where applicable for repair grants)• Practical Completion Certificate (for repair grants)• Photographs• Evaluation Report• Final Grants Data Report• Any other documents required in accordance with the special conditions in your grant offer

Small Grants (£25,001 to £100,000)

Claim	Payment	Claim Documentation
First	25%	<ul style="list-style-type: none"> • Progress Report (including Budget Profile) • Receipts/invoices/other evidence of expenditure • Up to date valuation, and TAR5 (where applicable for repair grants) • Updated GE cost proforma (where applicable for repair grants) • Updated project cashflow and programme (where requested) • Photographs
Mid- Point	25%	<ul style="list-style-type: none"> • As Above
Pre-Completion	25%	<ul style="list-style-type: none"> • As Above
Completion (repair grants)	20%	<ul style="list-style-type: none"> • As above • Practical Completion Certificate (for repair grants)
Final	<p>25% (non-repair grants)</p> <p>5% (repair grants)</p>	<ul style="list-style-type: none"> • Final Progress Report (including final Budget Profile) • Final receipts/invoices/other evidence of expenditure • Final GE cost proforma (where applicable for repair grants) • Signed final account (where applicable for repair grants) • Photographs • Evaluation Report • Maintenance plan (where required) • Final Grants Data Report • Any other documents required as part of the special conditions in your grant offer.

Large Grants (£100,001 to £500,000)

Claim	Payment	Claim Documentation
Permission to Start (repair grants)	Based on any Grant-Eligible (GE) expenditure up to project site start (e.g., professional fees).	<ul style="list-style-type: none"> • Progress Report (including updated Budget Profile) • Receipts/invoices/other evidence of expenditure • Up to date valuation and TAR5 (where applicable for repair grants) • Updated GE cost proforma (where applicable for repair grants) • Updated project cashflow and programme (where requested) • Photographs
Quarterly	Based on GE expenditure incurred from previous claim.	<ul style="list-style-type: none"> • As Above
Completion (repair grants)	As above	<ul style="list-style-type: none"> • As above • Practical Completion Certificate (for repair grants)
Final	<p>10% (non-repair grants)</p> <p>5% (repair grants)</p>	<ul style="list-style-type: none"> • Final Progress Report (including final Budget Profile) • Final receipts/invoices/other evidence of expenditure • Final GE cost proforma (where applicable for repair grants) • Signed final account (where applicable for repair grants) • Photographs • Evaluation Report • Maintenance plan (where required) • Final Grants Data Report • Any other documents required as part of the special conditions in your grant offer.
Making Good Defects	5% (repair grants)	<ul style="list-style-type: none"> • Making Good Defects Certificate (where applicable for repair grants)

Project completion and evaluation

Once your project is complete, you will need to submit a Final Progress Report on our grants portal as well as a final [Grants Data Report](#). This final progress report will be similar to the progress reports that you will be submitting throughout the project but with summary information relating to the entire project and you will need to submit evidence of final project expenditure.

You will also need to submit your final evaluation report along with any other final documentation required before the final grant payment can be made. For a repair grant, this is likely to include a maintenance plan, practical completion certificate and the signed final account. For large grants over £100,000, our final 5% grant payment will be made once you have submitted a copy of the Making Good Defects certificate with your grant claim form.

Final grant expenditure

Once the final progress report has been reviewed, if the project expenditure has come in under budget and/or more project funding became available then we may have to reassess our final grant award which could result in a reduced grant. This will be discussed and agreed with you before final payment is made.

Post completion monitoring

For repair grants, if your grant offer included a control period, you will be required to complete and submit an annual post completion monitoring report on the grants portal for the duration of the control period.

The main purpose of this is to check that you are still meeting the conditions of our grant. You will need to provide us with information about the ongoing maintenance of the asset, whether any works or alterations have been carried out (which will need prior permission from HES grants team), that there is continuing and adequate insurance in place, that the public access requirements are being met and also that the asset is still operating in line with the agreed end use.

PROGRAMME RESOURCES

Guidance documents

- HEG Programme Guidance
- Guidance for Archaeology Grants
- Guidance for Repair Grants (including Appendix I: Notes for the Guidance of the Professional Adviser and Appendix II: HES Repair Grants Process)
- Guidance for Repair Grants (Annex: HES Advisory Standards for Repair Grants)
- Guidance for Skills and Training - coming soon
- Outcomes Planning Guidance

Templates

- HEG Budget Profile
- Activity Plan
- Ancient Monument Third Party Owner Permission Letter
- Ancient Monument Third Party Owner Letter of Consent
- POW Third Party Owner Permission Letter
- POW Third Party Owner Letter of Consent
- Fair Work First Declaration
- Grant-eligible Cost Pro-forma (for repair grants) - coming soon
- TAR5 Claim Form (for repair grants) -coming soon

Grant Contract and Conditions

- HEG Grant Offer (for information only)
- HEG Standard Conditions
- HEG Scheme of Repair Conditions
- Standard Security
- Conservation Burden

Other (for information only)

- HES Grants Data Report
- HEG Application Questions
- HEG Expression of Interest Questions
- HEG FAQs

Contact Us

If you have any questions or would like further support in making an EOI or application for funding, please contact us at grants@hes.scot, and one of our grants team will be happy to discuss your proposals with you.

APPENDIX I: SUPPORTING DOCUMENTS

Where indicated, the following documents are mandatory to your application and should be uploaded with your application.

The list should be read in conjunction with the main Programme Guidance.

Other documents, not listed below, can be submitted at your discretion where relevant to your application.

SUPPORTING DOCUMENT	APPLICATION STAGE	
	Mandatory	Optional*
APPLICANT INFORMATION		
Audited/ Accountant verified accounts (for three previous financial years)	X	
Financial statement declaring all income, investments and savings (private owners)	X	
Governing Document (depending on applicant type)	X	
Fair Work First Declaration and supporting evidence (for all employers)	X	
Partnership agreement (applicable for projects being delivered by more than one organisation)		X
PROJECT INFORMATION (ALL)		
Activity Plan (small/large grants)	X	
Budget Profile	X	
Business Plan (where applicable to project type)		X
Communications Plan		X
Evidence of partnership funding		X
Job description(s)/ Consultant(s) brief (where applicable to project type)	X	
Letters of support		X
Project cashflow		X
Options appraisal/ Feasibility study (where applicable to project type)		X
Project management structure		X
Project programme/ Timetable		X
Project risk register (for large grants)	X	

PROJECT INFORMATION (PHYSICAL WORKS)		
Conservation statement/ Conservation plan		X
Condition report and elemental breakdown of estimated costs - e.g., roofs, windows, masonry (for repair grants)	X	
Copies of consents		X
Costed project design (for archaeology grants)	X	
Evidence of ownership (title deeds/ lease)		X
Images of asset (including some highlighting the areas proposed for repair)	X	
Initial design drawings		X
Owner's permission letter (for assets not in applicant's ownership)	X	
POW permission letter (for projects where the POW is not in your ownership)	X	

*Optional documents may be requested at application stage for some projects where we feel these are required.