



## Historic Environment Grants

# Building Repair Grants Scheme

## Application Form

Closing dates for applications are as follows. Please indicate which deadline applies.

31st January

31st May

30th September

## How to complete this form

Please refer to the accompanying guidance notes while filling in this form. You must answer all of the questions in the form.

- If a question does not apply to you, please write 'does not apply' or n/a.
- Please write clearly in BLOCK CAPITALS.
- You can complete this application form onscreen or download it from our website **[www.historic-scotland.gov.uk/buildingrepairgrants](http://www.historic-scotland.gov.uk/buildingrepairgrants)**. Please note that if you submit your application online, by fax or disk, we require a signed hard copy of the Declaration page by post.
- When you return this form, you should include the supporting documents we ask for on page 20. We are unable to begin processing your application until all the supporting information has been submitted and we will return incomplete applications. We will be able to help you if you have any questions about filling in this form.
- You can submit your application form online, by email to [hs.grants@scotland.gsi.gov.uk](mailto:hs.grants@scotland.gsi.gov.uk) or by post to The Investment and Projects Team, Historic Scotland, Salisbury Place, Edinburgh EH9 1SH.
- Please note that we do not consider applications for grant for work that has already started.

Historic Scotland operates an 'access to information' policy. Any information that you send to us and any information provided to help process this application may become publicly available.

Please tell us if you have any specific communication needs  
(tick all boxes that apply)

- |                                     |   |
|-------------------------------------|---|
| <input type="checkbox"/> Audio tape | <input type="checkbox"/> Sign language      |
| <input type="checkbox"/> Text phone | <input type="checkbox"/> Other requirements |

# Applicant

## Q1 Applicant's details.

Please refer to section 1.6 of the guidance notes for details of who is eligible to apply for a grant.

Name:	
Type of Organisation:	
Address:	
Address:	
Town:	
Postcode:	
Telephone:	
E-Mail:	
Web Site:	
Company Registration No	
Registered Charity No:	
VAT Registration No:	

## Q2 If you will not be handling the application yourself or you are applying on behalf of an organisation, please tell us the name and address of the person who will be our main contact.

Name:	
Address:	
Postcode:	
Telephone:	
Fax:	
E-Mail:	

## Your property

### Q3 Name and location of the property for which you are applying.

Name of Property:

Address:

Postcode:

*Please provide photographs of the building from all elevations in its setting and photographs showing the work needed to the building.*

### Q4 Name of the local authority area in which the property is situated.

### Q5 Is the property listed?

Yes  No

If 'Yes', please state at what category (if known):

Category A  Category B  Category C(S)

(Please refer to section 1.3 of the guidance notes)

### Q6 Is the property, or the site it stands on, a scheduled ancient monument?

Yes  No

### Q7 Please summarise any repair, maintenance or other significant work carried out to the property in the last five years and give details of the cost.

**Q8 Has the property been the subject of a grant application to Historic Scotland or any other grant distributor within the last five years?**

Yes  No

If 'Yes', please give details of the grant application, including reference number if known.

HS / HLF / Other	Date of application	Outcome of application	Grant amount Awarded £

**Q9 Have you received listed building, planning permission or any other consents for any works to the property or to any adjoining land within the last five years? Please include details of any outstanding or unimplemented permissions.**

Yes  No

If 'Yes' please give brief details.

**Q10 Do you own the property named in Q3?**

Yes     No

If 'Yes', when did you purchase it.

If 'No', please provide the following information:

The nature of your interest in the property (for example leasehold/tenancy etc.).

The date when you gained this interest.

Details of this interest (for example the length of your remaining lease term, details of an agreement or option to buy).

*Please enclose copies of documents that support the information provided in this question (for example a copy of your lease or option to buy).*

**Q11 Does anyone else have a legal interest in your property, such as a spouse, partner, organisation or company? For example, your property may be jointly owned, or owned by another individual or organisation.**

Yes     No

If 'Yes', please give details of their names and addresses.

Name(s):
Address(es):

*The person(s) named above will also need to sign the Declaration on page 22 of this application form.*

## Your project

**Q12 Please give details of the project for which you are seeking grant assistance (100 words maximum).**

*The photographs required in Question 3 should also show any repair work needed to the building.*

*If you have already obtained professional reports or other written advice about your proposals (for example feasibility study, conservation or management plans), you should send us copies of these with your application.*

**Q13 How will your project respect, retain or enhance the heritage merit of your building? Where your proposals conflict with heritage interest, outline any mitigating strategies you propose. (This is only relevant where there is alteration or new build included in your project)**

**Q14 Does the work for which you are applying need to be carried out urgently (i.e. within two years) to prevent loss or damage to important historic fabric?**

Yes     No

If 'Yes' what fabric is of concern?



**Q15 Is your property included in the current Buildings at Risk in Scotland Register? This Register is available on the website [www.buildingsatrisk.org.uk](http://www.buildingsatrisk.org.uk)**

Yes  No

**Q16 If not on the Register, is the property at risk from neglect or disrepair?**

Yes  No

If yes, please give details

**Q17 Please give details of any other repairs or building development work that you want to undertake to your property within the next five years.**

**Q18 What is the present use of your property? If it is not in use, please explain why.**

**Q19 Does your project involve a change in use or does it bring a redundant, derelict or under-used property back into use?**

Yes     No

If 'Yes', please give details.

**Q20 If you answered ‘Yes’ to Q19, what is the estimated market value of your property when in good repair and, where appropriate, fitted out for any proposed new use? (Please refer to Section 2.4 of the guidance notes)**

£
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**Q21 When would you expect the work to start and how long do you anticipate the works to continue for?**

<input type="text"/>	Start	<input type="text"/>	Finish
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**Q22 Please give the name of the lead professional adviser for the work outlined in Q12, if one has been appointed.**

Name:
Address:
Postcode:
Telephone:
Fax:
E-Mail:
website;

Note


- It is a condition of any grant offer from Historic Scotland that the lead professional is accredited in building conservation. (Please refer to Section 4.3 of the guidance notes)
- It is a condition of grant in most cases that the appointment of the professional advisors is tendered (Please refer to section 4.3 of the guidance notes)

## The outcomes of the project

**Q23 What will the benefits of your project be for the local community?**



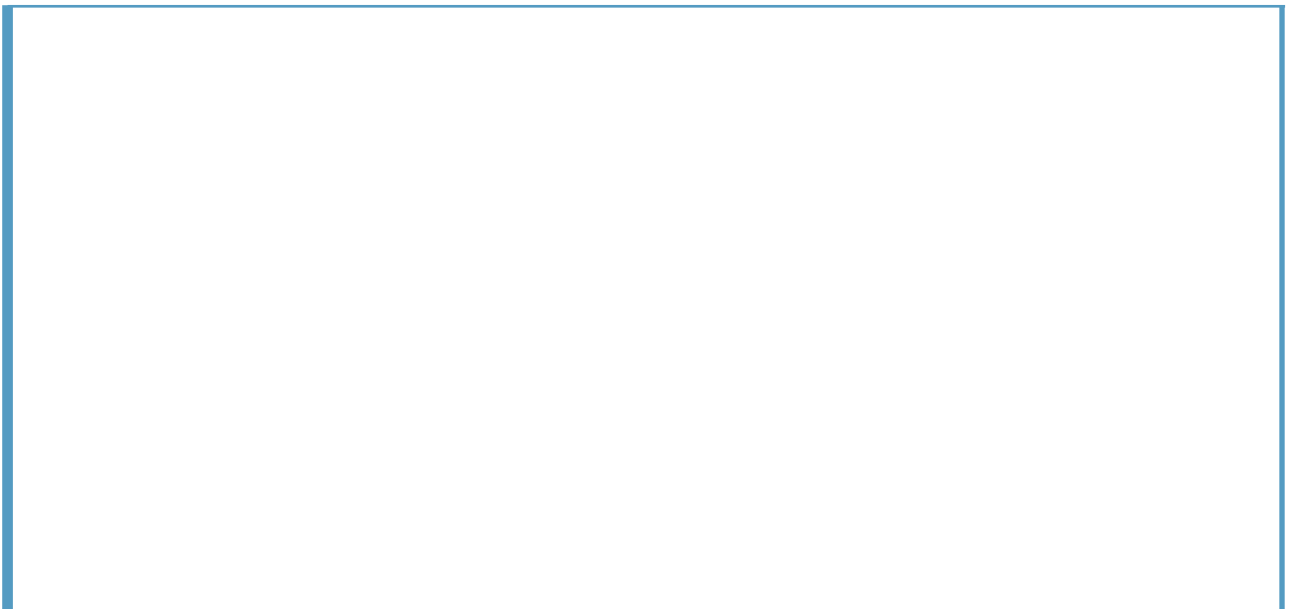
**Q24 Does your project form part of a wider strategy for the regeneration or improvement of the local area and what will be the economic impact of your project in terms of jobs and investment?**



**Q25 What opportunities will your project provide for training in or the development of specialist conservation skills at a professional or craft level and what formal training will be provided before and during the building contract?**



**Q26 In what ways might your project help people learn about and enjoy their heritage?**



## Q27 Access

It will be normally a condition of grant that you provide public access to your property after repair.

Do you currently provide public access to your property?

Yes  No

If 'Yes', please give details of your public access arrangements.

If 'No', please give details of how you can provide access. If you do not think you are able to provide public access please explain why.

## **Q28 Maintenance**

**How will you make sure that the benefits of your project are maintained after it is completed? (50 words maximum).**

If you have a maintenance plan for your property, please send us a copy with your application. (Please refer to section 3.6 of the guidance notes)

## Project costs and funding

### Q29 Please provide an estimated breakdown of the project costs.

Item	Cost £	VAT £
Roof and rainwater		
Masonry		
Windows and Doors		
<b>Sub total</b>		

### Q30 Please give details of the estimated costs of any professional advisers that you consider will need to be employed on your project.

Professional services	Proposed fee rate (%)	Cost £	VAT £
Architect			
Quantity Surveyor			
Engineer			
Planning Supervisor			
	<b>Sub total</b>		

*Please note that Historic Scotland will only make a contribution to the professional fees. See Section 4.3 of the guidance notes.*



**Q31 Is VAT likely to be recoverable either in part or in whole, or are any part of the works zero-rated?** (Please refer to section 4.3 of the guidance notes)

Yes  No

If 'Yes', please give details.

**Q32 Total project costs to be considered for a grant. This is the combined amount of the costs you have listed in Q29 and Q30 and including Q31 (i.e. excluding any VAT that can be recovered or is zero-rated).**

	Cost £	VAT £
Total		
Total project Cost (cost and VAT)		

**Q33 Do you plan to carry out any other work in association with the project, for which you are not applying for grant?**

Yes  No

If 'Yes', please give a brief description and the approximate cost of this other work. If the repairs form part of a wider project, please give a brief summary.

**Q34 How do you propose to fund your project? Please bear in mind that we will expect you to make a contribution towards your project costs from sources such as your personal funds, income generated by your business or grants awarded by other organisations.**

**Q35 Have you applied, or do you intend to apply, to any other organisation(s) for a grant or loan towards the works described in Q12?**

Yes     No

If 'Yes', please give details of these other sources and the amount and type of funding (for example a grant or a loan) that you are applying for, intend to apply for, or have already been given for this work.

Name of organisation and type of funding	Date of application	Outcome (if known)	Grant amount £	Time limits (if any)

Is the property subject to a standard security in favour of any lender?

No     Yes    If 'yes' to whom?

(Please refer to section 3.1 of the guidance notes)

**Q36 Is your property receiving any other forms of funding at the moment whether from public or private funds? This includes funding for your property in general, for example running costs, not just for the works outlined in Q12.**

Yes     No

If 'Yes', please give details of the grant, including the amount.

Name of organisation and type of funding	Date of grant award	Grant amount £	Time limits (if any)

**Q37 How much grant are you asking us for under this scheme?**

£

**Please remember to enclose the following information with your application.  
(Please tick appropriate boxes)**

- Recent photographs of your property, including photographs that show clearly the work that is needed (Q3 and 12). Please label all photographs with the name of the property, the date of the photograph and a brief description of what it represents.
- If you do not own the property, you must enclose copies of documents indicating your interest in the property (for example copy of a lease) (Q11).
- If you are conducting a business or are a registered charity, you must send us copies of your organisation's audited accounts for the last two complete financial years. Please also explain any restrictions on the funds set out in the accounts (Q38).

**Please also enclose the following if you have them.  
(Please tick appropriate boxes)**

- A copy of a conservation, feasibility or management plan
- A copy of a recent valuation, if available.
- A copy of a maintenance plan.
- Letters or other documents supporting your application for a grant.
- All the supporting documents you send to us should be A4 size, except for plans, drawings and photographs. To help us copy and file your application, please do not bind documents.
- Please keep copies of your completed application form and all supporting documents. Do not send us original documents or anything of historical or personal value. We will return documents to you only if you specifically ask us to do so.

**Do not detach. This page will be removed by Historic Scotland on receipt of the application.**

**The financial details provided by you will be covered by the Data Protection Act and will not be disclosed to third parties.**

**Name of Applicant**

**Name of Property**

**Q38**

**(A) For completion by Individuals or Sole Traders**

Annual Gross Income:	£
Annual Expenditure:	£
Savings:	£
Investments:	£
All Property (estimated value):	£
Mortgage (all properties):	£
Other loans:	£

Please continue on a separate sheet if necessary.

If accounts are available, the two latest audited sets should be submitted. These should be a full set of accounts not a summary.

Enclosed  Yes  No

**(B) For completion by a Partnership or Limited Company**

Please enclose copies of the company's audited accounts for the last two available years. These should be a full set of accounts not a summary.

Enclosed  Yes  No

If the latest accounts cover a period ending more than 12 months prior to the application, please submit draft accounts for the intervening period.

If available please submit a draft cash flow and business plan for the project.

Enclosed  Yes  No

## Declaration

Your completed application form must be signed by the applicant named in Q1 and, where applicable, other parties with a legal interest named in Q11 (for example co-owners of your property). If the applicant is an organisation, an authorised member of that organisation must sign and must give his or her job title.

**I/we confirm that I/we have read and accepted the guidance notes, and that the information on this application form, together with the supporting information enclosed with it, is accurate and complete to the best of my/our knowledge.**

Signature(s):

Name(s) (in capital letters):

Job title (for organisations only):

Date:





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