



**Historic
Environment
Grants**

**Building Repair
Grants Scheme**

**Notes for the
Guidance of the
Professional Adviser**

These notes should be read in conjunction with the Guide for Applicants. They provide the professional adviser with an outline of the procedure to be followed in managing a grant-aided project.

Please read this guide carefully.

1. It is a condition of our Historic Environment Grants Scheme that the lead professional adviser is suitably accredited in building conservation before we will make a grant award.

2. If an application passes our initial assessment tests, we will inform the person who submitted the application. Once a need for grant has been confirmed, the project will be assessed in comparison with the other grant applications that we have been received in the batching period. This is a competitive process. We aim to tell the applicant our decision on whether the application is to be considered further for grant within 2 months from the batch closing date (although complex and large-scale projects may take longer).

3. You are advised not to prepare a detailed repair specification for the project until Historic Scotland has made a decision on the application. This is because we will need to agree the technical details of the project with you before your proposals are finalised.

4. Historic Scotland's Advisory Report (ARCH 1) is prepared as an outline schedule of the recommended eligible works which are required by Historic Scotland to be carried out. The report is not intended to be used for pricing the work or as a contract document. It should be developed by you to provide full specifications, schedules of works, etc as part of the normal contract documentation of the project. Details of the manner in which repairs should be carried out and what is eligible for assistance as part of the grants scheme

can be found on our website www.historic-scotland.gov.uk

5. Once a scheme of repair has been drawn up and agreed with us an application may be given:

a. An **INDICATIVE APPROVAL** at scheme design stage (see Appendix 1). A firm offer may then be made by Historic Scotland on receipt of acceptable tender costs against an agreed scheme incorporating the recommendations in the ARCH1 and any other information Historic Scotland may have requested. Significant variations between estimated costs and tender costs will result in the scheme being re-considered for grant.

or

b. A **FIRM OFFER** at tender stage, where the offer will be made against acceptable tender costs on a detailed scheme agreed with Historic Scotland incorporating their recommendations in the ARCH1 (see Appendix 2).

6. Following an *indicative approval*, firm proposals, contract documents (normally specifications, bills of quantities or schedules of work), a report on tender prices and a cost analysis identifying eligible elements of the work will be required to be agreed with Historic Scotland before a grant offer can be confirmed and permission given to start work. Scheme proposals should be worked up to a level appropriate to the scale and complexity of the project, including large scale working drawing details where necessary to fully describe the proposals. For example, drawings, full specification notes and schedules of works; or drawings, specifications and

bills of quantities. These should be submitted by an agreed date, normally not later than *6 months* following the indicative approval letter.

7. It should be noted that a detailed scheme of repair must be drawn up and agreed with Historic Scotland before tenders are invited.

8. The information provided in the form described in Appendix 1 should be expanded and updated as necessary and tender prices provided for the eligible (and other) works items, with figures for the related VAT and fees. Historic Scotland will require confirmation that VAT is payable and not recoverable, either in whole or in part.

9. If scheme details are acceptable and there are no significant variations between indicative and tender prices, the grant offer will be confirmed as a firm offer and clearance given to start work. This will be subject to any other information Historic Scotland may have requested having been provided and the acceptance of the grant offer by the applicant.

10. Any finds of archaeological or historic interest, unforeseen problems or additional works deemed essential, must be notified to Historic Scotland at the earliest possible opportunity. Agreement in writing must be obtained for **any** additional works before they can be included in the scheme.

11. It is the responsibility of the owner to maintain adequate insurance on the building and the works during the period of repair. Failure to provide adequate insurance will be regarded as a breach of conditions of grant and

could lead to the grant being recovered. It is also a standard condition of grant that adequate, continuing insurance cover for the building is maintained after its repair.

12. Grant will be paid on fees in relation to the value of the eligible works completed. Grant will be paid on non-recoverable VAT on eligible works, subject to the submission of the contractor's VAT invoices and, where appropriate, a copy of the confirmation in writing from HM Customs & Excise of the VAT liability.

Grants of under £50,000

13. Where the grant award is less than £50,000 payment of the grant will be made in instalments over the period of the project under a Payment Plan agreed with the applicant. Normally there will be 4 payments:-

- 50% at the start of the contract and when Historic Scotland has issued its authority to start work;
- 20% at an agreed mid-point in the contract;
- 20% on submission of the Certificate of Practical Completion; and
- 10% on submission of the final account.

Historic Scotland reserve the right to change the percentage released depending on individual project circumstances.

14. The Historic Scotland architect may make site visits to confirm the quality and scope of the work that has been carried out. In the event of an unsatisfactory report, no further

grant monies will be released until the problems have been resolved to the satisfaction of Historic Scotland.

15. If Historic Scotland is not satisfied that the eligible repairs have been completed in accordance with the approved scheme and to the necessary standard, the balance of grant will be withheld until remedial works are undertaken at the applicant's expense. Failure to carry out remedial works may result in the recovery of all, or part, of the grant already paid.

Grants in excess of £50,000

16. For grants in excess of £50,000, you will be required to inspect the work on site as it proceeds and make claims for grant on form ARCH 5. Claims for grant should be submitted monthly and within 21 days of the valuation of eligible works being carried out. A valuation at 31 March will also be required. Failure to submit claims within the 21-day period may lead to grant not being paid.

17. A costed monthly profile of works for the contract period showing the expected grant drawdown must also be submitted to Historic Scotland.

18. Once a works contract has been let, a formal report on progress should be provided to Historic Scotland on a quarterly basis. This report should show cumulative expenditure on eligible work in progress; any adjustments that have been made, or are anticipated to the contract period; and the reason(s) for any variation in the pattern of expenditure from the costed profile. A form will be provided for this purpose. Where such a report is also required by

the Heritage Lottery Fund, a copy of the report to the Fund shall suffice. Historic Scotland reserve the right to request progress reports at any time.

19. The Historic Scotland architect may make site visits to confirm the quality and scope of the work that has been carried out. In the event of an unsatisfactory report, no grant monies will be released until the problems have been resolved to the satisfaction of Historic Scotland.

20. Once the approved scheme is completed, you should prepare a *Certificate of Practical Completion*, or its equivalent, which should be copied to Historic Scotland who will then arrange for their architect to visit as soon as possible to carry out a final inspection. If the eligible repairs have been carried out satisfactorily in accordance with the agreed scheme, the retained portion of grant will be paid once final eligible costs can be assessed. These costs should comprise the final cost of the eligible repairs, VAT statements and final accounts for professional fees.

21. If Historic Scotland is not satisfied that the eligible repairs have been completed in accordance with the approved scheme and to the necessary standard, the balance of grant will be withheld until remedial works are undertaken at the applicant's expense. Failure to carry out remedial works may result in the recovery of all, or part, of the grant already paid.

For further information

Telephone: 0131-668 8801

Fax: 0131-668 8788

E-mail: hs.grants@scotland.gov.uk

Appendix 1

Once the Advisory Report (ARCH 1) has been issued, the following information is required by Historic Scotland for further consideration of the project for INDICATIVE APPROVAL.

a. Drawings

Location and site plans.

Key drawings of the building, identifying areas where works are required.

b. Specifications

Outline specification of eligible works, including information on materials to be used and standards of workmanship.

c. Costs

Estimated costs for each eligible element of work based on cost levels appropriate to the proposed tender date. An estimated costed profile of works showing the likely spend on eligible works. (see Appendix 4)

Summary of other works included in the project which do not form part of the eligible scheme, including

an overall estimate of cost.

Estimated costs of VAT and professional fees.

A note of the total project cost.

Appendix 2

Once ARCH1 has been issued, the following information is required by Historic Scotland for further consideration of the project for a FIRM OFFER of Grant

a. Drawings

Location and site plans.

Key plans of the whole building, identifying areas where works are required.

Annotated scale plans, sections and elevations describing in outline all proposed works and identifying the grant-eligible work.

Large scale working details, where necessary, to describe the proposals fully.

b. Specifications etc.

Normally, either full specification notes (on drawings or as a separate document) and schedules of works;

or

Full specifications and bills of quantities, in support of drawings at b. above.

c. Costs

Tender costs for each eligible element of work as shown on the ARCH 1.

Tender report on competitive tenders

Summary of other works included in the project which do not form part of the eligible scheme, including costs.

Assessment of cost of VAT and professional fees.

A note of total project costs.

Appendix 3

ARCH5

CLAIM FOR GRANT

(To be completed and submitted with a copy of the Interim Certificate)

Project HS Ref

Phase Claim No Date of Claim

Total Project Cost (including non-eligible costs) £

ARCH 1 Element Heading	Eligible Tender Costs	Cumulative Eligible Expenditure Gross	Comments (Please explain any increase or decrease in costs)
Totals		£	

Fees @ %

£

sub total

£

VAT on works

£

VAT on fees

£

Cumulative Total

£

Inclusive of contract retentions

I certify that the assessment of cumulative eligible expenditure is as shown above; and that the final eligible expenditure is not expected to exceed the total sum for which grant was approved. I confirm that any increase in eligible costs over the total approved will be notified immediately, in writing, to Historic Scotland.

Signed:

(Applicant's Professional Adviser)

Name:

Position: