



**Historic  
Environment  
Grants**

Maintenance Plan  
Grants Scheme

**Application Form**

## How to complete 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 download this application form from our website **[www.historic-scotland.gov.uk/grants](http://www.historic-scotland.gov.uk/grants)**.
- You can submit your application form 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 by 30 November. Please ensure that you submit a hard copy of the declaration form.

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)

☐

Audio tape

☐

Sign language

☐

Text phone

☐

Other requirements

# Applicant

## Q1 Applicant's details.

Please refer to the attached Notes for Guidance for details of who is eligible to apply for a grant.

Name:
Type of Organisation:
Address:
Address:
Town:
Postcode:
Telephone:
E-Mail:
Web Site:

## Q2 If you will not be handling the application yourself 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:	

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

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**Q5 Is the property listed?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If 'Yes', please state at what category (if known):

<input type="checkbox"/>	Category A	<input type="checkbox"/>	Category B	<input type="checkbox"/>	Category C(S)
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**Q6 Is the property, or the site it stands on, a scheduled ancient monument?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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**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.**

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**Q8 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).*

**Q9 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):

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**Q10 Access**

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

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.

**Q11 Please give details of why you consider that this property is in need of a bespoke Maintenance Plan.**

**Q12 Has your property received grants from public or private sources in the last 2 years?**

☐ 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)

**Q13 How much grant are you asking us for under this scheme?**

£

Please note we will only award grants at rates of up to 75% of the cost of preparing a maintenance plan. The maximum grant for each application is £6,000.

**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 Q9 (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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