

**CONSERVATION AREA REGENERATION SCHEME (CARS)**

**ROUND 7 (2017-2022)**

**GUIDANCE NOTES AND APPLICATION FORM FOR THE SUBMISSION OF OUTLINE BIDS**

**CONSERVATION AREA REGENERATION SCHEME (CARS)**

**GUIDANCE NOTES**

1. The scheme is available to provide financial assistance to a number of area-based regeneration and conservation initiatives. Assistance will **either** come through support to establish a stand-alone *Conservation Area Regeneration Scheme* (CARS) **or** as an additional funding stream in support of projects being taken forward under the Heritage Lottery Fund’s *Townscape Heritage* (TH) programme. Historic Environment Scotland will also consider other innovative funding models, proposed by applicants if it achieves the core aims, objectives and outcomes of the CARS programme. For ease of reference, all bids to Historic Environment Scotland will be known collectively under the acronym CARS.

2. Up to £10 million is being made available over a five year period (1st April 2017 to 31st March 2022) to fund these initiatives.

3. We envisage a range of grants being made available. The maximum award that will be made for a CARS in this round will be £2m. There may thus be a couple of awards at around £2m, a few awards around £1m and several smaller awards. The size of award will depend on the need of the local community. The decision on whether to award support will continue to be based on the regeneration benefit of the scheme to the historic environment and the deliverability of the scheme as determined by us. Our support would supplement financial resources and support in kind from the local or national park authority, private owners and other funding partners.

4. We wish to maximise the spread and impact of this round of funding. Therefore, priority will be given to those areas who have not previously benefited from the programme and places that have demonstrable social and economic disadvantages which affect their capacity to support sustainable regeneration. We also intend to target areas where there has been a clear period of under investment via support from Historic Environment Scotland’s other repair grant streams.

Resources will also be targeted towards Conservation Areas:

* which clearly contribute towards the Scottish Government’s Economic and Regeneration Strategies;
* that are highlighted as being a priority for investment through Development Plans and by Community Planning Partnerships;
* where our support can be demonstrated to be adding value to any wider package of public and private investment and action;
* that are being actively managed in line with best practice set out in *Planning Advice Note 71: Conservation Area Management;* and
* where there is evidence of strong local commitment for heritage–led regeneration.

5. Historic Environment Scotland has implemented an outcomes framework to better express that which it expects from projects and organisations that it supports and to allocate resources to projects that will deliver maximum value for funds invested. HES’s grant outcomes relate directly to HES’s corporate outcomes and those of the Scottish Government, particularly in relation to economic development and regeneration priorities. Please refer to the Outcomes guidance note in the annexe for further information on the required outcomes and measures of success required from supported projects.

6. Applications will be welcomed in relation for any area in Scotland. Funding can be offered to Local Authorities, National Park Authorities and community groups and other 3rd sector organisations experienced in delivering multi-funded projects. Priority will be given to projects which show true partnership working between these organisations. Any community group or other 3rd sector organisation, if the lead applicant, will have to be formally constituted and have their own bank account details.

7. Historic Environment Scotland will provide the successful applicant with a rolling 5-year grant offer; offering resources towards meeting the costs involved with a programme of repair work to the historic fabric, with an emphasis on building repairs using traditional skills and materials. The scheme can fund:

* A repairs programme for priority projects.
* A small grants scheme (such as to homeowners or retailers)
* Community engagement through providing training opportunities in traditional skills and through education programmes.
* Training opportunities for traditional craftsmen (a minimum of 5% of the award – this element will be delivered in partnership with HES).
* Public realm conservation and restoration (up to 20% of the award).
* Administration costs including the appointment of a dedicated project officer (normally up to 10% of the award).

8 Potential projects for inclusion in your proposed CARS should be prioritised in the following order with “1” being of the highest priority:-

1. Repair and re-use of redundant or underused buildings where the scheme will result in a viable end use being identified.

2. Repair and conservation of buildings in use.

3. Reinstatement of lost architectural detail.

4. Conservation and enhancement of public realm.

9. The following guidance on grant-eligible items and costs applies in most cases. Every historic building is different however, and, if special circumstances apply, Historic Environment Scotland will consider an application on its merits but you will need to make the case for your project varying from these guidelines. If your work is likely to affect the historic fabric significantly, whether above or below ground, you should consult an archaeologist or a building analyst (a specialist in analysing the archaeology, history and architecture of built structures) early in your planning.

9.1 Conservation-based research and analysis: Before you carry out repairs or alterations, it is important to have a record of the structure or the area which will be worked on. This research should attempt a statement of significance based upon known information about the history and development of the building. It will involve looking at the physical structure and at documentary sources. In some cases, existing records may be enough. In other cases, further research and analysis will be required. You may need to prepare a conservation plan or drawn survey before developing detailed proposals for listed building consent. The Historic Environment Scotland Area Heritage Manager will be able to advise on the Statement of Significance or Conservation Plan.

9.2 Recording: You may need to carry out appropriate recording during the work and when it is finished. The final record should show clearly the nature and extent of what has been done. It should provide a detailed record of any part of the fabric of the building newly revealed, concealed or removed during the course of the work.

9.3 Structural investigation, access and opening-up work: Survey work to look at the structural condition to allow the scope of urgent repairs to be fully identified before the development of the full repair programme should have both the scope of the investigation work and cost agreed in advance with us. This work can include putting up access scaffolding or other temporary access systems and opening up and reinstating finishes to allow the scope of urgent repairs to be fully identified.

9.4 Monitoring: We will consider carefully planned structural or environmental monitoring programmes over a suitable timescale with the aim of determining the scope of urgent repairs.

9.5CARS funding is usually offered as a fixed financial contribution towards the overall costs of a building repair project, including related costs such as professional fees and VAT (if non recoverable). There is no standard percentage although there is a maximum CARS funding award of 90% of HES grant eligible costs. This high grant funding level should only be considered for exceptional circumstances and we would advise a more appropriate level of between 40-70% be applied (depending on partnership funding available). Where eligible and ineligible works are combined within a single project, CARS funding will be offered towards the cost of eligible work only.

9.6 The grant-eligible repairs should use appropriate techniques or methods of construction and high quality materials proven by tradition, normally using the same materials as were used in the original construction. Substitute or artificial materials are ineligible and their use should be discouraged on grant-aided projects.

9.7 Up to 20% of the funding applied for can contribute towards public realm works and priority should be given to schemes involving the repair or relaying of historic surfaces and features. Next in priority should be schemes involving the reinstatement of surfaces of a street or space in matching materials, on sound physical or photographic

evidence. Only in exceptional circumstances should funding contribute towards new works of resurfacing streets or spaces and then only for works using appropriate materials that respect the configuration of existing streets and pavements. Reference should be made to your Conservation Area Appraisal in all cases.

9.8 For projects where the HES funding contribution is over £25,000, CARS funding can only be used if the grantee employs a competent professional adviser with relevant specialist conservation knowledge, ability or experience. **For most projects this professional must be a suitably accredited professional in building conservation.**

The service that the professional adviser is to provide should include:

* preparing a thorough survey of the structure and its condition, including survey drawings and plans;
* research, analysis and archaeological investigation of the fabric;
* preparing a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric;
* providing a list of competent contractors able to carry out the work to a high standard;
* getting competitive tenders and providing a tender report;
* arranging a contract for the works;
* regular inspections and valuations of the work on site until it is completed; and
* full contact with the CARS project officer on the technical details of both the application and the work for which a grant has been awarded.

Details of suitably qualified architects experienced in the repair of historic buildings can be obtained from the Royal Incorporation of Architects in Scotland (RIAS) Tel: 0131 229 7545. [www.rias.org.uk](http://www.rias.org.uk). Details of suitably qualified chartered building surveyors experienced in the repair of historic buildings can be obtained from the Royal Institution of Chartered Surveyors in Scotland (RICS) Tel: 0131 225 7078. [www.rics.org](http://www.rics.org).

The normal maximum grant eligible percentage for total fee costs is 16% of the eligible works costs.

9.9CARS funding can be used to contribute towards a proportion of some of the preliminary costs associated with a project.

9.10 The following works are not eligible for HES CARS funding:

* Alterations and improvements – this includes all new work and additions to a building. Works carried out to comply with the Disability Discrimination Act (2005) are not eligible but it is recognised that environmental enhancement projects need to comply with the provisions of this Act. Within each project, all reasonable provision must be made to make the Subjects fully accessible.
* Maintenance and minor repairs - works that should be carried out by property owners on a regular basis to keep their building from deteriorating.
* Demolitions - the removal of any part or element of a building as well as the removal of complete structures. In very exceptional circumstances, we may fund careful dismantling prior to reinstatement; making good historic fabric after the removal of later work which alters or obscures the original design of the building; and where careful dismantling is carried out as part of an agreed scheme of reinstatement.

9.11 Furtheradvice on grant-eligible work and other items intended to assist the project’s professional adviser in preparing an appropriate scheme of repair can be found in our Advisory Standards of Repair document which can be downloaded from <https://www.historicenvironment.scot/grants-and-funding/our-grants/building-repair-grants-scheme/#how-to-apply_tab>

**HOW TO COMPLETE AND RETURN THIS FORM**

10. The form has 25 questions and is designed to gather information about your proposals to address the conservation and regeneration needs of individual conservation areas and areas of focus within them. Bids for support for more than one conservation area should be made on separate copies of the form and proposals for joint administration of the scheme set out in a covering letter.

11. Please return completed forms and any supporting information by 31st August 2016 either by email to [grants@hes.scot](mailto:grants@hes.scot) or by post to:

Historic Environment Scotland

Investment Team

Room 2.6, Longmore House

Salisbury Place

EDINBURGH

EH9 1SH

12. Any questions should be directed to [grants@hes.scot](mailto:grants@hes.scot) in the first instance.

13. Historic Environment 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.

**CONSERVATION AREA REGENERATION SCHEME ROUND 7**

**APPLICATION FORM**

**APPLICANT**

**Q1.** Applicant’s details.

|  |
| --- |
| Name of Applicant: |
| Contact Name: |
| Address: |
| Address: |
| Postcode: |
| Telephone: |
| E-mail: |

**Q2.** Is the intention for this to be a stand alone CARS Project or taken forward in conjunction with a THI?

**ABOUT THE CONSERVATION AREA**

**Q3.** The conservation area concerned within the town area**.**

|  |
| --- |
| Name: |
| Area(s) of focus: Properties comprising and their current use (if any): |

***Please enclose a map of the conservation area, any proposed boundary changes and area(s) of focus if different.***

**Q4.** Please state when the conservation area was designated and when the boundaries were most recently revised.

**Q5.** Has a conservation area appraisal been produced?

Yes No

***If yes, please enclose a copy and a separate short summary if available. If no, please indicate a timescale for production, consultation with stakeholders including Historic Environment Scotland and adoption.***

**Q6.** Has a conservation area management plan been produced?

Yes No

***If yes, please enclose a copy and a separate summary of actions and proposed outcomes. If no, please indicate a timescale for production, consultation and adoption.***

**Q7.** Please list any recent or ongoing enhancement schemes, major building repair schemes or initiatives in conservation area management in the area.

**Q8.** What are the levels of vacancy affecting the commercial and residential properties in the area concerned?

***Please provide copies of any maps or background reports that have been prepared to assess levels of vacancy.***

**Q9.** What is the general condition of the properties in the area concerned? Please include the findings of the most recent inspection of the Conservation Area and any priority buildings.

***Please provide copies of any work that has been done to assess and/or cost the repair needs of the historic fabric of the area concerned.***

**Q10.** Does the Local Authority contribute to the register of buildings at risk as managed by HES? Please list any buildings at risk currently held on the register within the Conservation Area you are applying for funding towards.

**Q11.** Please provide an explanation of the most recent employment and deprivation statistics (Scottish Index of Multiple Deprivation) for the area concerned and its sphere of influence. This should attempt to place the conservation area in its local, regional and national context.

**ABOUT YOUR PROPOSED CONSERVATION AREA REGENERATION SCHEME (CARS)**

**Q12.** Please describe the research you have undertaken to inform the scope of priority projects and the levels of interest of property owners to undertake repair and enhancement works

***Please include any evidence to demonstrate the levels of owner’s interest in a grant aided scheme of repair for their properties***

**Q13.** Please explain the possible scope and purpose of the proposed CARS and list possible priority buildings or projects and the action proposed for them ensuring that you describe the likely end use of projects included in the scope of the scheme.

***Please include photographs of possible priority buildings or sites with your application.***

**Q14.** Please explain how the initiative will achieve the outcomes required of CARS projects as described in the HES Grant Programme Outcomes Paper.

**Q15.**  Please explain how you will measure the success of the scheme in relation to the outcomes expected of CARS projects and the measures of success identified in the HES Grant Programme Outcomes Paper.

**Q16.** What do you envisage is the total cost of the scheme outlined in response to question 13?

|  |
| --- |
| **£** |

**Q17.** What do you estimate the total eligible cost of a programme of repair work to the historic fabric to be? This can include repair and reinstatement work to the historic fabric. *For details as to what is considered eligible costs please refer to Appendix 1.*

|  |
| --- |
| **£** |

**Q18(a) Please provide a breakdown of these costs under the headings provided:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EXPENDITURE** | Total Cost  £ | Eligible Cost  £ | HES  CARS  £ | Other (Please list source and sum anticipated) e.g. – HLF/ LA/ Property Owners  £ |
| Priority projects:  1.  2.  3./… |  |  |  |  |
| Small Grants Scheme/  Shopfront Repairs Scheme |  |  |  |  |
| Education & Awareness |  |  |  |  |
| Training & Skills  (Min 5% of HES CARS funding request) |  |  |  |  |
| Public Realm Works (Max 20% of HES CARS funding request) |  |  |  |  |
| Other (please list) |  |  |  |  |
| Administration  (Project Officer etc.) |  |  |  |  |
| **TOTAL** |  |  |  |  |

**Q19.** Please provide a full breakdown of expenditure on the attached Annex A, which should include annual forecast of spend and the projected drawdown of CARS grant if approved.

**Q20.** How much funding are you asking for from Historic Environment Scotland in response to the Scheme outlined in response to question 13?

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| --- |
|  |

**Q21.** How much funding is the Local Authority/ Lead Applicant likely to be able to contribute from its own resources to the Scheme outlined in response to question 13?

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| --- |
|  |

Please explain the extent to which this funding is committed and any conditions likely to be attached to the local or national park authority funding for the scheme.

**Q22.** Do you envisage there being any other funding partners involved in funding or providing ‘support in kind’ to the Scheme outlined in question 13?

Yes No

If yes, please provide details in the table below, including any important conditions likely to be attached to the funding contribution.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Organisation | Type of funding | Possible  Contribution | Secured or Indicative | Conditions |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

***Please also provide letters of support from these organisations if available***

**Q23.**  How and by whom do you anticipate the initiative being delivered? Please note that as a condition of CARS funding, Historic Environment Scotland will require the appointment of a dedicated CARS or TH Officer to manage the scheme,

**Q24.** Do you intend to involve other regeneration partners e.g. a local building preservation trust or community development association in the delivery of any of the programmes aims? If so please describe their role and involvement below.

**Q25.** As part of the CARS, Historic Environment Scotland wishes to promote local community involvement, for example through the delivery of training in traditional trade skills, education, promoting a more active culture of maintenance etc.

Please provide details of how you would intend to progress this element of the project in the table below, acknowledging that a minimum of 5% of HES CARS funding must be spent on training and skills.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Purpose** | **Estimated cost**  **£** | **Delivered by or in partnership with** |
|  |  |  |  |
|  |  |  |  |
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**ENCLOSURES**

a map of the Conservation Area highlighting any proposed area of focus for the CARS funding within the CA.

a copy of conservation area appraisal and/or conservation area management plan and a short summary (if available).

a copy of any background reports and maps that have been used to assess levels of vacancy.

a copy of any work carried out to assess repair needs of the historic fabric of the area concerned.

copies of any cost estimates or bills of quantities prepared for any of the priority buildings or Small Grants Schemes intended for action under the CARS.

photographs of possible priority buildings and other potential grant funded schemes.

copies of any letters of support from other funders/ supporters and potential funding partners.

evidence to demonstrate the levels of owner’s interest in a grant aided scheme of repair for their properties.

a projected breakdown of expenditure (Annex A)

**DECLARATION**

I confirm that the information on this application form, together with the supporting information enclosed with it, is accurate and complete to the best of my knowledge.

|  |
| --- |
| Signature: |
| Name: |
| Job Title: |
| Organisation: |
| Date: |

**WHAT HAPPENS NEXT?**

Decisions on outline bids will be made after the closing date of **31st August 2016** and will be communicated to applicants by **31st January 2017**.

Successful bidders will be provided with an offer of funding. The detail of successful bids will then be worked up in consultation with Historic Environment Scotland and other funding partners with a view to establishing a number of CARS during 2017 and work starting on site shortly thereafter.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SPEND PROFILE FOR CARS:** | |  | | |  |  |  |  |  | Annex A |
| **LOCAL/ NATIONAL PARK AUTHORITY AREA:** | |  | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | | | | | |
|  | **Project/Address** | **Total Project Cost**  **(including non-eligible works)** | **CARS Grant** | **CARS % (percentage in relation to CARS funding request)** | **2017/18** | **2018/19** | **2019/20** | **2020/21** | **2021/22** | **TOTAL** |
|  | Priority Project 1: |  |  |  |  |  |  |  |  |  |
|  | Priority Project 2: |  |  |  |  |  |  |  |  |  |
|  | Priority Project 3:/… |  |  |  |  |  |  |  |  |  |
|  | Small Grants Scheme |  |  |  |  |  |  |  |  |  |
|  | Public Realm (Max 20% of CARS Funding Request) |  |  |  |  |  |  |  |  |  |
|  | Training (Min 5% of CARS Funding Request) |  |  |  |  |  |  |  |  |  |
|  | Education and Awareness |  |  |  |  |  |  |  |  |  |
|  | Administration |  |  |  |  |  |  |  |  |  |
|  | (To delete/ add in lines as appropriate) |  |  |  |  |  |  |  |  |  |
|  | **TOTAL** |  |  | **100%** |  |  |  |  |  |  |