

GUIDANCE FOR REPAIR GRANTS



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USING THIS GUIDANCE

Who is this guidance for?

This guidance is for anyone applying for, or in receipt of, funding to undertake work to a tangible historic environment asset supported by a grant award from Historic Environment Scotland (HES). This includes owners of these assets or others taking responsibility for them, and their project team including their Professional Adviser and contractor.

What is this guidance for?

This document provides clear and comprehensive guidance to help applicants, grantees, and their professional advisers to understand the following:

1. The types of work HES is likely to be able to fund, and our expected standards for these works.
2. Our technical advisory process and timescales for repair projects supported through our Historic Environment Grants (HEG) Programme; what information we will need from you and how these are assessed.

This guidance reflects changes following our Grants Refresh and policies outlined in our [HES Grants Framework](#) and is relevant for all historic environment assets awarded funding under our new grants programmes from 2022. It replaces previous guidance documents including the Advisory Standards of Conservation and Repair, and our Ancient Monuments Grant Scheme guidance.

This Guidance for Repair Grant document also contains the following detailed supporting guidance:

- Appendix 1: Notes for the Guidance of the Professional Adviser
- Appendix 2: HES Repair Grants Process
- Annex: HES Advisory Standards for Repair Grants

It is not intended to provide comprehensive technical guidance on specific works. A list of further sources of information on works to historic environment assets can be found in the [Annex: HES Advisory Standards for Repair Grants](#).

When is this guidance relevant?

This main guidance document and the [Annex: HES Advisory Standards for Repair Grants](#) are relevant for all grant-aided projects involving physical works of repair and/or consolidation under the following HES grants programmes, irrespective of the amount of funding received. Appendices 1 and 2 are relevant for repair grants awarded through our HEG Programme. Other conditions may apply depending on the level of funding awarded. More information on these can be found in the guidance available for the individual programme to which you are applying.

The guidance may not be relevant for projects in receipt of HES support under other funding mechanisms such as the Monument Management Fund.

Historic Environment Grants (HEG)

Our Historic Environment Grants Programme can support projects involving repair or consolidation works to historic environment assets as well as other projects aligned with

[HES Grants Priorities](#). It has replaced a number of previous grant programmes, including the former Historic Environment Repair Grant (HERG) and Historic Environment Support Fund (HESF).

Heritage & Place Programme (H&PP)

The Heritage & Place Programme (H&PP) has replaced the former Conservation Area Regeneration Scheme (CARS). Under its capital Repair and Resilience Projects category, this programme can support traditional repair and enhancement works to a broad range of historic environment assets within a defined area of heritage significance. All grants awarded through the H&PP for repair projects and using HES funds must follow the [HES Advisory Standards for Repair Grants](#).

City Heritage Trusts (CHTs)

HES grant support for Scotland's cities is managed by City Heritage Trusts (CHTs) and can cover a broad range of historic environment assets as identified through individual Trust strategies and grants programmes. All grants awarded by CHTs for repair projects and using HES funds must follow the [HES Advisory Standards for Repair Grants](#).

Partnership Fund

Our Partnership Fund supports organisations to deliver established activities with national impact for Scotland's historic environment sector. In exceptional cases, ongoing maintenance programmes may receive grant support under the Partnership Fund. These works must follow the [HES Advisory Standards for Repair Grants](#).

This Guidance for Repair Grants should be read in conjunction with the main programme guidance applicable to your project.

It is understood and accepted that all historic environment assets are different, and therefore each project will be considered within its unique context and decisions will be taken in the best interest of the specific asset.

If there are any parts of this guidance you are unsure of, then please contact the [HES Grants Team](#).

INTRODUCTION

This guidance is intended to assist in the development, design, and execution of HES grant-aided works to all historic environment assets.

We can support repair and/or consolidation works that secure the futures of assets, ensuring survival of cultural significance and the wider amenity benefits of Scotland’s historic environment.

For buildings, our grants aim to adopt a holistic repair approach to the whole building or structure, wherever possible. Most projects will be solely for building fabric repairs, however in some cases, repair may be associated with other works such as adaption of a building for a new use or to bring a building back into use. Some projects may include climate mitigation and energy efficiency measures with the repair works. In special cases, the works may be of a temporary nature to urgently secure the asset and will come under our **Interim Works** category.

For ancient monuments, our grants aim to conserve and/or enhance the stability and condition of the asset and may include improved public access. Delivery of works will be based on a principle of minimum intervention, with work generally limited to essential works to protect the cultural significance.

HES Grants Priorities

HES has six Grants Priorities which are linked to our corporate outcomes. In your application, you will need to outline how your proposed project outcomes will help to meet these which will depend on your project and the grants programme you are applying to. Our priorities are listed below, and more detailed information is available on [HES Grants Priorities](#).

| Priority number | Aim |
|-------------------|---|
| 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 |

PROJECT REQUIREMENTS

Who can apply for a repair grant?

Details of who is eligible to apply for HES grants will vary depending on the funding programme you are applying to. Where the works apply to a building, in general you will be the owner of that building or hold a long-term lease. In the case of scheduled and other ancient monuments, if you are not the owner or lease-holder, you may still be able to apply with the owner's written permission to undertake the work and to meet the conditions of our grant which may include the requirement for ongoing access and maintenance.

There will be contractual requirements for anyone awarded a HES grant, including in some circumstances, the delivery of a standard security and conservation burden. HES also has requirements for the procurement of professionals and contractors, and in some cases for future maintenance and public access of the asset.

Please refer to the specific programme guidance to which you are applying for further information on the above areas.

Which historic environment assets are eligible?

When we refer to tangible 'historic environment assets' generally within our publications, this includes a wide range of structures, sites and assemblages across Scotland. In the context of our grant funding for works of repair and/or consolidation, these may include:

- **Historic and traditional buildings** (both Listed Buildings and other significant unlisted buildings). This may also include for example: bridges, and vernacular or industrial structures.
- **Ancient monuments** (both Scheduled Monuments and other significant monuments). This may include for example: standing structures, earthwork monuments, standing and carved stones, and grave monuments. It can include more modern structures, such as concrete constructions.
- **Other historic structures** (designated or other significant undesignated structures). This may include for example: traditional public realm features or those within the curtilage of designated assets, usually as significant historic features that are part of a larger project/asset.

Undesignated historic environment assets can be considered where their heritage significance can be clearly demonstrated, for example strong evidence of community value, and the project works will produce strong outcomes against our [HES Grants Priorities](#). Please refer to the specific programme guidance for further information on the types of historic environment assets which are eligible under that programme.

Consents

Proposals to undertake any works to an historic environment asset may require statutory consents (Scheduled Monument Consent, Listed Building Consent, Planning Permission and Building Warrant) and the requirements of this may vary from the standards required for our grants as set out in this guidance.

An award of grant does not give any statutory consent and receipt of statutory consents does not mean that your proposals qualify for HES grant funding, or that the proposed work will meet our expected standards for grant-aided works.

For Scheduled Monuments, where the consent process is handled by HES, we aim to work internally to ensure our consent and grant advice aligns. However, please note that the grants and consents systems remain separate and receipt of one does not guarantee the other.

In addition to the above consents for the historic environment asset, you may need other types of consents which relate to its site and natural habitat, for example Sites of Special Scientific Interest, and protected species such as bats and nesting birds. This may require monitoring or survey work prior to the works, and depending on the outcome, may affect your project programme.

Professional advisers on grant-aided projects

To ensure that an appropriate approach is taken when dealing with historic environment assets, we will continue to require most grant-aided repair and consolidation projects, be that to a historic building or an ancient monument, to be led by a professional team which includes a conservation accredited Professional Adviser. We may require other members of the design team to be conservation accredited depending on the nature of the works and significance of the asset. This could include an accredited structural engineer, and a quantity surveyor with proven experience in historic environment projects.

Other arrangements, such as the use of non-accredited professionals with suitable levels of experience, may be accepted in certain circumstances. However, this should be discussed and agreed with the HES Grants Team at an early stage if you are considering making a grant application.

The Professional Adviser may be engaged on an individual repair project, or in some circumstances such as the Heritage & Place Programme (H&PP), may provide services under a local authority Framework Agreement. On large-scale projects a Professional Adviser and conservation design team may be required to be appointed alongside a main project team working on non-grant-aided works.

In most cases the appointment of a Professional Adviser will be a condition of your grant award. HES grant can help to support the Professional Adviser fees and other relevant design team professionals on all repair projects. The grant-eligible professional fees will be those related to the conservation works and we would not anticipate providing grant support for other project team members such as a Project Manager.

Professional advisers on building projects

For building projects, the Professional Advisers must hold appropriate conservation accreditation from a recognised organisation such as:

- Royal Incorporation of Architects in Scotland (RIAS)
- Royal Institute of British Architects (RIBA)
- Architects Accredited in Building Conservation Register (AABC)
- The Royal Institution of Chartered Surveyors (RICS)

- Institution of Civil Engineers (ICE) and the Institution of Structural Engineers (IStructE): Conservation Accreditation Register for Engineers (CARE)

Whether the Professional Adviser is an Architect, Chartered Building Surveyor or registered Structural Engineer will depend on the individual project needs. In most cases we anticipate that this is likely to be an Architect.

Where the building is Category A-listed, the Professional Adviser is required to have advanced accreditation as follows:

- RIAS Advanced Level Conservation Accreditation
- RIBA Specialist Conservation Architect (SCA)
- AABC Architect Accredited in Building Conservation

Where a project involves an element of retrofit of an historic or traditional building, it may be beneficial for the lead professional to have a relevant qualification.

Professional Adviser on scheduled and ancient monument projects

In addition to any requirement for a conservation accredited professional as described above, depending on the specific project it may also, or alternatively, require a suitably experienced archaeologist. HES supports the work which is undertaken by the [Chartered Institute for Archaeologists \(CIfA\)](#) to promote ethical practice, and to improve and maintain high standards of archaeological work in Scotland. We prefer that the lead archaeologist on any HES grant-aided project has CIfA accreditation but, in some circumstances, may agree alternative approaches but this is something that would need to be discussed and agreed with HES when making an application. Where grantees are contracting professional archaeologists to undertake investigations, we expect that CIfA accreditation will be a material consideration in the tender process.

For carved stones, professionals should be suitably qualified conservators /restorers and preferably accredited by the Institute of Conservation (ICON). ICON maintains the Conservation Register.

Services provided by the professional adviser

Our **Appendix 1: Notes for the Guidance of the Professional Adviser**, details what work we require your Professional Adviser to deliver on a HES grant-aided repair project delivered through our Historic Environment Grants (HEG) Programme. Much of this would be expected in any project where full professional services are required, including specification of the works, and monitoring on site. However, with a grant-aided project there will be additional requirements around reporting to us on progress and outcomes, arranging access for HES to visit site, and financial reporting to enable us to make your grant payments. You should make sure that your Professional Adviser is aware of these requirements and that they have agreed to undertake this work and set their fees accordingly.

Procurement of the professional adviser

For all goods, works and services worth up to £100,000 (excluding VAT), you must seek at least three written quotes. This will include the services of your Professional Adviser and any members of the design team with individual contracts up to £100,000 (excluding VAT).

For all goods, works and services with a value of over £100,000, a formal tendering exercise must be undertaken.

Your competition can be based on a cost and quality approach as long as you can demonstrate that value for money is achieved. Other factors such as availability of suppliers in your locality or a desire to retain the services of a Professional Adviser who you have used on the project previously may be considered on a case by case basis by the HES Grants team. You would still need to demonstrate that value for money can be achieved in these circumstances.

HES GRANT-ELIGIBLE COSTS

HES can fund eligible works in conservation repair and consolidation projects which support a sustainable future for historic environment assets, be they historic buildings, ancient monuments or other significant historic structures or features. When you are developing your project, you will need to consider which works may be eligible for HES grant funding. We would expect your Professional Adviser to assist you in this process.

Traditional (preferably local) materials will be used where possible and appropriate for the grant-aided works, helping to secure the future availability of appropriate materials, and the skills needed, to maintain Scotland's historic environment.

In the case of any repair projects applying to our Historic Environment Grants (HEG) Programme, if your application is successful, we will advise you in more detail what will be eligible on your project. For the Heritage & Place Programme and City Heritage Trusts, the local delivery organisation will confirm relevant eligible works, which may be prioritised depending on the project location and outcomes.

We can consider grant-eligible work costs under the following categories:

- Interim works to at-risk historic environment assets
- Repair work to buildings
- Ancillary work to buildings
- Works to masonry monuments
- Works to other forms and parts of monuments
- Works to carved stones
- Other works-related costs

Interim works to at-risk historic environment assets

When it comes to grant-aiding works to historic buildings, holistic projects which support a sustainable future for the asset remain our priority. However, we recognise that fundraising for a major project may not be possible within a realistic timeframe, or appropriate in all cases, potentially putting significant historic environment assets at risk and leading to higher costs in the future. In such cases, we may be able to consider applications for Interim Works through our HEG Programme. A grant award of up to £50,000 to support the cost of these works may be available in specific circumstances and will be assessed on a case-by-case basis.

Interim Works may include:

- Urgent / emergency fabric repairs to protect and/or stabilise an asset.
- Repairs to make an asset safe and usable for temporary 'meantime' or exploratory uses.
- Temporary repairs and/or protective works to safeguard an asset from deterioration, damage, collapse, or loss, such as roofing and drainage to shed water, structural propping and shoring, temporary weather-proofing, protective structures, and removal/control of damaging plant growth.
- Professional fees.
- Exploratory works, if applicable, to install interim works or erect scaffold such as archaeological assessment, recording and mitigation.

Refer to [Annex: HES Advisory Standards for Repair Grants \(Section 2\)](#) for further information on Interim Works.

Due to the potential number of at-risk historic environment assets, these and/or the applicants will need to meet specific criteria including:

- High heritage significance.
- At immediate risk of loss or damage.
- Listed on the Buildings at Risk Register.
- A scheduled monument identified by our Field Officer Programme as being at high risk or poor condition or identified through regular casework.
- Demonstrating a need for HES financial assistance.
- Being able to demonstrate why sufficient funding/resources are not available for a comprehensive repair project.
- The provision of an outline plan for the future of the asset.
- An outline of the asset's recent management and maintenance record.

To ensure that there is sufficient funding for other types of projects, the budget for interim repairs will be capped appropriately, and grants for interim works will normally be limited to one per historic environment asset within a three-year period.

Repair work to buildings

Fabric repair works will be influenced by a number of variables including the nature of historic environment asset itself, its condition, its existing or intended use / function and can include the following approaches:

- External fabric repairs (involving the external envelope of the asset).
- Repair /consolidation / support of primary structural elements, both external and internal.
- Repair of historically significant internal fabric.
- Reinstatement of historic fabric to aid climate resilience.
- External fabric adaptations that aid climate resilience.

Typical eligible fabric repairs for the most common building elements are summarised below.

- Access for repair including scaffold.
- **Roofs:** Repair of existing roof structures, sarking and traditional roof coverings alongside any flashings, parapet and valley gutters. This includes traditional roof features such as dormer windows, cupolas and cast iron skylights and ventilation features and arrangements. Exceptionally, we may consider grant towards reinstating a roof where this is essential to protect the asset.
- **Leadwork:** Repair and renewal of leadwork including lead flat roofs, ridges and other lead detailing.
- **Rainwater disposal:** Repair, replacement, and reinstatement (where original design is known and if appropriate) of rainwater disposal systems e.g. gutters, hoppers, downpipes. Using lead, zinc and cast iron above ground. Using modern materials for below ground systems if the original cannot be repaired/cleared/reused. We can

consider grant for alternative gutter or outlet sizes, where appropriate to aid climate resilience.

- **Walls:** Structural wall repair, pointing of masonry in appropriate mortars, stone replacement where structurally necessary. Stone and mortar analysis will usually be required and is grant-eligible. Repair or reinstatement of traditional wall surface finishes including lime harl / render based on historic precedent, site evidence and technical requirements. Repair of other traditional wall types such as timber cladding and cast iron sheeting.
- **Windows, doors, and glazing:** Repair of existing traditional timber sash and case windows, other traditional timber styles, Crittal windows and leaded and stained glass windows. Repair of original or significant traditional windows is our first principle, including retaining historic material such as timber elements, glass, and ironmongery. Thermal improvements can include introducing recessed draught proofing and repair of historic shutters and secondary glazing. Replacement of modern and inappropriately designed windows with traditional windows which match the original or existing pattern may be considered, or where a window is beyond repair. In this case double glazing may be eligible if it can be successfully accommodated in the window design and is appropriate to the building.

Repair of traditional timber panelled, boarded or part glazed external doors.

Replacement and reinstatement of modern and inappropriately designed doors in specific circumstances.

- **Internal works:** where an interior is of particular historic significance, internal repairs may be grant-eligible as part of a wider external fabric repair project, including plaster, joinery, and decorative paint schemes.
- **Climate resilience items:** In addition to external fabric repair, climate mitigation measures which would not harm the significance of the historic environment asset and are appropriate to its fabric may be considered. For example: reinstatement of a protective historic harl; or improved drip detailing to chimney heads, parapets, and cornices; reinstatement of legacy ventilation features.

Refer to [Annex: HES Advisory Standards for Repair Grants \(Section 3\)](#) for further information.

Ancillary works to buildings

Ancillary works are those elements of the project that are not part of the building fabric repair directly, but which will help to protect our investment or help to contribute to our [HES Grants Priorities](#). These works may be grant-eligible at a lower intervention rate than for repair works.

- New lightning protection.
- **Safe access:** Installation of appropriately designed and located safe access means and equipment to improve the ability to inspect and maintain the building. For example roof hatches, handrails, cable systems, fixed ladders, or crawl-boards.
- **Windows and doors:** where considered appropriate to the cultural significance and fabric condition the following may be considered: new secondary glazing; introduction of traditional timber shutters; insulation of door and shutter panels; retrofit of double

glazed units where no historic glass remains, and it is feasible to retrofit vacuum or narrow profile double glazing into existing frames.

- **Insulation:** Natural and breathable roof, wall and floor insulation materials may be eligible in some cases where its introduction will not impact on the cultural significance or fabric condition.
- **Zero or low carbon heating systems:** to help protect historic fabric and increase energy efficiency.
- **Fire safety:** where adaptations or interventions to the historic fabric are required to mitigate against the risk of fire and/or minimise its impact in the event of a fire, then appropriate prevention and protection measures may be grant-eligible in exceptional cases.

Refer to [Annex: HES Advisory Standards for Repair Grants \(Section 4\)](#) for further information.

Works to masonry monuments

Works to standing masonry monuments will be influenced by a number of variables including the nature of historic environment asset itself, its condition, and its broader site including public access arrangements. It can include the following approaches:

- External fabric repairs (involving the external envelope of the asset).
- Fabric consolidation works.
- Repair /consolidation / support of structural elements, both external and internal.
- Repair or consolidation of historically significant internal fabric.
- Access to and through ancient monuments (as a minimum to retain existing access, improved if applicable).
- Protective measures for ancient monuments.

Works in this category may include for example: structural and other support to masonry; rebuilding of unstable masonry; capping wall heads; repairs to mass masonry including grouting; stone repair and replacement.

Refer to [Annex: HES Advisory Standards for Repair Grants \(Section 5\)](#) for further information.

Works to other forms and parts of monuments

Works may include:

- Conservation and protection of stone monuments e.g., isolated stone monoliths.
- Consolidation and/or rebuilding of dry built mass masonry.
- Care of earthworks and works related to ground condition management.

Refer to [Annex: HES Advisory Standards for Repair Grants \(Section 6\)](#) for further information.

Works to carved stones

Works to carved stones may include:

- Cleaning of vegetation
- Conservation works including providing structural support
- Protection and recording

Refer to [Annex: HES Advisory Standards for Repair Grants \(Section 7\)](#) for further information.

Other works-related costs

Where eligible work has been identified, the following costs can also be funded as applicable:

- Preliminaries.
- Non-recoverable VAT.
- Project works contingency.
- Inflationary contingency at point of grant application.
- Professional fees (within a maximum fee percentage).
- Other specialist survey, assessment and analysis (to be agreed on a case-by-case basis with HES).

How much funding can I expect for eligible costs?

Please refer to the specific programme guidance for information on the likely intervention rates for grant funding of eligible costs. The remainder of the project cost is likely to be required to be met by the asset owner and/or through a funding package with others.

The intervention rate on **Ancillary Works** is project specific but is likely to be applied at a lower intervention rate than any repair or consolidation work. This is because our funding is prioritised for the historic fabric of the historic environment assets. However, where need is evident, we will attempt to assist with funding towards appropriate Ancillary Works.

In general, eligible preliminaries, VAT (where non-recoverable), professional fees and project and inflationary contingencies based on professional projections, will be supported at the same grant intervention rate as the grant- eligible works.

The grant-eligible costs for professional fees are usually calculated in relation to the value of the approved grant-eligible works unless advised otherwise by the applicant or their professional adviser. Our standard allowance for all professional fees on a project is up to 16% of the cost of the grant- eligible works or up to 18% in very exceptional cases if additional specialists are required. VAT will then be added to this where it is non-recoverable. For any professional fees incurred in relation to the development of the project, our grant will be paid on the agreed grant-eligible professional fees retrospectively, i.e. when you receive our Permission to Start your project and all legal requirements have been met.

Types of work HES does not fund

We do not fund any works that have already started, including any interim works, even if the works may have been grant-eligible. This means any work which has been started or completed before we have granted our permission to start. We also do not fund:

- Acquisition.
- Work resulting from an event that should be insurable.
- Recoverable VAT or VAT grant-aided by other funders.

- Demolition.
- Repair 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).
- Internal fit-out.
- 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.
- Routine maintenance and minor repairs of buildings, except where maintaining thatched roofs.
- 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.
- Repairs to movable assets, including maritime vessels and railway vehicles (N.B. not applicable to carved stones).

Please refer to the specific programme guidance to which you are applying for further information on any other work not eligible for HES grant support.

HES technical advisory process for repair grants

Please note this process is only applicable for repair projects accepted through our Historic Environment Grants (HEG) Programme. This process is not applicable for the Heritage & Place Programme or City Heritage Trust funded projects which will have their own processes advised by the local grant delivery body.

Our process for agreeing repair works under our HEG Programme is summarised in **Appendix 2: HES Repair Grants Process**. This process commences after your grant application is made and will continue until completion of the project if your application is successful. It is important for the grantee to understand from the outset, the procedural requirements that HES has for repair and consolidation projects in receipt of our HEG. We have particular procedures that require to be followed in applying for and delivering HES grant-aided works, and information which we will require from both the grantee and their Professional Adviser and design team at each stage.

We will usually work directly with the grantee's Professional Adviser through the technical process, to assess, review and agree the works to your historic environment asset. Specific guidance is provided for the Professional Adviser in **Appendix 1: Notes for the Guidance of the Professional Adviser**. We would recommend that the grantee also reads this and makes sure that its requirements are made clear to any professionals tendering for the project, so they are clear on the additional responsibilities and services needed.

HES advisory standards for repair grants

Our [Annex: HES Advisory Standards for Repair Grants](#) outlines the materials, methods, and standards of work we require on our grant-aided projects. This guidance covers both grant-eligible repair and consolidation of buildings and monuments, as well as other grant-eligible Interim Works and Ancillary Works.

APPENDIX 1: NOTES FOR THE GUIDANCE OF THE PROFESSIONAL ADVISER

INTRODUCTION

The information in this appendix is only applicable to grant applications and awards made to standalone historic environment assets under our Historic Environment Grants (HEG) Programme. It is not applicable for the Heritage & Place Programme, or City Heritage Trust funded projects, which will have their own processes advised by the local grant delivery body.

This guidance is for use by the Professional Adviser, and others on the project design team, in order to understand the requirements that HES has for grant-aided repair and consolidation projects, in particular in relation to the procedures to be followed in applying for and delivering HES funded works, and the information we require at each stage.

This appendix should be read in conjunction with:

- **HES Guidance for Repair Grants:** our main guidance document with an overview of general requirements including conservation accreditation of the Professional Adviser and design team.
- **Appendix 2: HES Repair Grants Process:** a summary of the key stages and timescales for our repair grants awarded through the HEG Programme.
- **Annex: HES Advisory Standards for Repair Grants:** our technical standards requirements and grant-eligible works.

Please note that proposals to repair a historic environment asset may require statutory consents (Scheduled Monument Consent, Listed Building Consent, Planning Permission and Building Warrant) which do not form part of your grant application. Receipt of statutory consents does not mean that your proposals qualify for HES grant funding, or vice versa.

We will expect the Professional Adviser and design team to develop proposals to a high standard of conservation practice. It is equally important that the subsequent works on site are also managed by the Professional Adviser to ensure these high standards are continued during the works to deliver the completed project.

Please read this guidance carefully.

1. Communications

- 1.1 The primary contact for the Professional Adviser on any matters relating to repair projects who have been successful in applying to our Historic Environment Grants (HEG), will be the HES Grants Team.
- 1.2 There may be circumstances where direct communications between the Professional Adviser and other staff at HES is appropriate on matters relating to a repair grant. In these circumstances, this must be done in agreement with the HES Grants Team, and outcomes reported to them by the Professional Adviser.
- 1.3 The above communications are for the purposes of the grant project and will be in addition to any communications the Professional Adviser, or their client, may have with other HES teams on related matters such as Listed Building Consent and Scheduled Monument Consent.

2. Professional adviser services

- 2.1 We anticipate that the lead professional in the design team, referred to by HES as the Professional Adviser, will be appointed to the project from inception to completion.
- 2.2 The professional services on a HES grant-aided repair project will usually be similar to those expected on any project where full professional services are required, including for example specification of the works and inspection on site. However, with a grant-aided project there will be additional requirements around achieving technical standards and workmanship, reporting to us on progress, arranging access for HES to visit site, and financial reporting to enable us to make grant payments on eligible works.
- 2.3 In addition to the Professional Adviser, other professionals on the design team should be clear, from commencement of the project, of their service requirements on a HES grant-aided project. In particular, the quantity surveyor will be required to identify and track grant-eligible costs.
- 2.4 It is our expectation that the services provided by the Professional Adviser and design team on a HES grant-aided repair or consolidation project will usually include:
 - Producing site and historic environment asset condition assessments as applicable to the individual project.
 - Engaging fully with the requirements set out in our **Appendix 2: HES Repair Grants Process**.
 - Preparing scheme details in line with our grant eligibility criteria and approval process. Note that for clarity, conservation related drawing notes should be highlighted and/or specific conservation works related drawings prepared where the project includes non-grant-eligible works.
 - Attending meetings, and responding to correspondence, with HES.
 - Carrying out regular site inspections to check progress and to ensure that the works are in line with the agreed grant-eligible scheme of works. Failure to deliver the agreed works could result in a reduction of our grant or removal of grant entirely.
 - Preparing valuations and supporting certification (including a TAR5 form) and supporting the grantee to submit regular grant payment claims and progress reports to HES in relation to the grant-eligible works.

- Liaising with other professionals involved as necessary and submitting all information required by HES to process and finalise the grant. This includes, but is not limited to, practical completion and final account information.
 - Preparing a maintenance plan for implementation on completion of the project (as applicable to the project grant conditions).
- 2.5 The Professional Adviser must notify the HES Grants Team of any unanticipated finds of archaeological, architectural, or historic interest, and / or any unforeseen problems, at the earliest possible opportunity whether during project development or works on site.
- 2.6 The Professional Adviser must notify the HES Grants Team of any proposed changes to the agreed scheme of works, or additional works deemed essential, and have these agreed by the HES Grants Team prior to them being implemented. Failure to receive prior permission for any changes to the agreed scheme of work from the HES Grants Team could result in a reduction of our grant. Agreement in writing must be obtained for any additional works before they can be considered for inclusion in the grant-eligible works. Note that this process is separate from any notifications required to other HES teams, the local authority, or other agencies, in relation to changes which may impact existing statutory consents and agreements or may initiate the need for consents.

3. HES grant application

- 3.1 The proposed project details and costs included in the grant application should be supported by a recent outline condition report on the fabric of the historic environment asset to demonstrate that the information included in the application is based on sound evidence. The content and scale of the condition report should be tailored to suit the historic environment asset but we would expect this to include an elemental breakdown of the estimated costs (e.g., roofs, windows) and prioritisation of the works to be carried out. We would ask that if the condition report is more than 2 years old, or if there has been significant subsequent change, that an up to date summary statement also be provided.
- 3.2 We would also expect the submission of other supporting information in respect of the proposed works including for example: colour photographs highlighting the areas that need repair; initial drawings; and possibly a conservation statement or conservation plan depending on the historic environment asset in question.
- 3.3 We advise that you do not prepare a detailed repair specification for the project until HES has decided on the application and our Technical Advisory Report 1 (TAR1) has been issued. This is because we will need to agree the grant-eligible elements of the project, and technical details, with you before your proposals are finalised.

4. Initial approval of application and HES site visit

- 4.1 Following our notification that an application has been accepted for full assessment, our HES Expert Advisory Team will assess the historic environment asset, usually making a site visit, and prepare a Technical Advisory Report 1 (TAR1). This report will outline the recommended grant-eligible works to be carried out to the historic environment asset and must be read in conjunction with the [Annex: HES Advisory Standards for Repair Grants](#).
- 4.2 The TAR1 is not intended to, and should not be, used for pricing the work or as a contract document. Instead, it should be taken as informed guidance for the Professional Adviser to

work up their own full specifications, schedules of works, etc. covering the repair work required as part of the normal contract documentation of the project.

- 4.3 At this stage, we will also advise you about our **Grant Eligible (GE) cost proforma** in which grant-eligible (GE), non-grant-eligible (NGE), and other costs such as professional fees and VAT should be identified by the Professional Adviser and design team's quantity surveyor. This document is available to download from the **HEG Programme Resources** page on our website.

5. Outline scheme of work

- 5.1 An outline scheme of work package should be prepared to include all the information listed in **Part 1: Outline Scheme of Works (Sections a-c)**.
- 5.2 The Professional Adviser should use the HES TAR1 and the **HES Advisory Standards for Repair Grants** to prepare an Outline Scheme of Work. The TAR1 is intended to guide the initial stages of the scheme design so that the implications of the required repair work can be fully incorporated from early in the project development.
- 5.3 We will request that the Professional Adviser complete the estimated cost information using the **GE cost proforma**.
- 5.4 Once the HES Outline Scheme of Work package has been received, HES will review this information. Where required, we will issue our Technical Advice Report 2 (TAR2) which lists what further information, or revisions, are required to be submitted to reach agreement on the HES grant-eligible works. Please note that delays to the project can result at this stage from failure to follow the required grant-eligible works as set out in the TAR1 and our **HES Advisory Standards for Repair Grants**.
- 5.5 We will then use the above information to produce an estimated cost summary document, the Technical Advisory Report 3 Indicative (TAR3I).
- 5.6 Once the Outline Scheme of Work and estimated costs are agreed, we may also request an update of other relevant information from your client, for example on the viability of the project and the funding package for the project. Refer to **Part 1: Outline Scheme of Works (Section d)**.
- 5.7 Once we have reviewed all the information provided and are content, HES will give formal permission to proceed to the next stage.

6. Pre-tender review and agreement

- 6.1 After agreement of the Outline Scheme of Work, the Professional Adviser will develop the project information and submit to HES a copy of the unpriced Bills of Quantities (or Schedule of Works), specifications and drawings in advance of tendering for the works. Refer to **Part 2: Pre-Tender (Section a)**.
- 6.2 We will review this pre-tender package, and once satisfied, we will notify you that we are content for you to proceed to tender.
- 6.3 If you proceed to tender without our agreement of the pre-tender package, your grant may be at risk.

7. Project tender

- 7.1 A competitive tender exercise must be undertaken to appoint the Contractor. Refer to the main [HEG Programme Guidance](#) for further information on this.
- 7.2 Please ensure that the design team and your client follow the appropriate tendering rules as failure to do so could lead to your application being withdrawn.

8. HES grant approval

- 8.1 A post-tender package should be prepared to include all the information listed at **Part 3: Post-Tender (Sections a-c)**.
- 8.2 Once the tendering process is complete and a contractor selected, the Professional Adviser will submit a copy of the successful priced Bill of Quantities (or Schedule of Works) and a tender report.
- 8.3 We will request that the Professional Adviser complete the tendered cost information using the [GE cost proforma](#). We will use this information to produce a cost summary document, Technical Advisory Report 3 Firm (TAR3F).
- 8.4 We will also require other relevant information and updates from your client about the project through the submission of a 'Project Development Final Report' on our online grants portal. Refer to the main [HEG Programme Guidance](#) for more information on this and **Part 3: Post-Tender (Section d)**.
- 8.5 This information will then be used to support our funding recommendation paper which will, depending on the grant amount requested, require approval from either the Head of Grants and/or our Executive Leadership Team and/or the HES Board.

9. Permission to start

- 9.1 If and when our grant is approved, we will issue a contract for acceptance by your client. As part of this process, we will request for paperwork to be submitted on our online grants portal including copies/confirmation of any consents, and the contractor's works insurance using our Permission to Start Form. Please see **Part 4: Permission To Start** for a list all the information that we require to be submitted before we can issue this.
- 9.2 **The agreed works must not start on site until the HES grant had been approved, the grant contract issued and accepted and permission to start granted.** For some projects, it will be a condition of our funding that that a Standard Security and/ or Conservation Burden will need to be delivered. Although these are not required to be in place for the permission to start to be granted, we cannot make any grant payments until these legal documents have been signed and registered. More information is available on these requirements of our funding in the [HEG Programme Guidance](#) and the [HEG Grant Offer and Conditions](#). Until this process has been completed, any commencement of works will be at your client's own financial risk. We recommend that you ensure that your client is aware of this requirement at an early stage in the project and to ensure that the time and impact of this is accommodated in the project timetable and cashflow.

10. Grant payments

- 10.1 Our grant for repair projects will usually be paid retrospectively and will be based on the value of the grant award, and evidenced expenditure on the agreed grant-eligible costs

and works carried out. The process for claiming grant is set out in the Payment Plans section of the [HEG Programme Guidance](#). Where there is a demonstrable need for alternative payment arrangements, these can be considered on a case-by-case basis and should be discussed with the HES Grants team early on in the process.

10.2 The Professional Adviser will be required to inspect the work on site, prepare valuations and certification, updated budget profiles, cashflows and project timetables where required. For large grants, a valuation and supporting TAR5 will also need to be submitted at the end of each financial year to show expenditure on the grant-sided work up until 31 March. The Professional Adviser may also need to support their client to submit their progress reports and claims for grant on our online grants portal.

10.3 For large grants, if any of the agreed grant-eligible costs have already been incurred when you receive our Permission to Start (e.g. Professional Fees), a claim for these can be made in advance of the first contract works valuation although can only be paid if all legal matters are settled (see section 9.2 and the main [HEG Programme Guidance](#) for more information on this).

11. During works

11.1 HES will advise when we will need to make site inspections at key points during the works. As a minimum this is likely to be once during the works and just prior to Practical Completion, but will vary depending on the individual project.

11.2 Projects relating to ancient monuments are likely to have more frequent site inspections. The requirement and timing of site inspections may only be apparent once enabling works, such as erection of access scaffold or vegetation removal, has been completed. Then relevant issues needing to be discussed and resolved can be identified.

11.3 Site visits will be used to confirm the quality of the grant-eligible work that has been carried out and check progress against the agreed scheme of work. Note that it is the Professional Adviser's role to ensure that the grant-eligible works meet our [HES Advisory Standards for Repair Grants](#) and the agreed scheme specification and design.

11.4 In cases where safe access is required for HES to inspect, the Professional Adviser should ensure such safe access remains in place, and HES is advised on any key programme dates.

11.5 The Professional Adviser must notify HES Grants Team of any changes to the agreed scheme of work and to have these approved by HES Grants Team prior to them being implemented. Failure to receive prior permission from HES Grants Team for any changes to the agreed scheme could result in a reduction of the grant.

12. Practical Completion of Works

12.1 The Professional Adviser must advise HES one month prior to the works reaching Practical Completion to allow sufficient time for a site visit to be arranged. During this site visit HES will look for compliance with the agreed scheme of work and our [HES Advisory Standards for Repair Grants](#). You will be advised if any remedial works are required to meet grant eligibility, and if a further site visit will be required prior to Practical Completion.

12.2 Once the agreed scheme of works is completed, the Professional Adviser should prepare a Certificate of Practical Completion, or its equivalent, which should be copied to HES along with other information required by the project grant conditions. Refer to the **Part 5: Practical Completion** section of this document.

12.3 If required, we may make a final inspection to assess if the grant-eligible repairs have been completed in accordance with the agreed scheme of work and our [HES Advisory Standards for Repair Grants](#).

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

12.5 Once satisfied that the agreed scheme of works has been carried out in accordance with the grant conditions, grant will be paid up to 95% for small grants and 90% for large grants.

13. Final Account

13.1 The information listed at **Part 6: Final account** must be submitted at final account stage to allow for a final assessment of the project to be carried out. The final 5% grant payment in relation to small grants will be released where we are satisfied that the project has been completed in line with the agreed scheme of work and that the full HES grant award is still required based on the final costs and final funding package. For large grants, grant will be paid up to 95%.

13.2. Where the agreed scheme of work and/ or the total project costs have reduced, or where other financial support has been made available during the project, then we may reduce our grant accordingly.

14. Defects period

14.1 For large grants, the final 5% grant payment will be made once we have been sent a copy of the Making Good Defects Certificate and are content that all grant-aided work has been completed satisfactorily.

TECHNICAL ADVISORY REPORT (TAR) DEFINITIONS

| REPORT NAME | DEFINITION |
|---------------|---|
| TAR 1 | <p>ALL APPLICATIONS, ISSUED TO GRANTEE</p> <p>This is the HES technical advisory report prepared by the HES Expert Advisory Team. It is issued once HES has visited your historic environment asset if your application is progressing after our initial assessment. This report is intended to guide the initial stages of the scheme design so that the implications of the required repair work can be fully incorporated from early in the project development.</p> |
| TAR 2 | <p>AS APPLICABLE, ISSUED TO GRANTEE</p> <p>This report will outline any additional information that HES needs to fully assess your proposal, if your initial Outline Scheme of Work does not provide this.</p> |
| TAR 3I | <p>AS APPLICABLE, ISSUED TO GRANTEE</p> <p>This is our summary of the agreed Scheme of Works and estimated cost summary including grant-eligible costs.</p> |
| TAR 3F | <p>ALL APPLICATIONS, ISSUED TO GRANTEE</p> <p>This is our summary, after project tender, of the full project cost and a breakdown of the grant-eligible elements within that, for the agreed Scheme of Works. This enables us to tell you the proportion of the full project costs that are grant-eligible.</p> |
| TAR 4 | <p>AS APPLICABLE, ISSUED TO GRANTEE</p> <p>This is our formal agreement to amend the agreed Scheme of Works where substantial change occurs. Note that this will summarise both the agreed technical and cost changes.</p> |
| TAR 5 | <p>ALL APPLICATIONS, ISSUED TO HES BY PROFESSIONAL ADVISOR</p> <p>This form is an elemental breakdown of expenditure on the agreed grant-eligible costs of the repair projects up to the point a grant claim is being made. This should be submitted in addition to an up to date valuation certificate and/ or final account information.</p> |

PROJECT DOCUMENTATION

Part 1: Outline Scheme Of Work

Once our Technical Advisory Report 1 (TAR1) has been issued the following information is required by HES for further consideration of the project in order to gain agreement of an Outline Scheme of Work and grant-eligible works therein. These works will form the basis of the Technical Advisory Report 3 Indicative (TAR3I).

a. Project Information: Drawings and Specification

- Location and site plan(s).
- Plan, section, and elevation drawings sufficient to identify where works are required and indicating repair proposals. For Scheduled Monuments these should include survey drawings.
- Detail drawings as required to provide an overview of the repairs, particularly where proposals involve modifying existing details.
- Where the grant-aided works form part of a wider scheme of alteration or adaptation, other drawings sufficient to provide an overview of the wider project.
- Where helpful, drawings may incorporate photos showing the existing fabric, or photo sheets may be submitted.
- Outline specification of grant-eligible works, including information on materials to be used and standards of workmanship.
- Any additional reports relevant to the grant-eligible works.

Note: Conservation related drawing notes should be highlighted and/or specific conservation works related drawings prepared where the project includes non-grant-eligible works.

b. Project Costs

- An estimated project cost breakdown including VAT (if applicable) and professional fees using the **GE cost proforma**. This will include for a summary of other works included in the project which do not form part of the grant-eligible works.
- A note of the total project cost. For example include other grant-aided activities or works which do not form part of the repair project costs.

c. Programme

- An outline programme including key dates such as scheme finalisation, tendering, contract start, practical completion and completion of defects. You should make allowance in your programme for the HES grant process, including agreement of the scheme to be delivered, formal approval following tenders, and agreement of any legal requirements (Standard Security/ Conservation Burden). Refer to **Appendix 2: HES Repair Grants Process**.

d. Other Information

- An update on the position with the other project funding.
- Cashflow statement (if applicable).
- Project Risk Register (if requested).

- Any other information required to review project viability if requested (e.g. business plan; ownership status)
- Updated Project Outcomes (if requested).

Part 2: Pre-Tender

The following information is required to formally agree the scheme of works which will proceed to competitive tender.

a. Project Information: Drawings and Specification

This should include the information set out in **Part 1 (Section a)**, and in addition include:

- Large scale working details, where necessary, to describe the works fully.
- Final specification. Normally, either full specification notes (on drawings or as a separate document).
- Unpriced bill of quantities or schedule of works (as applicable).
- Any additional reports relevant to the grant-eligible works i.e. stone analysis, mortar analysis.

Part 3: Post-Tender

The following information is required to formally agree the tendered scheme of works and proceed to seek a firm approval of grant in our Technical Advisory Report 3 Firm (TAR3F).

a. Project Information: Drawings and Specification

- The successful priced Bill of Quantities or Schedule of Works (as applicable). Please ensure you include the contractor signature sheet.
- Resubmission of drawings and specifications as set out in **Part 1 (Section a)** and **Part 2 (Section a)**, if any changes have occurred since the pre-tender package agreement. **Note:** any changes will be required to be reviewed and agreed by HES.

b. Project Costs

- An updated project cost breakdown based on the successful tender costs for each eligible element of work including VAT (if applicable) and professional fees using the **GE cost proforma**. This will include for a summary of other works included in the project which do not form part of the grant-eligible works.
- Tender report on competitive tenders.
- An updated note of total project costs. For example include other grant-aided activities or works which do not form part of the repair project costs.

c. Programme

- An updated project delivery programme including key dates: contract start, practical completion and completion of defects.
- Statement of Contract Duration and Rectification Period (or equivalent).

d. Other Information (for the Project Development Final Report)

- Updated Budget Profile.
- Activity Plan.
- Evidence of match funding.
- Project timetable.
- Updated cashflow statement (if applicable).

- Updated Project Risk Register (if applicable).
- Updated Project Outcomes
- Fair Work First Declaration
- Any other information required to review project viability (e.g. business plan; ownership status, financial information).

Part 4: Permission To Start

Once your grant is approved, a contract will be issued for acceptance by your client. As part of this process, we will request for paperwork to be submitted including:

- Signed acceptance of the grant contract.
- Grant outcomes plan.
- Communications plan.
- Evidence of match funding.
- Updated project timetable and cashflow.
- Evidence of ownership.
- Confirmation of relevant consents, for example: building warrant, planning permission, Listed Building Consent, Scheduled Monument Consent (as applicable).
- Evidence of contractor's works insurance cover.
- Evidence of current property insurance cover.

Part 5: Practical Completion

At Practical Completion stage, the following information should be submitted:

- Certificate of Practical Completion (or its equivalent).
- Final valuation and TAR5.
- Final project cost information.
- Maintenance plan for implementation on completion of the project (as applicable to the project grant conditions).
- Any supporting material required / any grant conditions E.g. EICR

Part 6: Final Account

The following information is required to formally complete the project:

- A final project cost breakdown based on the final valuation for each eligible element of work including VAT (if applicable) and professional fees using the **GE cost proforma**. This will include for a summary of other works included in the project which did not form part of the grant-eligible works.
- Copy of the agreed and signed final account.
- Receipted professional fee accounts/ invoices.
- Final funding package updated to reflect any changes to other funders' awards.
- Photographs of the completed works including photographs of main elevations.
- Project evaluation report
- Copy of the maintenance plan (as applicable to the project grant conditions).
- Submission of final report on our online grants portal including the addition of all required documents.

APPENDIX 2: REPAIR GRANTS PROCESS

The information in this appendix is only applicable to grant applications and awards made to standalone historic environment assets under our Historic Environment Grants (HEG) Programme. It is not applicable for the Heritage & Place Programme, or City Heritage Trust funded projects, which will have their own processes advised by the local grant delivery body.

Our **Appendix 1: Notes for the Guidance of the Professional Adviser** provides further detail on the requirements of the design team for each stage of the process.

Please note that the following timescale is indicative and presumes HES receiving the required level of information from the applicant and/or their Professional Adviser. Where the full information is not received, then the process may take longer. We advise that you keep us updated on any potential delays to this timescale, or your broader project programme. Extensions to the timescale can be agreed where there are good reasons, and you should contact the HES Grants Team as soon as possible to discuss this.

| APPLICANT ACTIONS | TIMEFRAME | HES ACTIONS |
|---|--|--|
| GRANT APPLICATION | | |
| GRANT APPLICATION Application submitted online with reference to programme guidance notes and relevant supporting guidance. | Advertised deadlines (depending on HEG funding stream) | |
| | Up to 16 weeks (depending on HEG funding stream) | GRANT APPLICATION ASSESSMENT Applications assessed and prioritised in terms of heritage merit, financial need, and the extent to which your proposals meet HES Grants Priorities |
| | | APPLICATION RESPONSE If your application is approved for full assessment, a letter confirming this will be issued. All unsuccessful applicants will be given feedback on their application. |
| | 2 months (from application response letter) | TAR 1 REPORT Property/ site assessed by HES Expert Advisory Team (HEAT), and applicant issued our Technical Advisory Report (TAR1) and our grant-eligible (GE) cost proforma. |
| OUTLINE SCHEME REVIEW | | |

| | | |
|--|--|--|
| Your Professional Adviser (PA) submits an Outline Scheme of Work and detailed costs using our GE cost proforma . | Up to 6 months (from issue of TAR1) | |
| | 4 weeks (from receipt of all information. Note timescale will be longer if HES need more information) | OUTLINE SCHEME OF WORK HES will consider your Outline Scheme of Work and completed GE cost proforma . If more information is needed, we will issue our TAR2. TAR 31 Once assessment is complete, HES will issue an estimated cost summary report, our TAR3 Indicative (TAR31). |
| In response to the TAR31, we will ask you to provide us with an updated position on the other project funding along with any other information deemed to be required to allow us to review the viability of your project. | Up to 2 weeks | |
| | Up to 2 weeks | HES will review all the updated information provided and confirm if we are content to give formal permission to proceed to the next stage of the scheme approval process. |
| PRE-TENDER AGREEMENT | | |
| After agreement of your Outline Scheme of Work, and before you tender the project, your PA will submit a copy of the unpriced Bills of Quantities, specifications and drawings for our review and agreement. You must <u>not</u> proceed to tender until you have received our agreement of the pre-tender package. | 12 months (typically from initial acceptance letter although extensions can be requested from HES) | |
| | 5 weeks | PRE-TENDER AGREEMENT HES will review the pre-tender package, and once satisfied, we will notify you that we are content for you to proceed to tender. |
| PROJECT TENDER | | |
| | Applicant dependant | |

| | | |
|--|--|---|
| <p>You and your PA will need to undertake competitive tendering as applicable to your project.</p> <p>Submit your post-tender package to HES (including priced Bills of Quantities and tender report) along with an updated GE cost proforma.</p> | <p>(typically up to 3 months although can be longer depending on size of contract)</p> | |
| | <p>4 weeks</p> | <p>TAR3F HES prepares its cost summary document, TAR3 Firm (TAR3F).</p> |
| <p>HES GRANT APPROVAL</p> | | |
| <p>You will need to submit a Project Development Final Report on our online grants portal to update us on your project since the original application was made and to submit any required supporting documents.</p> | | |
| | <p>Up to 4 weeks (this will depend on level of funding being recommended)</p> | <p>Once the HES Grants Team has all the required information, a funding recommendation paper for firm grant approval will be produced.</p> <p>Depending on the level of the funding approval request, this will go to HES Head of Grants and/or our Executive Leadership Team and/or the HES Board.</p> |
| | <p>2 weeks</p> | <p>FIRM GRANT CONTRACT Once grant is approved, a grant contract will be issued for acceptance.</p> |
| <p>GRANT CONTRACT ACCEPTANCE Read our grant award contract carefully and if happy to proceed issue your acceptance.</p> | <p>1 month</p> | |
| <p>Register the Standard Security and Conservation Burden (if required; refer to our main programme guidance). Note this will be required prior to release of your grant payments (not permission to start) and this legal process may take time.</p> | <p>Applicant dependant</p> | |
| <p>PERMISSION TO START</p> | | |
| <p>Submit information HES require prior to starting works using our Permission to</p> | | <p>Your information will be checked and ,if in order, we will confirm that the works can start.</p> |

| | | |
|---|--|---|
| Start Form online including proof of consents and insurances. | | |
| WORKS ON SITE | | |
| <p>GRANT CLAIMS Once Permission to Start is issued and expenditure is incurred, you will be able to start submitting grant claims. These will need to be submitted along with a progress report and any other supporting information required. Please see the Payment Plans section of the HEG Programme Guidance for more information on how our grant will be paid and what information needs to be submitted for each claim.</p> <p>To note: no grant payments will be made until we have confirmation that the Standard Security and Conservation Burden are registered.</p> | | <p>GRANT PAYMENTS HES makes grant payments within 15 working days of receipt of all information (subject to the registration of the Standard Security and Conservation Burden if applicable)</p> |
| <p>INSPECTIONS PA to inform HES when works are nearing key points for inspection.</p> | | <p>INSPECTIONS HES will make site inspections at key points during the works.</p> |
| BEFORE PRACTICAL COMPLETION | | |
| PA to contact HES 1 month prior to Practical Completion to arrange site visit. | | HES will make a pre- Practical Completion site visit to ensure compliance with the agreed Scheme of Work. You will be advised if remedial works are required to meet grant eligibility, and if a further site visit will be required. |
| PRACTICAL COMPLETION | | |
| On completion of the works, a practical completion certificate will need to be submitted along with all other required grant claim documentation. | | If required, HES will make a further site visit to ensure compliance with the agreed Scheme of Work. You will be advised if remedial works are required to meet grant eligibility, and if a further site visit will be required. |
| All final account information to be submitted along with all other required grant claim documentation. | | <p>FINAL ACCOUNT If no outstanding issues on the GE works and all information received, HES will make the final payment. This is with the exception of the large grants.</p> |
| For large grants, at the end of the contract Rectification Period, a copy of | | Final grant payment made on receipt of Making Good Defects certificate and |

| | | |
|--|--|---|
| the Making Good Defects Certificate to be submitted. | | confirmation that all grant-aided works completed satisfactorily. |
| POST COMPLETION | | |
| Following the completion of your project, HES will issue an annual request for information to be submitted to confirm you are meeting your grant contract conditions. The information requested, and the length of period that this will apply for, will depend on the level of grant awarded. | | |