



YOUR OFFER

Your offer letter will detail the works for which funding is offered, together with the amount of funding offered. The offer is open for acceptance within the time period specified in the offer letter. Works must be completed by the date indicated on the letter.

ACCEPTING YOUR OFFER

You can accept your offer by emailing or writing to the programme manager, as detailed on your offer letter.

STARTING WORKS

You will normally be able to begin works as soon as you have accepted your offer. If there is an exception to this (for example, the works require scheduled monument consent), this will be detailed in your offer letter.

PAYMENT DETAILS

Payment is normally by BACS transfer. Once your acceptance is received, our finance team will be in touch to collect payment details. If you are not already set up on the HES payment system we will require a suitable proof of address (unless you are part of a company or organisation that files their annual accounts with Companies House) and a contact telephone number for a person who is able to provide details of your bank account. This will ensure swift payment once works are completed.

COMPLETION OF WORKS

We require evidence that works have been completed prior to payment. This will normally take the form of a site visit, but occasionally we may ask you to provide photographs of the works. Please keep in touch regarding your timetable for the works being complete, so that we can arrange a prompt site visit and payment.

PAYMENT

Once a site visit has been undertaken or works otherwise approved by your case officer, we will authorise payment for the works. You will normally receive an email from our finance team confirming your payment is underway.

ANNUAL REPORT ON FUNDING RECEIVED

We will publish an annual report on our website summarising projects which have received funding. This will identify:

- The amount awarded
- The organisation / company awarded funding. In the case of individual applicants, these will be recorded as 'private individual' and no private information will be shared.
- The relevant heritage asset (eg scheduled monument)
- The local authority in which the heritage asset is located
- A summary of the works undertaken
- A summary of the benefits the work will have
- Photographs of the heritage asset -this may include before and after photographs. We will ask for permission for any copyright images and copyright will be clearly acknowledged.