



## BUILDING REPAIR GRANT SCHEME Summary of Grant Process

A brief overview of the stages in your project, and how the grant fits in.  
Each project is unique and we will work with you at each stage to keep it on track.

MINOR WORKS		MAJOR WORKS	
<b>STEP 1</b>	Contact Project Officer to discuss eligibility. Initial site visit and discussion; collect grant pack.	Contact Project Officer to discuss eligibility. Initial site visit and discussion; collect grant pack.	Applicant appoints Design Team.
<b>STEP 2</b>	Prepare simple specification and (if required) drawings – these can be checked with Project Officer.  Agree scope and funding criteria in principle.	Liaise with Design Team/Project Officer to develop design/scope of works and budget cost.  Agree scope and funding criteria in principle.	
<b>STEP 3</b>	Confirm requirements for planning consents and building warrants; make applications if required.	Design team will confirm requirements for planning consents and building warrants; and make relevant applications.	
<b>STEP 4</b>	Applicant to source three quotes from competent contractors.	Design Team specify works and manage tender process.	
<b>STEP 5</b>	Submit CARS/THI application.	Submit CARS/THI application.	
<b>STEP 6</b>	Once grant is approved by CARS/THI a grant contract will follow – to be signed by applicant and Fife Council.  Once contract is signed the applicant can appoint selected tender.	Once grant is approved by CARS/THI a grant contract will follow – to be signed by applicant and Fife Council.  Once contract is signed the owner/Design Team can appoint selected tender.	
<b>STEP 7</b>	Applicant must notify Project Officer when works starts on site and invite inspection when work is complete (or at agreed stages during the work).	Owner/Design Team will notify Project Officer when work begins on site. Design Team will monitor quality and progress on site.	
<b>STEP 8</b>	Applicant to pay contractor for the works and submit paid invoice to Project Officer. It is expected that grants will then be released within 2-4 weeks. For longer contracts, stage payments can be agreed, to coincide with interim certificates issued by the architect.	Design Team will provide regular valuations of work completed and certify invoices from the contractor for payment by the applicant. It is expected that grants will then be released within 2-4 weeks. For longer contracts, stage payments can be agreed, to coincide with interim certificates issued by the Design Team.	