

Inverkeithing Heritage Regeneration BUILDING REPAIR GRANT SCHEME - SMALL GRANTS OVERVIEW

	MINOR WORKS (up to £10,000)	MAJOR WORKS (over £10,000)
STEP 1	<p>Contact the Project Officer to check eligibility The Project Officer will visit your building and discuss your proposals with you Each project is unique and we will work with you at each stage to keep it on track</p>	
STEP 2	<p>Submit an expression of interest with outline project costs</p>	
STEP 3	<p>If invited to take forward a full application, tenement owners must set up an Owner's Association and joint bank account</p>	
STEP 4	<p>Prepare a simple specification and (if required) drawings and check the eligibility of these with the Project Officer</p>	<p>You will need to appoint an architect or surveyor (Professional Adviser). Your Professional Adviser will develop the designs, specifications and budget costs. You will attend a start-up meeting with the Project Officer and your Professional Advisor to discuss and the grant procedures and the eligibility of the proposed works.</p>
STEP 5	<p>You will need to confirm any requirements for planning consents and building warrants with Fife Council and make the relevant applications</p>	<p>Your Professional Adviser will confirm any requirements for planning consents and building warrants and make the relevant applications</p>
STEP 6	<p>You will need to source three quotes from competent contractors</p>	<p>Your Professional Adviser will manage the tender process</p>
STEP 7	<p>Submit your application</p>	
STEP 6	<p>If a grant is awarded you will need to sign a grant contract Once the contract is signed you can appoint the contractor</p>	
STEP 7	<p>You must notify the Project Officer when work starts on site The Project Officer will visit the project at agreed stages during the work</p>	
STEP 8	<p>You will pay the contractor for the works and send the paid invoice to the Project Officer</p> <p>It is expected that the grant will then be released within 2-4 weeks</p> <p>For longer contracts, stage payments can be agreed.</p>	<p>Your Professional Adviser will monitor quality and progress on site and provide regular valuations of work completed and certify invoices from the contractor for payment by you</p> <p>It is expected that the grant will then be released within 2-4 weeks.</p>