



BUILDING REPAIR GRANT SCHEME

Small Grants Guidance Notes

Oct 19

Inverkeithing Heritage Regeneration scheme is operated by Fife Council and Fife Historic Buildings Trust, and core funded jointly by Historic Environment Scotland, the National Lottery Heritage Fund and Fife Council. The five-year scheme, which runs until 2024, will deliver a number of elements: priority building projects, a building repair grant scheme, public realm improvements to Inverkeithing High Street, and training, apprenticeships and community engagement.

What is the Building Repair Grant Scheme?

Inverkeithing has a superb architectural heritage, reflected in its many listed historic buildings and large Conservation Area. These historic buildings need regular care and attention and this grant scheme is designed to help property owners and occupiers to repair and conserve the external fabric and traditional appearance of their buildings.

Private owners and tenants with a full repairing lease can apply for grant support to carry out sensitive repairs to historic buildings within the designated grant scheme area. The reinstatement of appropriate features and details can also be funded. Please see the Building Repair Grant Scheme map for the grant eligible area.

Grants can support

- building repairs using traditional methods and materials, for example repairs to stonework, roofs and windows;
- reinstatement of architectural details, for example replacements to modern windows and historic shop front improvement schemes;
- buildings in use and schemes to bring vacant buildings back into use.

How much funding can I get?

A limited number of grants up to £25,000 are available. In exceptional circumstances, grants greater than £25,000 may be awarded at the discretion of Inverkeithing Heritage Regeneration scheme.

Residential property owners and landlords of commercial property or tenants with a full repairing lease can apply for a grant of up to 85% of eligible works. Special consideration may be given in cases of need or hardship, for example elderly applicants with limited resources and/or households suffering from fuel poverty.

What work is eligible?

The grants can fund external repairs to historic buildings and the reinstatement of architectural detail including historic shop front improvement schemes. A list of eligible works is provided at the end of this document. In order to be eligible, the repair proposals for your property must be acceptable as a whole. All repairs should use appropriate techniques or methods of construction and high quality materials, normally using the same materials as were used in the original construction of the building.

Tenders should only be invited from contractors known to be able to achieve the standards of quality required. Grant will not be paid for works that, in the reasonable opinion of Inverkeithing Heritage Regeneration, do not meet generally accepted standards of quality and accuracy in materials or workmanship appropriate to the circumstances, whether in conservation works or new construction.

A copy of Historic Environment Scotland's guidance on *Advisory Standards of Conservation and Repair* will be provided – this will guide you and your Professional Adviser/ Contractor(s) in the approach and standards required.

What work is not eligible?

- Any works that do not use traditional materials, methods and skills.
- Routine maintenance and minor repairs – this is work that we would expect to be carried out on a regular basis to keep a building from deteriorating.
- Alterations and improvements: the installation of new features (for example extensions, dormer windows or secondary glazing) is not eligible. Other new work such as insulation, renewing or installing electrical wiring, a new garden feature or loft conversion is also not eligible.
- Repairs to features that are not original or complimentary to the property.
- Internal repair and redecoration.
- 'Conjectural restoration' works – works for which there is no firm historic evidence surviving on the building or recorded in photographs or drawings.
- Demolition of whole buildings or of individual features.

How do I apply?

There are a number of steps you will need to take before you can submit your application.

1) Please come and talk to us at the earliest stage about your proposals to check eligibility and discuss the likelihood of grant funding being available. We can visit your property and give you as much guidance as possible to develop your thinking. Please contact us well before any work is due to start as grants will not be considered retrospectively. No grant aid can be given for works that have already started.

2) Submit an 'Expression of Interest' form. This should outline the works that you intend to carry out, provide an estimate of the project costs, and the expected timescales for the work. Expressions of interest will be considered in batches against the available grant funding, and shortlisted projects will be invited to submit a full application.

3) If you are invited to submit a full application and if the building is a tenement, you and your neighbours will need to form an Owners Association and set up a joint bank account. For impartial advice on how to set up an Owners Association go to www.underoneroof.scot/articles/1105/Architects/Owners_Associations

4) For complex works costing more than £10,000 you must appoint a suitably qualified professional adviser to oversee all stages of your project. To ensure best value, this service must be competitively tendered, and at least 3 quotations will be required. You should prepare a tender brief that sets out the service that you require, and this should be sent to at least three companies. The Inverkeithing Project Officer can provide you with a sample consultant brief to assist you.

Details of suitably qualified architects experienced in the repair of historic buildings can be obtained from the Royal Incorporation of Architects (RIAS) at www.rias.org.uk, telephone 0131 229 7545. Details of suitably qualified chartered building surveyors experienced in the repair of historic buildings can be obtained from the Royal Institute of Chartered Surveyors in Scotland (RICS) at www.rics.org.uk, telephone 0131 225 7078.

Your professional adviser should deliver the following services to you:

Stage 1 (Development Stage)

- Prepare a thorough survey of the building and its condition, including survey drawings and plans;
- Carry out research, analysis and archaeological investigation of the fabric;
- Prepare a detailed specification and drawings for the urgent and necessary repairs, or recording of the fabric;
- Maintain contact with the Inverkeithing Project Officer on the technical details of the proposed works;
- Secure all necessary consents;
- Provide a list of competent contractors able to carry out the works to a high standard;
- Prepare and issue tender documents for the construction works;
- Review tenders and provide a tender report.

Stage 2 (Construction Stage)

- Arrange a contract for the works;
- Carry out regular inspections and valuations of the work on site until it is completed;
- Attend monthly site meetings with the Design Team and contractor;
- Provide monthly updates to the owners on progress;
- Maintain contact with the Inverkeithing Project Officer on the technical details of the work for which the grant has been awarded;
- Oversee project progress and costs to ensure the contract is delivered on time and within budget;
- Assist owners with grant claims;
- Prepare a detailed 10 year management and maintenance plan for the building.

For more information about working with a professional adviser go to www.underoneroof.scot

5) For simple works costing less than £10,000 then three quotations/ tenders from contractors are required to support your application. Quotations should be assessed on a cost/ quality basis. Best value may not be the lowest quote and will depend on evidence of appropriate skills, experience and methodology. See the separate “Advice on Appointing Consultants and Contractors” guidance for more information.

6) Grant applications can be submitted once you have three quotations/ tenders from contractors. Use the application form to apply and include all the additional information requested in the application form checklist.

How are grant applications assessed?

All grant applications and the level of grant awarded will be assessed against the following criteria:

- **Is the building in the Inverkeithing grant scheme area?**
- **Is the building listed?** Preference will be given to listed buildings and the level of listing.
- **Does the building have significant townscape value?** Preference will be given to buildings and works which make a significant contribution to the townscape and therefore have wider public benefit.
- **What type of repairs are required?** Preference will be given to properties that require urgent or necessary repairs where the works will safeguard the fabric of the building.
- **Is the building regularly maintained?** Preference will be given to properties where regular maintenance tasks are carried out.
- **Does the project offer value for money?**
- **Are there any specific circumstances involved?** Special consideration may be given in cases of need or hardship, for example elderly applicants with limited resources and/or households suffering from fuel poverty.
- **Applications will be prioritised in the following order**
 1. Repair and re-use of redundant or underused buildings where the scheme will result in a viable use being identified;
 2. Repair and conservation of buildings in use;
 3. Reinstatement of lost architectural detail.

Please note that eligibility for grant does not guarantee that a grant will be awarded - grant awards are discretionary. All applications will be assessed by Fife Historic Buildings Trust on behalf of Fife Council and referred to the Inverkeithing Heritage Regeneration project team for a decision.

Accepting the grant offer and starting works

All grants are subject to each project meeting the terms and conditions of grant. If a grant is offered you will be asked to sign an acceptance slip followed by a grant contract, which must be returned within one month of the grant offer. **Work should not begin and no grant can be paid until the contract is signed.**

Once you have accepted an offer of grant you must let us know when works are about to start. We will need reasonable access by arrangement before, during, and on completion of the works to inspect the operations in progress and/ or to inspect the standard of workmanship.

You will also be required to display a sign in public view indicating that the works have benefited from financial support from Inverkeithing Heritage Regeneration.

Work must be carried out to the satisfaction of Fife Council in accordance with the approved plans and specification. Any variations must be agreed in writing with us before any works are undertaken. Unacceptable work, including poor workmanship, will lead to no grant being paid.

When work is complete

The work must be completed within one year of the date of offer of grant (or earlier if specified in the grant offer) unless an extension of time has been given, in writing, by Fife Council.

Grant payments will normally be made in arrears and following an inspection by Fife Council and/or its advisers to satisfy itself that work has been carried out to the standards and specification agreed. Following the inspection you will be asked to send the receipted invoices to us, as the work must be paid for by you before the grant is claimed. The grant payment (via BACS) will be sent within 28 days of receipt of the invoice.

Grants are awarded on the basis of contractor quotes or professional budget costs. If the works cost less, or all the qualifying works are not carried out, the amount of grant you receive will be reduced proportionately.

Terms of grant

Grant offers are made via a contract with standard terms and conditions. A copy of the model contract used for grant offers is available on request. We recommend that you seek legal advice before signing the contract.

The grant contract will include a clause allowing Fife Council to make a claw back claim in the event of the property being sold or let on a long lease. Contracts for grants of £25,000 or more will require Fife Council to take a standard security over the property.

Fife Council reserves the right to withhold all or part of the grant if any of the conditions are not complied with. In submitting an application for grant you are confirming acceptance of the terms of grant as detailed in this guidance note, the contract and all other application documents.

How we use your information

The information provided by you in your application will be used by Fife Council and Fife Historic Buildings Trust in order to process your application. It will be shared with the grant funders, Historic Environment Scotland and The National Lottery Heritage Fund for grant processing purposes. Further information on how your information is used and why can be found here:

www.fife.gov.uk/privacy/inverkeithingcarsth

The Council's Data Protection Officer can be contacted on: dataprotection@fife.gov.uk

Applications should be submitted to:

Inverkeithing Project Officer, Fife Historic Buildings Trust

Kinghorn Town Hall, St Leonard's Place, Kinghorn, KY3 9TJ

Email: fiona@fifehistoricbuildings.org.uk Tel: 0159289 0060

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Eligible Works, providing that the repair proposals are acceptable as a whole, should be based on Historic Environment Scotland's "Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland" and are summarised here:

1. Building repair

The necessary structural repair, conservation or strengthening of the existing structure in response to a proven ongoing defect, using the most conservative approach that is practicable. The survival of vernacular building techniques, often found in town buildings behind later finishes, is very important, and repairs should be in compatible materials.

Structural timber or timber repairs: appropriate repairs to timber frames, roof structures, beams, floor joists and other structural timbers, based on a careful and comprehensive survey of the existing structure.

Remedial treatments to eradicate rot or insect infestation can be very destructive to historic buildings. Locate the reason for moisture penetrating the fabric and successfully prevent this happening. Rot or insect eradication and appropriate conservation-based timber preservative treatments may be eligible if an active infestation is confirmed. Methods of treatment must be based on independent expert advice, adopting a conservative approach including environmental controls and with green principles wherever possible. Precautionary timber treatments are not eligible.

Reinstatement after repair: general internal repairs are not eligible. However, reinstatement of internal finishes removed to allow structural repairs is eligible. In such instances reinstatement should match the original. Internal decoration is not eligible.

Damp-proofing and damp proof course (dpc) installation are not eligible. Damp-eradication measures such as improved drainage, the introduction of French drains or the lowering of ground levels are eligible where appropriate.

Re-roofing in natural materials appropriate to the area and age of the building, such as slates of matching type to the same grading and detail, and lead, zinc and copper as appropriate. Repairs to the roof structure and high-level external elements should be undertaken at the same time as re-roofing.

It is important to consider any associated alterations such as new roof windows or skylights at an early stage and certainly before tendering and commencement of the works. Such items are not eligible but will need to be agreed.

Repairs to chimneys, provided the chimney is retained or reinstated accurately to its original height and profile. The reinstatement of the original style of chimney pots/cans is also eligible for grant when associated with other chimney repair works.

The cost of demolishing chimney stacks and roofing over the demolished chimney is not eligible. The retention and repair of existing stacks may be a condition of grant offered to other works.

Repair or renewal of existing leadwork and the provision of weatherings such as flashings, soakers and cappings when carried out to details and weights recommended by the Lead Sheet Association.

Repair or replacement of rainwater goods to match the original material and sections. Generally, this will be in cast iron, but occasionally in lead, timber or stone, where appropriate. Aluminium, plastic, PVC or GRP rainwater goods are not eligible.

Repair and repointing of external stonework to an appropriate specification. Where it is necessary to replace missing, broken, cracked or eroded stones with new stone, the new stone must be a suitable replacement for the original in terms of colour, texture, porosity, crushing strength and weathering properties. Advice on suitable new stone to match existing can be obtained from the British Geological Survey (www.bgs.ac.uk). The choice of appropriate mortars (usually lime) should be discussed case by case with the Scottish Lime Centre Trust (www.scotlime.org).

Plastic or in-situ resin-based mortar repairs to stonework are not eligible.

Windows, doors and external joinery: the repair or, if unavoidable, reinstatement of the historic pattern and detail, in the historic material, of windows, external doors and other external joinery which contributes to the character of the building and/or the Conservation Area.

Modern uPVC double glazing is not eligible. Double glazing is eligible where it is replacing inappropriate windows in Category C and unlisted buildings, subject to the following parameters:

- timber windows are constructed to a traditional pattern;
- glazing bars/astragals are part of the sash construction;
- glazing elements are fitted/mounted with putty or modern equivalent, dry glazing would not be supported;
- moulding detail reflects local patterns or examples from buildings.

Repairs to external render, stucco or harling to an approved specification. Traditional lime harls and lime washes should be used where appropriate and should be discussed case by case with the Scottish Lime Centre Trust (www.scotlime.org).

Removal of paint and other coatings from masonry may be grant eligible where there is evidence of distress to the underlying masonry. This must be done to an approved specification and carried out by specialist conservation contractors. Stone cleaning for cosmetic reasons is not eligible.

Repair or reinstatement of retaining walls, boundary walls and/or railings that contribute to the stability of the building, enhance its setting, or contribute to the character of the Conservation Area.

2. Restoration of architectural features and historic shop fronts improvement schemes

The restoration of architectural features is only eligible where the building is otherwise in good repair, or will be repaired as part of the project and clear documentary evidence is available.

Reinstatement of architectural details: the repair to the historic pattern, detail and material of distinctive architectural features, for example architectural sculpture, tiling and other historic finishes, and decorative ironwork such as roof finials, balconies, canopies and railings.

Reinstatement of historic shop front details, informed by existing historic fabric or sound historic evidence.

Repair of applied details and features that contribute to the character of the building and the conservation area, such as cornices, string courses, window architraves and columns. These should be repaired carefully and accurately to the original form or profile using traditional materials.

3. Associated costs

Fees for qualified professional advisers, provided the advisers belong to a recognised institution, for example a chartered architect or a chartered surveyor with an appropriate level of specialist experience. Full professional fees for architectural services are only eligible if the professional adviser inspects work in progress and is responsible for its certification on completion. The maximum grant eligible percentage for fee costs is 16% of the cost of grant eligible works. In exceptional circumstances this may vary depending on the number of professionals in the team; however it should not exceed 20%.

Planning and building warrant fees directly attributable to grant eligible work.

Contractor preliminaries, for example site huts, fencing, insurances and scaffolding.

VAT: where VAT cannot be recovered it is eligible for grant. Evidence that VAT cannot be recovered will be requested; and VAT amounts must be shown separately.