



**Stirling City**  
HERITAGE TRUST



# TRADITIONAL BUILDINGS

## HEALTH CHECK RETROFIT PROJECT

# 2025 - 2026

## STIRLING TRADITIONAL WINDOW REPAIR GRANT GUIDANCE NOTES

Funded by



HISTORIC  
ENVIRONMENT  
SCOTLAND

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EACHDRAIDHEIL  
ALBA



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# Stirling Traditional Window Repair Grant - Funding Availability

The window grant is available to support the cost of conservation-standard repairs to historic and traditional timber windows and traditional external timber doors. This grant is designed to assist with Priority 1 & 2 repairs to eligible windows and doors identified in your TBHC Inspection Reports, as well as assist with the preparation for measures stated in your Energy Efficiency Report.

**All works must meet Historic Environment Scotland's Advisory Standards of Conservation Repair and the conditions set out in your Grant Offer.**

## What funding is available?

The grant rate is up to 50%\* of grant eligible works dependent on council tax bands, up to a maximum of £7,500 per building. The minimum grant award is £2,000.

Grant funding is finite. The grant may close prior to the October 2025 deadline if/when all funds are allocated. TBHC members will be advised should this occur.

## \*Grant Eligible Work - Council Tax Bands

Council Tax Band	Grant Rate for Grant Eligible Works	Maximum Grant Amount	Minimum Grant Amount
A - F	50%	£7,500	£2000
G	40%	£7,500	£2000
H	The Stirling Traditional Window Repair Grant is not available to properties in this council tax band.		

## Who is eligible?

The Window Repair Grant funding is available to property owners in council tax bands A-G\* within the Stirling City Boundary.

Properties in Dunblane, Bridge of Allan and Blairlogie are not eligible for the Stirling Traditional Window Repair Grant. Subject to funding availability, owners in these areas may be eligible to apply for window repairs as part of the Traditional Buildings Repair Grant.

Repairs to external traditional timber doors will only be funded if these are being carried out alongside window repairs.



## Traditional Building Repair Grant

The Traditional Building Repair Grants can be accessed through our Traditional Buildings Health Check. See our [website](#) for further information.

**The grant will close to Grant Applications on Monday 27<sup>th</sup> October and will reopen in 2026 subject to funding availability.**

**If the demand for grant funding outstrips the available funds, our Trustees reserve the right to lower funding levels for individual projects when considering applications.**



# Stirling Traditional Window Repair Grant - Funding Eligibility

The Stirling Traditional Window Repair Grant is a grant fund managed by Stirling City Heritage Trust (SHT) which offers funding for eligible works to traditional properties. The fund is supported by Historic Environment Scotland.



## Eligible for grants

### What buildings are eligible?

- Buildings located within the Stirling City Boundary. Buildings can be listed or unlisted, and inside or outside a Conservation Area.
- The applicant and their building must be a current member of the Traditional Buildings Health Check (TBHC), with a minimum of three months left of their TBHC membership at the time of grant payment.
- The proposed works must have been identified in the TBHC Inspection Reports.
- Buildings must be of traditional design and construction, in addition to being in a good state of repair

### What works are eligible?

- Priority 1 & 2 joinery repairs to traditional windows and external doors as identified in your TBHC Inspection Reports.
- Draughtproofing and like for like repair of traditional windows and external timber doors.
- Vacuum insulated glazing\*
- Works must be performed by suitably competent professionals with experience in the repair of traditional windows.
- Scaffolding (where part of larger grant eligible works.)
- VAT (if applicable), only if it cannot be reclaimed.

\*Eligibility will be considered on a case by case basis and Listed Building Consent will be required for Listed Buildings.



## Not eligible for grants

### Who cannot apply?

- Buildings located outside of the Stirling City Boundary.
- Places of Worship (other church buildings e.g. manses or halls may be eligible).
- Buildings owned by the Local Authority.
- Lapsed members of TBHC (but can apply if membership is renewed).
- Buildings where the work proposed for the application has already started.

### What works are not eligible?

- Professional fees such as an architect or surveyor.
- Properties which have not resolved or are not in the process of resolving priority 1 repair requirements to the building fabric.
- Priority 3 repairs to windows and external doors or works which do not align with the findings of your TBHC Inspection Reports.
- Window replacements and double glazing.
- Internal doors.
- DIY solutions.
- Maintenance tasks, such as painting.
- Projects tackling repairs to external doors only, these works must be carried out alongside window repairs.



## Traditional Building Repair Grant

The Traditional Building Repair Grants can be accessed through our Traditional Buildings Health Check. See out [website](#) for further information.





# Grant Application Process Guide

01



## Stage One

Following receipt of your TBHC Inspection Report and the resolution of Priority 1 repairs, have a TBHC Retrofit Inspection performed and receive a Retrofit Inspection Report containing recommended retrofit works. Discuss these at your Follow-Up Meeting.

02



## Stage Two

Check with Stirling Council Planning Department if the following are needed for your planned works:

- Listed Building Consent
- Planning Permission (for Conservation Areas)

03

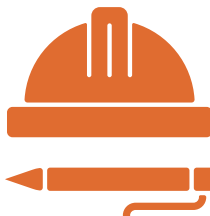


## Stage Three

Complete and submit a Grant Registration form along with your Schedule of Works/tender (if required following consultation with SCHAT). Your Grant Registration is assessed by Stirling City Heritage Trust staff. If successful a Grant Application form will be issued.

We aim to provide you with a decision on your Grant Registration within 6 weeks.

04



## Stage Four

Contact qualified contractors for itemised quotes using the Schedule of Works or tender. The quotes must be directly comparable.

05



## Stage Five

Complete the Grant Application form and submit it along with your quotes to [Fiona@scht.org.uk](mailto:Fiona@scht.org.uk). Your application is assessed by Trustees. A formal Offer of Grant will be issued if approved.

We aim to provide you with a decision on your Grant Application within 6 weeks.

06



## Stage Six

Only when you receive your final approval can your works begin. Grant funded projects will be subject to data collection & monitoring. This will involve the performance of humidity and temperature measurements from within the property before and after the works to determine their impact.



# How do I apply for a grant? How is it assessed?

## What do I need to provide?

### Grant Registration Stage:

- ✓ A Schedule of Works or tender prepared by either the owner, architect/surveyor or via our small repairs schedule service.
- ✓ A completed Grant Registration Form.

### Grant Application Stage

- ✓ A minimum of 3 comparable quotes from contractors competent in working with traditional materials. Applications without detailed and comparable quotes from suitably qualified and experienced contractors will be rejected. Quotes must clearly show any VAT applicable.
- ✓ For work involving statutory permissions, drawings may be needed and the Trust may require a suitable professional adviser such as an architect or surveyor to be engaged by you.
- ✓ If the building is Listed or in a Conservation Area, statutory permissions may be required. Consents must accompany applications. Grant will not be paid on works undertaken without the necessary permissions. You must contact the Stirling Council Planning Department to ask if permissions are required: [planning@stirling.gov.uk](mailto:planning@stirling.gov.uk). See page 9 for more information. Statutory Consents can take some weeks to be processed and may require details such as scale drawings and photographs.
- ✓ Members must have continuous membership of the TBHC Scheme from date of Grant Application until completion and have a minimum of 3 months left on your membership at the time of grant payment.

## How is the grant application assessed?

Grant Reports prepared by SCHT staff are presented to the SCHT Board of Trustees for their consideration. Their decision is final.

Grant offers are based on the lowest of 3 comparable quotes, but you can appoint any of the 3 contractors whose quotes are part of your application if they are suitably competent.

Grant funding is finite. The grant may close prior to the October 2025 deadline if/when all funds are allocated. TBHC members will be advised should this occur.

Trustees aim to consider Grant Applications in batches. Applications are prioritised according to the following criteria:

- The building has not received an SCHT grant since 2020.
- The works tackle grant eligible Priority 1 and 2 repairs.
- Applications which meet the above criteria will take precedence over applications for properties which have received a grant since 2020.

Where applicants seek funding for buildings which have already received a grant the following will be considered:

- If the grantee has received their full allocation, i.e. if they have previously received the maximum grant award.
- The priority, grant eligibility, and scale of the works being tackled.



# What do I do after I am offered a Grant?



01

Appoint your preferred contractor, as well as your building professional, e.g. an architect or surveyor (if applicable).



02

Inform the Grants Officer who the main point of contact will be. This can be an owner or your appointed building professional (if applicable).



03

Arrange for a Pre-Start Meeting to be held at the property. This will be attended by SCHAT representatives, the contractor, your building professional (if applicable), and at least one owner/grantee. The attending owner(s) and or/building professional will report back to any owners who did not attend.



04

Inform SCHAT of the expected start date and completion dates, this will be discussed at the Pre-Start, but you should keep SCHAT updated if these change. Inform SCHAT when the scaffold is erected (if applicable) and when works begin, as well as when they are likely to finish.



05

Remain in contact with SCHAT throughout the works, keeping us updated on progress, arranging for interim inspections, and confirming completion dates. Hygrometers will be placed in your property before the works begin and will be removed 2-4 weeks after the are completed. A survey should also be completed by the grantees.



06

During and at the end of the project SCHAT representatives will inspect the works, so there must be safe access which complies with Work at Height Regulations. If there is a scaffold it should not be removed until after the Trust's final inspection.



07

The grant will be paid once works are fully complete following the final SCHAT inspection to ensure works meet the terms of the grant. For details about the payment process, please see page 11 of the Grant Guidance.



# Working with a Building Professional

Where works are complex and/or substantial and involve a Listed Building or a tenement, appointing an architect or surveyor with conservation accreditation or demonstrable experience in working with traditional buildings to apply for statutory consents and tender the works is advisable. For example professionals who are members of bodies such as RICS or RIAS would be appropriate.

**If this is our recommendation and you choose not to appoint an appropriately qualified professional, you will not be able to apply for the Stirling Traditional Window Repair Grant.**

## Why should I work with a building professional?

Our Schedule of Works service is designed for small repair projects. If the works will require statutory consents/planning permission (please see page 9 for more information), you should engage a building professional such as an architect or building surveyor. They are able to do the following:

- Write a tender document for the works as well as send it out to contractors on your behalf.
- Apply for the grant on your behalf.
- Apply for statutory consents, such as Listed Building Consent, on your behalf. This usually involves scale drawings and detailed specifications which can be produced by the building professional.
- Manage and programme the works on site as well as inspect them. Manage the budget and payments.

## How do I engage a building professional?

Working with a Conservation Accredited building professional is advisable as traditional buildings are materially and structurally different from modern buildings. If the professional is not Conservation Accredited then they should have demonstrable experience in working with traditional buildings.

When you approach a building professional you can do the following:

- Send them your TBHC Inspection Reports and the HES Advisory Standards of Repair.
- Let them know you are applying for a grant.
- Inform them what works you would like to tackle.
- Ask them what their pricing structure is.

You can find a list of all of Scotland's Conservation Accredited Building Surveyors on the [RICS website](#).

You can find a list of Scotland's Conservation Accredited Architects on [the RIAS website](#).

You can find useful information about working with an architect here: [s-s-a.co.uk](http://s-s-a.co.uk)





# Statutory Consents

If your building is Listed and/or situated in a Conservation Area, statutory permissions may be required. It's a criminal offence to demolish, alter materially or extend a [Listed Building](#) without Listed Building Consent.

Listed Building Consent is the mechanism by which planning authorities ensure that any changes to Listed Buildings are appropriate and sympathetic to their character. It helps to protect what is a rare and unique resource. Conservation Area Consent protects unlisted buildings in Conservation Areas. The consent process is similar to the Listed Building Consent process.

You can find information about each of Stirling's Conservation Areas here: [Individual plans for the Conservation Areas in the Stirling Council area](#).

You can find your building's Listing here: [historicenvironment.scot](http://historicenvironment.scot)

Before submitting your Grant Registration Form you must contact the Stirling Council Planning Department to ask if Statutory Consents are required. Statutory Consents can take some weeks to be processed and may require details such as scale drawings and photographs.

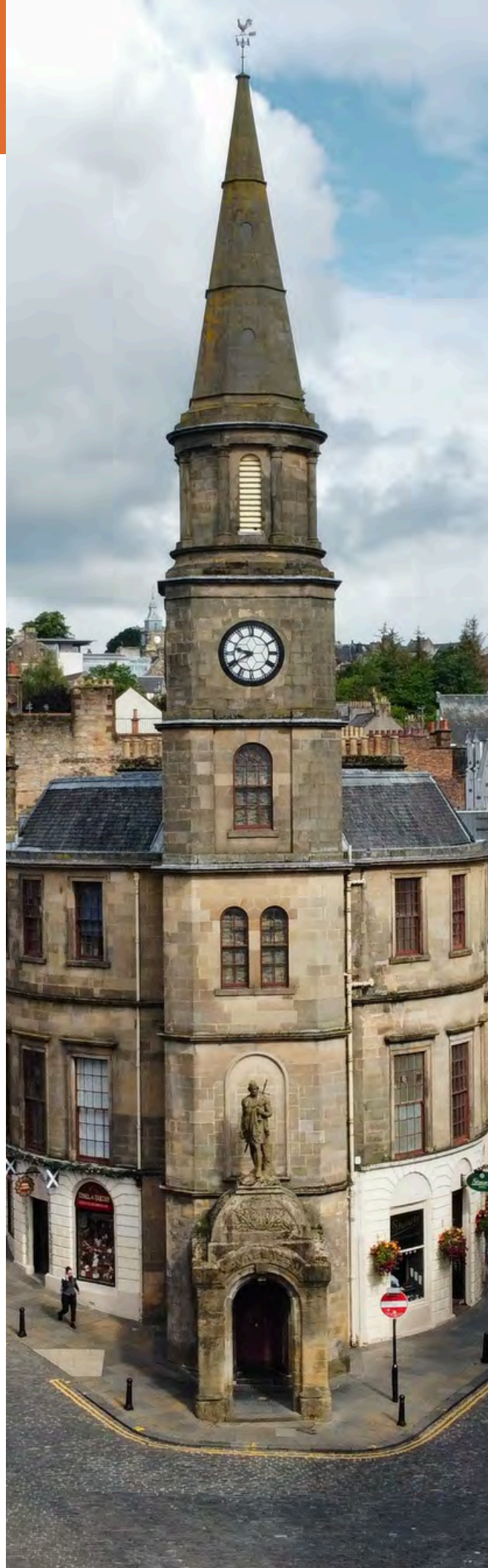
Contact number - 01786 233660

Email address - [planning@stirling.gov.uk](mailto:planning@stirling.gov.uk)

Useful information about statutory consents:

- [Planning application process](#)
- [Listed buildings](#)
- [Planning Guidance and Advice Toolbox](#)
- [Planning Aid Scotland](#)

You apply for Listed Building Consent and Conservation Area Consent here: [ePlanning Scotland](#)



# Grant Conditions

## What are the grant obligations?

We expect the highest standard of conservation practice on all of our projects, as stipulated by our funders, Historic Environment Scotland. Workmanship which falls below this standard will not be eligible for funding. All works must meet the [Advisory Standards of Repair](#). Before works start a Pre-Start Meeting must be held at your property which will be attended by SCHAT staff, the Grantee(s), contractors, and building professional (if involved).

Grant funding requires a legally binding contract between the owner(s) and SCHAT. In some circumstances a grant may be offered to a lessee with repairing responsibilities. Certain conditions apply including in relation to ongoing building maintenance and clawback.

## Clawback

Clawback applies in the event that the grant aided property is sold. A proportion of the grant must be repaid by the applicant to the Trust. The amount repayable depends on the timescale from the date of Practical Completion.

## Grants amount up to £5,000

From the date of Practical Completion	Percentage of original grant to be recovered.
0-1 year	100%
1-2 years	70%
2-3 years	40%
Over 3 years	0%

Grant term: 3 years

## Grant amount £5,000 - £7,500

From the date of Practical Completion	Percentage of original grant to be recovered.
0-1 year	100%
1-2 years	80%
2-3 years	60%
3-4 years	40%
4-5 years	20%
over 5 years	0%

Grant term: 5 years

## Hygrometers

We will place small Hygrometers in your property prior to the commencement of works. They will be removed 2-4 weeks after works are completed. This allows us to monitor temperature and relative humidity which provides us with important data about the effectiveness of the works. A short survey should also be completed after works are completed.

## During the works

During and at the end of the project, SCHAT will inspect the works. There must be safe access which complies with Work at Height Regulations. Contractors must be made aware of the need to comply with this. Scaffold should not be removed until after the Trust's final inspection.

If the position of scaffold, skips or the work to be done will directly affect neighbouring properties you should advise them accordingly and seek any necessary permissions for access. Local Authority permits may also be needed.

## Ongoing Maintenance

Owners are obliged to keep the property in good repair and condition, and to conduct an annual inspection of the state of repair of the property.



# Grant Conditions - Payment

01

Members must have continuous membership of the TBHC Scheme from date of Grant Application until completion and payment of the works.

Members must have a minimum of 3 months of membership remaining at point of grant payment. Please note any retention will also be reflected in the grant payment.

02

The grant will be paid once works are fully completed following an inspection by SCHAT to ensure the works meet the terms of the grant. In exceptional circumstances we may fund an interim payment.

Scaffolding (if part of the works) must remain in place until this inspection has been carried out. Please note that for works to windows and doors, all painting must be completed before the grant payment can be released (primer and x2 top coat).

03

If the works are satisfactory, members must complete/provide the following. The necessary Forms and a link to an online survey will be provided:

- ☒ Grant Payment Form
- ☒ Bank Details Form
- ☒ Contractor Payment Form, if you would like the grant payment to be made directly to the contractor. This should be signed by the grant recipient and the contractor.
- ☒ Short online survey
- ☒ Receipted invoices showing that the contractor has been paid, as well as any certificates of practical completion (if an architect is managing the project)

04

**Grant payments will be made by bank transfer and require Trustee approval. Payment may take up to 21 days following receipt of paperwork.**

Please note that SCHAT reserve the right to withdraw all or part of the funding if the grant conditions are not met. This includes:

- ☒ Substandard workmanship
- ☒ Failure to meet HES Advisory Standards of Repair
- ☒ Use of inappropriate materials or techniques
- ☒ Lack of Statutory Consents or failure to meet planning conditions
- ☒ Unsafe/poor access
- ☒ Failure to renew TBHC membership



# Frequently Asked Questions

## What do I need from the contractor?

The Trust requires 3 comparable quotes from contractors who are skilled and experienced in the relevant works. The Trust may ask for evidence of competence. The use of inappropriate methods or materials, or workmanship which the Trust regards as unsatisfactory or does not meet the [HES Advisory Standards of Repair](#), will not be funded.

You should use the agreed Schedule of Work or tender to obtain quotes. The quotes must have sufficient detail to allow us to assess the proposed work, determine if it is eligible and the cost of each element.

Obtaining quotes will take time, especially if contractors are busy, but it is needed to demonstrate best value for money in the use of public funds.

See our What To Do Next document for examples of good and bad quotes, as well as advice on how to find a contractor.

## What if I need multiple trades/contractors?

You may need quotes from more than one type of contractor. Single trade contractors may not have the appropriate level of skill to undertake all elements of the work. Others may not undertake necessary work like painting timber windows after repair.

**NOTE: although the Trust is offering grant funding, the works contract is between the owner and the contractor. Building owners can appoint their preferred contractor from the 3 quotes submitted to the Trust, however the grant will be calculated on the lowest quote.**

## What is eligible for grant funding?

An overview of what is and isn't eligible for Stirling Traditional Window Repair Grants can be found on page 4.

## Do I need a professional adviser?

Where works require statutory consents and/or detailed drawings we are likely to recommend that you appoint an architect or surveyor with conservation accreditation or demonstrable experience in working with traditional buildings to apply for consents and create a tender for the the works. If this is our recommendation and you choose not to appoint an appropriately qualified professional, you will not be able to apply for our grant funding. See page 8 for more information.

## Do I need to apply for Planning Permission?

If your building is Listed and/or situated in a Conservation Area you may need to apply for statutory consents for the works. See page 9 for more information.

## What else do I need to know?

All grants are offered at the discretion of SCHAT's Board of Trustees and in accordance with Historic Environment Scotland's contractual conditions of grant.

## Need further information?

If you wish to discuss a project to find out if it is potentially eligible for a grant please contact:

Fiona Park, Climate Action Project Officer  
T: 01786 498462 E: [Fiona@scht.org.uk](mailto:Fiona@scht.org.uk)

If you are not a TBHC member yet you can join online at:

[traditionalbuildingshealthcheck.org](http://traditionalbuildingshealthcheck.org)





# SCHT Privacy Policy

At Stirling City Heritage Trust we are committed to protecting and respecting your privacy.

This Privacy Policy sets out how Stirling City Heritage Trust uses and protects any personal information you provide to us. When you provide any information to us by which you can be identified, then you can be assured that it will only be used in accordance with this Privacy Policy.

This Policy is effective from March 2023. Our Privacy Policy will be reviewed regularly and may be updated.

## Traditional Buildings Health Check Members

We collect information about you in order to manage your membership and you will receive communications from us about activities, events and promotions. We use a third-party provider, JotForm, to manage Membership applications via our website. For more information, please see JotForms privacy notice.

As part of the TBHC Membership you agree and accept that we shall use the personal information you give us when you register:

- to send you communications concerning your members, including renewal letters, receipts, invoices and inspection reports.
- to provide you with regular updates on TBHC activities, including events, news, offers and advice.
- to alert you to changes to our services;
- to contact you via surveys to conduct research about your opinions of current services or of potential new services that may be offered;

You are able to opt-out of marketing communications at any time by emailing [info@traditionalbuildingshealthcheck.org](mailto:info@traditionalbuildingshealthcheck.org)

We use a third-party provider, Square, to process online membership payments. The information that you provide on the online payment system will be used solely for this purpose. For more information, please see Square privacy notice.

## Grant Enquiries

We collect your personal information from you when you make grant enquiries or applications. Any personal information that is provided in the application, is used for the purpose of assessing the grant application and the ongoing administration and management and reporting of projects. This may include sharing data with our funder, Historic Environment Scotland.

Please refer to your grant contract for further information.

## Data reporting Including Images and security

We use the data gathered to generate aggregated, anonymised data and images for the purposes of research, reporting, insight and analysis, enabling us to improve the products and services we offer and report to our funders. Stirling City Heritage Trust is supported by Historic Environment Scotland and Stirling Council and we may share anonymised aggregated personal information with them and other funders.

We have taken steps to ensure that your data/images are treated securely and in accordance with this Privacy Notice. We will not share any of the information you provide for any purpose with any third parties for marketing purposes.

## How long do we keep your information?

We will not retain any of the information you provide for any purpose for any longer than is necessary to fulfil our services and regulatory duties.

## Accessing your information

Your personal data is protected by the Data Protection Act (DPA) 2018 and the General Data Protection Regulation (GDPR). These provide you with rights on how your data is processed.

You have the right to request a copy of the information that we hold about you. You are entitled to view, amend, or delete the personal information that we hold. Email your request to [manager@scht.org.uk](mailto:manager@scht.org.uk) or post to Cameron House, Forthside Way, Stirling, FK8 1QZ.

The accuracy of the information we process is important to us and you can request that we make corrections to the information we hold about you at any time either by email or post using the contact details above.

## Further information

Please contact us if you have any questions or concerns about our privacy notice or any information that we hold about you:

- By email at [manager@scht.org.uk](mailto:manager@scht.org.uk)
- Or write to us at Stirling City Heritage Trust, Ground Floor, Cameron House, Forthside Way, Stirling FK8 1QZ

If you are still unhappy with the way that we have dealt with your personal data then you can contact the Information Commissioner. Details are available at [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).

