



Stirling City
HERITAGE TRUST



TRADITIONAL BUILDINGS HEALTH CHECK

TRADITIONAL BUILDING REPAIR GRANT

2023 - 2024

GUIDANCE NOTES ON APPLYING FOR A GRANT

Funded by



HISTORIC
ENVIRONMENT
SCOTLAND

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ALBA



Registered
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SC037888

Company no: SC277033
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Traditional Building Repair Grant

The Traditional Building Repair Grant (TBRG) is a grant fund managed by Stirling City Heritage Trust (SCHT) which offers grants for eligible building repairs to traditional properties. The fund is supported by Historic Environment Scotland (HES) and Stirling Council.



Eligible for grants

What buildings are eligible?

- Buildings located within the TBRG operational area. 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). You will require a minimum of three months left of your TBHC membership at the time of your grant payment.
- The proposed works must have been identified in the TBHC Inspection Report.
- Buildings must be of traditional design and construction.

What works are eligible?

- Priority 1 and 2 works identified in the TBHC Inspection Report.
- High quality conservation repairs using traditional materials and methods.
- Scaffold.
- VAT (if applicable), only if it cannot be reclaimed.



Not eligible for grants

Who cannot apply?

- 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.
- Modern materials such as cement, bitumen felt roofs, uPVC and non-British slate.
- Works already underway or completed.
- Maintenance such as cleaning gutters, painting or putting back a few slates.
- Internal works, including for rot or damp treatments.
- Boundary walls, external steps, railings and outbuildings.
- Emergency repairs.

What level of funding is available?

The grant rate is 50% of eligible works up to a maximum of £15,000 per building, per year. The minimum grant award is £2,000.

There is a finite amount of funding available and funds will be allocated on assessment of batched applications.



GRANT APPLICATION PROCESS GUIDE

01



Stage One

- Become a Traditional Buildings Health Check member
- Have an inspection carried out and receive report
- Organise a Schedule of Works to detail your repairs

02

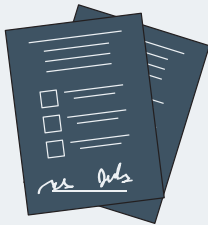


Stage Two

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

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

03

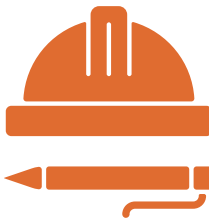


Stage Three

Complete and submit a Grant Enquiry form along with your Schedule of Works and Declaration for Multiple Ownership. Your Grant Enquiry 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 Enquiry within 6 weeks

04



Stage four

You can now contact qualified contractors for itemised quotes. Send your Schedule of Works to the contractor to help them to do this. You will need at least 3 quotes. See What to do Next document for examples.

05



Stage five

Complete the Grant Application form and submit it along with your 3 quotes to Rachael@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. Retrospective and emergency works are not funded by SCHAT.

It is likely to take a minimum of 6 months to complete all 6 stages of the grant application process, and may even take longer.



Grant Enquiry and Assessment

What do I need to provide?

Grant Enquiry Stage:

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

Grant Application Stage

- A minimum of 3 comparable quotes from contractors competent in working with traditional materials. Applications without 3 detailed and comparable quotes from suitably qualified and experienced contractors will be rejected. Quotes must clearly show any VAT applicable.
- For complex work, 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.
- Statutory Consents can take some weeks to be processed and may require details such as scale drawings and photographs.

How is the grant application assessed?

Grant Reports prepared by SCHAT staff are passed to the SCHAT Board of Trustees for 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.

The grant budgets are finite. The grant may be closed or the budget spent at points and TBHC members will be advised should this occur.

Timescales

- Initial enquiry: You will receive a response within 5 working days.
- Grant Enquiry Form
 - upon return you will receive a decision within 6 weeks.
- Grant Application Form:
 - upon return we aim to send an acknowledgment within 5 working days.
 - we aim to make a decision on your application within 6 weeks.
- Payment:
 - Grant payments require Trustee approval and may take up to 21 working days following receipt of paperwork.
 - Grants will only be paid if works are fully completed to our satisfaction.
 - Interim payments may be considered in exceptional circumstances.



Multiple Ownership Buildings

What if I live in a multiple ownership building?

Where buildings are in multiple ownership, the grant would be allocated between owners (who are TBHC members) according to their individual liability share of common repairs.

For the grant this means £15,000 per year divided between eligible owners. The grant is not available to owners who are not TBHC members at the time of application.

Where buildings are in multiple ownership, such as a tenement, the grant is allocated according to legal shares for common repairs. The maximum available is between £2,000 and £15,000 per building. If not all owners are TBHC members at the time of application, the total grant will be reduced by removing their legal share. Your title deeds may help with identifying legal responsibilities.

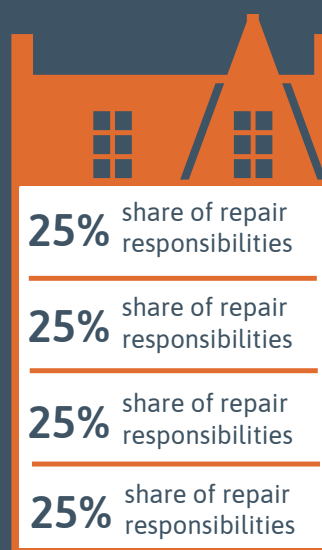
It is good practice for buildings with more than one owner to set up an owners' association with a constitution and bank account. All those who are legally responsible for repairs within the building should be consulted before work starts.

We will look favourably on projects where there are positive working relationships and evidence of common maintenance and management.

The Under One Roof website provides good advice for buildings with multiple owners: underoneroof.scot

We can accept one Grant Enquiry Form from a building in multiple ownership however please ensure all individual applicants sign the Declaration for Buildings in Multiple Ownership Form and return alongside your Grant Enquiry.

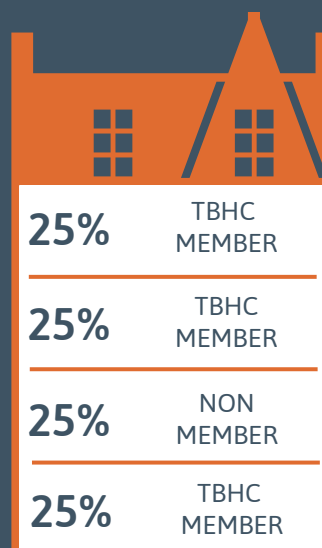
Multiple Ownership Grant Examples



All owners are TBHC Members with equal share of repair responsibilities

Grant: 100% for building = £15K

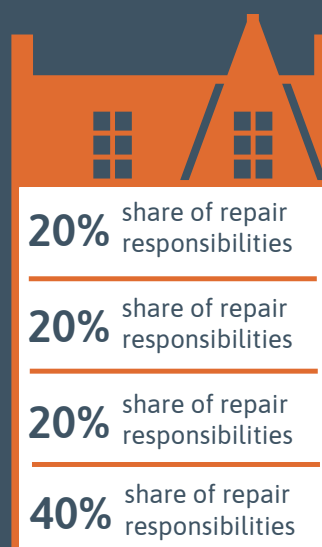
25% per owner = £3750 grant each



All owners have an equal share of repair responsibilities, but one has not joined the TBHC

Grant: 75% for building = £11,250

25% per TBHC Member = £3750



All owners are TBHC Members, with varying share of repair responsibilities

Grant: 100% for building = £15K

20% owners receive £3000 each

40% owner receives £6000



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.

Grant funding requires a legally binding contract between the owner(s) and SCHT. 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 the offer of grant.

Grants amount up to £5,000

Number of years from date of original grant in which clawback event occurs	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 - £15,000

Number of years from date of original grant in which clawback event occurs	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

Wildlife

It is important to ensure that wildlife e.g. bats and nesting birds are protected when undertaking works. It is an offence under the Wildlife and Countryside Act 1981 (as amended) to recklessly disturb nesting birds. Bats are protected under the Conservation (Natural Habitats &c) Regulations 1994 (as amended) which makes it an offence to disturb bats and their roosts. [Nature Scot](#) can be contacted for advice in complying with this.

During the works

During and at the end of the project, SCHT 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 also obliged to keep the property in good repair and condition, to conduct an annual inspection of the state of repair of the property and prepare a Maintenance Plan. This is a condition of your grant.



Grant Conditions - Maintenance Plan

What is a maintenance plan?

A Maintenance Plan is a way to manage the repairs needed for your building in a planned and clearly prioritised way. It sets out when you need to make checks and what actions are needed. You will need professional help to inspect some elements of your building, such as the roof and chimneys, which is why we offer a Re-Inspection Service to TBHC members and recommend that you arrange an inspection of your property every two-years.

Why do I need a Maintenance Plan?

All buildings, regardless of age, need to be regularly maintained and repaired. Broadly speaking, if water can be kept out of a building and its key components are protected, a building can survive almost indefinitely. Traditional buildings are designed to cope well with Scotland's climate, but as our climate changes and extreme weather events and heavier rainfall become more common, maintaining your traditional building becomes even more important.

Traditional buildings are also more energy efficient when they are well maintained, in fact, maintaining your building is probably the single most important thing you can do to improve its energy efficiency, and should be a priority before other improvements are considered.

Following a Maintenance Plan will help you ensure your building is kept in a good state of repair. Grant recipients are obliged to keep their property in good repair and condition and to conduct an annual inspection of their building, this is a condition of our Traditional Building Repair Grants. Grant recipients are therefore required to submit a Maintenance Plan with their signed Grant Offer.

How do I prepare a Maintenance Plan?

A good place to get started is Historic Environment Scotland's helpful guide for owners of traditional buildings: [Short Guide: Maintaining Your Home](#). Your Maintenance Plan should be based on the findings of your TBHC Inspection Report, and particular attention should be paid to areas identified as being Priority 1 and Priority 2 repairs.

You can use our Maintenance Plan Template to prepare your own Plan, or you can order one from the TBHC.

How do I order a Maintenance Plan and how much does it cost?

Maintenance Plans are available to members of the TBHC. Contact the TBHC team on info@traditionalbuildinghealthcheck.org, state the address of the property, and request a Maintenance Plan. Prices for a Maintenance Plan start at £95.



Grant Conditions - Payment

Payment of Grant

- 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.
- The grant will be paid once works are fully completed following an inspection by SCHT 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.
- A completed building Maintenance Plan must be submitted before grants payments can be made.
- For works to windows, all painting must be completed (primer and x2 top coats) before the grant payment can be released.
- SCHT 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
 - Lack of Statutory Consents
 - Unsafe/poor access
 - Failure to renew TBHC membership
- Payment can be made directly to the contractor if a Contractor Payment Form is completed by grant recipient and contractor.
- Grant recipients will be asked to fill in a short survey.
- For payment to be released, receipted invoices must be provided, as well as certificates of completion (if applicable) and applicable payment forms.

Timescale for payment processing

Grant payments require Trustee approval and may take up to 21 days following receipt of paperwork.



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 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.

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

You may need 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 cast iron gutters or timber windows after repair.

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.

NOTE: that 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.

Do I need a professional adviser?

For larger or complex projects it is beneficial to engage a professional adviser such as an architect or surveyor. For some projects this will be a requirement of the Trust.

The professional can act on your behalf if you don't have the time or confidence to organise the works including preparing the schedule tender, obtaining contractor quotes and monitoring the on-site work.

What else do I need to know?

All grants are offered at the discretion of SCHT'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:

Rachael Purse, Grants Officer

T: 01786 498462 E: Rachael@scht.org.uk

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

traditionalbuildingshealthcheck.org

or get more info by contacting:

E: info@traditionalbuildingshealthcheck.org

T: 01786 498463



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

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.

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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 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
- 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.

