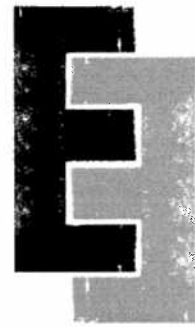


EDINBURGH WORLD HERITAGE

Conservation Funding Programme



Guidance Notes for Applicants

JANUARY 2012

Properties and designed landscapes within Edinburgh World Heritage Conservation Funding Programme Boundary may be eligible for grant assistance.

Please read this Guide carefully before making an application

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1. EWH Conservation Funding Programme

1.1 Introduction

Edinburgh World Heritage (EWH) administers a Conservation Funding Programme. The purpose of the funding is to ensure the continued survival of the architecture and the historic fabric of Edinburgh's World Heritage Site, by conserving and enhancing its 'outstanding universal values'. We aim to target funds where the justification is greatest in terms of policies and proposals in the EWH Site Management Plan and the annual Action Plan, and towards work that will give maximum benefit to the World Heritage Site.

EWH is funded by Historic Scotland and the City of Edinburgh Council, who allocate a specific sum of money annually to EWH. The award of grant is discretionary and subject to availability.

1.2 Types of Funding

Two types of funding are available in the Conservation Funding Programme, **Project Funding** and **Repayable Grants** from the revolving grant fund.

What sort of projects might be targeted ?

1. **Project Funding** will be directed towards Conservation Schemes that:-

- conserve or enhance the Site through proactive interventions
- satisfy the EWH Site Management Plan policies and proposals
- meet the objectives of the EWH Action Plan
- give additionality to public works projects
- benefit public, community or charitable purposes
- lever in other funds and initiatives for the benefit of the Site
- facilitate joint partnership working to enhance the environment

Project Funding is not repayable.

2. **Repayable Grants** from the Revolving Grant Fund are available for:-

- approved Conservation Schemes, which conform to policies established in a Conservation Statement for the property.

1.3 How will applications be assessed ?

Whatever type of grant you are applying for, you will be required to appoint an appropriately qualified and conservation accredited professional adviser. They will complete an application form and prepare a Conservation Statement with cost-banding on your behalf (see Conservation Statement for details of cost-banding). Applications will be assessed on the basis of a **Conservation Statement** for the property. The Conservation Statement must set out how your proposals will conserve and enhance the World Heritage Site, and explain who will benefit from the works. (The preparation of the Conservation Statement will attract grant at 50 % of an agreed amount, which will be paid in two instalments.)

Funds will be targeted to where justification is the greatest, in terms of the policies and proposals in the EWH Site Management Plan and Action Plan.

The following **criteria** will be used to help assess and prioritise applications:-

- architectural merit
- historic interest
- townscape value
- evidence of risk to the property or historic environment
- urgency of work required
- threat to Site's Outstanding Universal Values
- compliance with policies and objectives in the EWH Site Management Plan and Action Plan
- improvements to economic and social conditions
- overall financial viability of the project
- financial need for grant demonstrated
- public realm work of historic significance
- sustainability of development

The kind of work we do not fund within a Conservation Scheme:-

- routine maintenance and minor repairs
- alterations and private interior work
- demolitions
- upgrading of services
- underground drainage
- stone cleaning
- work already under way

Stone cleaning may damage stone and is therefore not acceptable to EWH. The removal of paint from stonework, where appropriate and by an approved method, may however be eligible for grant. For further information contact the City of Edinburgh Council Listed Buildings

team tel. 0131 529 3989.

The external decoration of joinery may be subject to Listed Building Control; for details contact the Planning Division of the City Development Department, City of Edinburgh Council www.edinburgh.gov.uk.

Owners of buildings within the World Heritage Site, like all property owners, are responsible for the repair and maintenance of the fabric of their buildings.

For general information and advice on the repair of historic buildings contact Historic Scotland Conservation Bureau tel. 0131 668 8668 www.historic-scotland.gov.uk.

Edinburgh World Heritage reserves the right to refuse applications where it considers the need for assistance from public funds has not been demonstrated.

1.4 How much repayable grant will I get ?

Repayable grant of 70% will be available for eligible work carried out voluntarily. Where work has been enforced by the City of Edinburgh Council, a fixed rate repayable grant of 25% will be available towards the cost of the enforced work which is grant eligible. Individual grant offers will be made to each proprietor participating in a project, after they have signed their agreement to the Conservation Statement and the Proprietors' Agreement.

Proprietors are liable for the balance of the cost after deducting grant. Where there are co-proprietors it is for them to determine the apportionment of individual shares. Grant is paid on VAT on building work, but not to VAT registered proprietors, who will be able to reclaim VAT.

EWH will grant aid professional fees and VAT on fees in connection with grant-eligible work, up to an agreed limit, depending on the type and scope of the work. A grant of 50% will be available towards the cost of professional fees for preparing the Conservation Statement, exact sum to be agreed, up to a maximum of £2,000 for medium-size projects and up to £5,000 for major projects, depending on the scope of grant-eligible work. Half of this grant will be paid on the satisfactory completion of the Conservation Statement and the remaining half when the building work commences on site.

When the property is sold or transferred, repayable grants of over £10,000 per project (including fees and VAT) will be repaid into the Revolving Grant Fund to benefit others in the future. Grants of £10,000

and less per project will not require to be repaid. For commercial properties, where the title is in the name of a company or a partnership, repayments will be due at the end of a fixed term of ten years.

Grant cannot be awarded retrospectively for work already under way when an application is submitted.

Grant applications will be assessed in batches at approximately four-monthly intervals throughout the year. We will keep you fully informed of the progress of your application.

1.5 Who can apply?

Applicants may be organisations or individuals who own a historic building, scheduled monument or designed landscape within the EWH Conservation Funding Programme Boundary.

1.6 Grant Conditions

For full details of these see the EWH Standard Conditions of Repayable Grant. The following are some of the conditions which will apply:-

- you will be required to appoint a suitably qualified conservation accredited professional adviser
- grant recipients will be required to maintain their property on the basis of professional quinquennial inspections
- a standard security will be taken over the property
- repayable grants will be recovered (see under 1.4)

1.7 Professional Advice

For all major works, a lead professional adviser, experienced in conservation work, accredited in conservation, and acceptable to EWH, must be appointed by the applicants. They will complete the Application Form, prepare the Conservation Statement, draw up scheme details and oversee the project. Any change of the leading professional adviser must also be acceptable to EWH.

Details of suitably qualified architects experienced in the conservation of historic buildings can be obtained from the Royal Incorporation of Architects in Scotland (RIAS Tel: 0131 229 7545 www.rias.org.uk). Details of suitably qualified building surveyors experienced in the conservation of historic buildings can be obtained from the Royal Institution of Chartered Surveyors in Scotland (RICS Tel: 0131 225 7078 www.rics.org.uk).

In addition, it will usually be necessary to appoint a quantity surveyor and a planning supervisor. According to the nature of the work, it may be necessary to appoint other professionals with appropriate experience such as a structural engineer. The proprietors should make separate appointments for each profession, and copies of these must be submitted to Edinburgh World Heritage. An allowance towards professional fees and VAT will be included in the calculation of grant eligible costs. (See also under 'How much grant will I get?') The cost of insurance required by the Standard Conditions of Repayable Grant will be grant eligible.

1.8 Statutory Approvals

All statutory approvals such as Planning Permission, Listed Building Consent or Building Warrant are required to be in place before work commences, and copies must be submitted to EWH before a grant offer will be made.

The processes and requirements for all of these permissions are entirely separate from those involved in applications for grant from Edinburgh World Heritage Conservation Funding Programme. For further information owners or their agents should contact the appropriate department of the City of Edinburgh Council.

1.9 Payment of Grant

Proprietors' Joint Account: Grant is paid into a bank or building society account in which the proprietors have already deposited their shares of the cost of the work, including professional fees and expenses. EWH will require to see evidence that the proprietors have made such payments in full prior to commencement of the work.

Conservation Statement Grant: Grant will be paid at 50 % of the cost of professional fees and VAT towards the preparation of the Conservation Statement, up to a previously agreed limit, on production of receipted fee accounts. Half of the grant will be paid on completion of the Conservation Statement and the remainder when the main project starts.

Main Grant Offer: The main offer of grant stipulates the financial year in which grant can be claimed. EWH will attach conditions to all grants. (see EWH Standard Conditions of Repayable Grant.)

Take-up of Grant: Regular updates of the programme will be required throughout the contract as a condition of grant, in the form of "Progress Reports" (see EWH Standard Condition 7.) It is essential that EWH is notified immediately of any change to the agreed pattern of

spend.

Claiming Grant: Instalments of grant can be claimed at agreed intervals for completed grant-eligible work, with relative fees and VAT, on receipt and approval of a certificate from the lead professional as the work proceeds:

- payment of grant for professional fees will be made in relation to the grant-eligible works on production of receipted accounts.
- payment of grant for non-recoverable VAT will be made on production of the contractor's VAT invoices.

EWH may carry out interim inspections, and payment of the grant may be withheld if work is found to be unsatisfactory. Claims for grant in the last quarter of the financial year (January - March) should be submitted no later than the end of February.

Unclaimed Grant: Any grant not claimed in the year to which it was allocated by EWH will not automatically become payable in succeeding years. However, EWH may exceptionally consider adjusting the agreed date by which grant may be claimed.

Phased Contracts: In phased contracts, details of grant payments will be agreed at the outset, to ensure that the final phase of work will be satisfactorily completed.

Variations: Prior approval in writing must be obtained for any departure from the agreed scheme. Any variations to agreed grant eligible costs must be reported to the EWH as soon as they become evident. Where additional costs arise in the course of the contract extra grant is not automatically made available. Where savings arise from an agreement not to carry out grant eligible works they will not automatically become available for any other part of the scheme. Proprietors are responsible for any unauthorised costs. They should require their professional advisers to make regular cost reports highlighting any variations in grant eligible costs.

Certificate of Practical Completion: Once the professional adviser has issued the Certificate of Practical Completion, a final inspection is carried out by EWH. If the grant-eligible repairs have been carried out satisfactorily in accordance with the approved scheme, the balance of EWH grant will become eligible for payment, subject to reconciliation of the final account.

Final Account: The ultimate total of grant paid is based on the final grant-eligible costs derived from the agreed final accounts. These costs comprise the final cost of the grant-eligible repairs, VAT statement, final accounts for professional fees and insurance.

Reconciliation Grant: Extra grant is not normally made available where additional costs are incurred in a project. In exceptional circumstances, and at the end of the project when final costs are known, EWH may consider a supplementary application to cover additional unforeseen grant-eligible works, but the award of such grant is not automatic. Any such grant will be released as a single reconciliation payment.

2. How to apply for funding

Initial enquiry

Stage A: Application/Inception

Following your initial inquiry to EWH in writing, you will be advised whether your Conservation Scheme could be considered for a grant, from the Conservation Funding Programme. Alternatively, EWH may approach proprietors to ascertain whether they would consider a scheme of repair and restoration.

Proprietors submit completed APPLICATION FORM with preliminary project details.

Preliminary Assessment By EWH

If the Conservation Scheme is considered to be eligible, EWH will then invite you to prepare a Conservation Statement with further details of the Scheme. You will be required to appoint an appropriately qualified lead professional, who must be accredited in conservation and be approved by EWH, to prepare your application.

Grant application & Conservation Statement

Stage B: Feasibility/Conservation Statement

A Conservation Statement for your particular building and cost-banding to indicate the approximate cost of the work, must be completed by your lead professional.

The Conservation Statement must explain the significance of your building and its value to the WHS and set out how your proposals will conserve and enhance the Site. It does not have to be signed by each of the proprietors, but it must only be submitted with the consent of each proprietor who will be affected by the work. EWH approval to the Conservation Statement must also be obtained. If other information is available at this stage (e.g. technical report, estimates, statutory notice), it should be included with the application.

Proprietors submit CONSERVATION STATEMENT.

Assessment By EWH

On receipt of the signed Conservation Statement and cost-banding, an assessment will be made by EWH's technical staff, in order to establish the eligibility of the works and agree the relevant policies to be implemented.

Batching Decision

If your application meets the criteria and is justified in terms of the policies and proposals in the EWH Site Management Plan and Action Plan, then it will go forward to the next batching, held at four-monthly intervals, for consideration by the Grants Committee.

If your application is successful we will write and advise you to proceed to Stage C and D.

If your application is unsuccessful we will write and explain why. Your project will be assessed in comparison with other grant applications made at that time, according to the 'criteria' listed under 'How will Applications be assessed ?'

Outline Proposals

Stage C and D: Outline proposals and Scheme design

The applicants of successful Conservation Schemes from the batching should then instruct their professional team to proceed to RIBA Work stage C: Outline Proposals, to carry out surveys and inspections as necessary, to draft a Condition Report and to prepare 'outline proposals' and an 'outline cost plan' for the Conservation Scheme. Once outline information is obtained, it would be normal for the proprietors and their professional adviser to hold a meeting with EWH to discuss the scope of the work.

Scheme Design

With other consultants where appointed, the outline proposals should then be developed to RIBA Work stage D: Scheme design. A 'cost estimate' should be prepared and 'outline programme' with an indication of possible start and completion dates for the Conservation Scheme. By this time information should be sufficiently detailed to reduce the likelihood of unexpected costs arising once the main

contract is under way.

Proprietors submit application for APPROVAL IN PRINCIPLE.

*EWH Approval
in Principle*

EWH to agree and sign off the Conservation Statement, and agree 'IN PRINCIPLE' cost and the 'AVAILABILITY OF FUNDS'.

*Statutory
Approvals*

Stage E: Detail design

Professional team to develop the scheme design and submit applications for Planning Permission, Listed Building Consent and Building Warrant Approval or other statutory requirements.

*Owner's
Legal
Agreement*

Before an application can be considered for Grant Award the proprietors must make their commitment legally binding. The appropriate stage for the Legal Agreement to be completed is after the scheme has been given EWH Approval in Principle and before the proprietors instruct their professional team to proceed with the detailed design. (See EWH standard form of Legal Agreement.)

*Tender
documentation*

Stages F and G: Production Information and bills of quantities

Professional team to prepare production information including drawings, schedules and specification of materials and workmanship, bills of quantities etc: all information complete in sufficient detail to enable a contractor to prepare a tender.

Tender documentation to be submitted to EWH for agreement at least ten working days before going out to tender.

Tender

Stages H and J: Tender action and Project planning

Professional team to obtain EWH approval to a list of tenderers and invite tenders. Make submission to EWH for 'MAIN GRANT AWARD' with

tender report, signed Legal Agreement etc.

*Submission
for MAIN
GRANT AWARD*

Proprietors submit application for MAIN GRANT AWARD.

Grant offer

EWB to agree costs and 'MAKE GRANT OFFER'.

POST CONTRACT

Site

Stage K: Operations on site

Copies of Architects Instructions and Site Meeting Minutes to be forwarded to EWB as work progresses.

Lead professional to prepare Grant Claim with pro-rata claim for professional fees, and relevant VAT, and submit to EWB with copy of valuation, certificate, Progress Report and receipted invoices, as work progresses.

Completion

Work stage L: Completion

On completion of the project:-

- Final Account and relevant grant-eligible work to be agreed
- fees to be reconciled according to the total receipted fee invoices received
- 'after' photographs to be submitted
- 'as built' record drawings to be submitted to EWB
- at the end of the Defects Liability Period and after the satisfactory completion of the making good of any defects, the final retention to be released

Maintenance

Future Maintenance

After the Conservation Scheme is complete the property must be kept in good repair. Professional quinquennial inspections must be carried out five and ten years after the grant-aided work is complete, as set out in BS 7913, and a copy submitted to EWB. (See Grant Condition 11 Repair and Maintenance.)

3. How to contact us

If you have any queries or suggestions for improving the processes of the EWH Conservation Funding Programme, please write to the Conservation Architect, Edinburgh World Heritage, 5 Bakehouse Close, 146 Canongate EDINBURGH, EH8 8DD.

For information and further details contact us by telephone (0131 220 7720) or by e-mail (info@ewht.org.uk) You can also view our website at www.ewht.org.uk.