

## **Community Heritage Grant Fund 2021 – Guidelines and Conditions**

### **1.0 BACKGROUND**

The Trustees of Perth and Kinross Heritage Trust have designated £65,000 towards a Community Heritage Grant Fund to support community projects which conserve or enhance the historic environment within Perth & Kinross. The fund will be open for applications from May 2021.

Eligible projects will be for:

- Conservation of historic buildings or monuments in Perth & Kinross that have established and generally unhindered public access.
- Community based recording, research and interpretation of the historic environment in Perth and Kinross

### **2.0 GRANT RATES AND APPLICATION DATES**

- 2.1** Grants of up to £5,000 will usually be available per project, but, exceptionally, larger sums may be considered by Trustees. Trustees will also consider an intervention rate of up to 100%, but priority will be given to projects where there is some match funding. A minimum in-kind contribution equivalent to the grant will be expected and may include commitments of time, materials, land or buildings etc which should all be valued at a reasonable rate.
- 2.2** Applications should be made by completion of a Community Heritage Grant 2021 application form and will be grouped and formally assessed by the Trust twice a year with the intention of committing up to £20,000 at each session until the fund is expended. Initial deadlines for the receipt of applications are: 31 July 2021, 31 January 2022 and 31 July 2022. You may subsequently be contacted for further information or an assessment visit. The Trust will aim to complete the assessment of your application and notify you of a decision within 2 months.
- 2.3** The Trust may not commit the full fund if insufficient appropriate applications are received and reserve the right to review and change the eligibility criteria and operation of the fund should circumstances make it necessary. Grant offers will be entirely at the discretion of the Trust.

### **3.0 IS YOUR PROJECT ELIGIBLE?**

Successful applications are likely to:

- 3.1** Be from constituted community organisations with a bank account; applications from private owners may be considered for conservation work if the project has no obvious personal commercial benefit and a clear community benefit; projects are not likely to be for domestic or commercial properties.
- 3.2** Be from groups with a local focus and preference will be given to projects outwith Perth City.
- 3.3** Be unable to access significant grant funds from other funders and will not be eligible for assistance from the Perth City Heritage Fund.
- 3.4** Be not for consultant fees alone, but special consideration will be given to early interventions such as Options Appraisals, Viability Studies and Condition Surveys for empty buildings in Perth and Kinross where the project is also being supported by the Architectural Heritage Fund's Project Viability Grant programme and otherwise meets our geographical and ownership criteria.

- 3.5 Follow current conservation or archaeological best practice and include a conservation statement where appropriate.
- 3.6 Include a clear plan for the ongoing maintenance, care and management of any physical assets involved in the project, or public dissemination of any recording or research.
- 3.7 Demonstrate how the project preserves, enhances and increases understanding of Perth and Kinross's historic environment; improves the condition and the use of the historic environment to create economic and social benefit; and promotes good management of the historic environment

Applicants should contact PKHT as early as possible in a project's development to ensure eligibility of the proposed works.

#### **4.0 HOW TO APPLY**

Send a completed Community Heritage Grant 2021 application form and any requested supporting information to PKHT at the address below. We recommend you contact PKHT to discuss your project more generally before submitting an application form. In certain circumstances, PKHT staff may be able to offer support to you to develop your project and application.

#### **5.0 SUMMARY OF PRINCIPLE GRANT CONDITIONS**

- 5.1 If approved, a formal written offer of grant will be made subject to the general conditions contained within these guidelines and specific conditions in relation to the individual project. Works must not commence before written notification of the outcome of the grant application has been received from PKHT and accepted in writing. Retrospective applications for grant assistance to works already underway or completed will not be considered.
- 5.2 Payment of the grant is made on the completion of all works to the satisfaction of PKHT and following the submission of a claim, in writing, supported by receipted invoices or other evidence of the costs incurred and a maintenance plan. Interim payments of grant may be considered.
- 5.3 If the final cost of the works is lower than expected, PKHT will reduce its contribution pro-rata. Any changes to the project without prior agreement from PKHT may reduce or terminate the grant offer.
- 5.4 The grantee is responsible for ensuring, and may be required to provide evidence that, all statutory and regulatory consents and approvals required for the project are in place.
- 5.5 Grant offers are usually open for acceptance for two months and, if not accepted in writing, will automatically be withdrawn.
- 5.6 Works must be completed, and the final claim for grant made, within one year of the offer unless previously agreed in writing or the grant will be withdrawn.
- 5.7 A PKHT contribution towards a project must be acknowledged by the applicant during and after the works, in all reports and publicity connected with the project, including website and social media.
- 5.8 PKHT reserves the right to publicise in its Annual Report, and elsewhere, information relating to any project which it has supported.
- 5.9 Significant and, usually, unrestricted public access is a condition of grant.
- 5.10 Grant may be recovered at any time if any condition of grant is not complied with.

**5.11** Owners of property may be required to agree to a Conservation Burden as a condition of grant. Related legal costs may be covered by this fund.

## **6.0 PERSONAL DATA**

**6.1** In submitting a grant application, you or your nominated representative, has acknowledged and consented that your personal data may be used by PKHT for the legitimate interest purpose of processing this application and subsequently managing a grant.

**6.2** For further information on how your information is used, how we maintain the security of your information, and your rights to access information we hold on you, please see our Data Protection Policy, available online at: [www.pkht.org.uk/resources/policies](http://www.pkht.org.uk/resources/policies).

## **7.0 PKHT'S DISCRETIONARY DECISION MAKING RIGHTS**

Notwithstanding the above guidelines and conditions, PKHT reserves the right to exercise its discretion in respect to any application put before it. Each case is considered on its own merits and there should therefore be no presumption that an award will or will not be made until a written decision has been issued.

To discuss any of the above and to request an application form, please contact the Trust on:

### **Perth and Kinross Heritage Trust**

Email: [info@pkht.org.uk](mailto:info@pkht.org.uk)

Website: [www.pkht.org.uk](http://www.pkht.org.uk)

Tel: Office numbers 01738 477093 or 01738 477082

(While Covid-19 Working from Home advice remains in place, please telephone 07753 324956)

Office address: Lower City Mills, West Mill St, Perth, PH1 5QP