

# PERTH AND KINROSS HERITAGE TRUST

PCHF 2023-2026

## GRANT GUIDELINES AND SUMMARY OF STANDARD CONDITIONS

Rev June 2023



### 1.0 BACKGROUND

- 1.1. Through the Perth City Heritage Fund (PCHF), Perth and Kinross Heritage Trust (PKHT) administer grants on behalf of the Scottish Government with funding made available through Historic Environment Scotland (HES). PCHF Grants are awarded to owners or guardians of historic buildings (listed and non-listed) located within the Perth Central and Kinnoull Conservation Areas to assist with appropriate repairs to the historic fabric of their properties. The PCHF is provisioned through Section 11 of the Historic Environment Scotland Act 2014 and is part of Perth & Kinross Council's regeneration strategy.
- 1.2. Grants are considered within specified themes intended to focus the priorities of the PCHF. Suitable projects which meet the main objectives of the scheme but do not fit neatly into one of the themes will also be considered.

MAJOR GRANTS	THEME
	Comprehensive repairs to historic tenements
	Repairs to historic buildings used or owned by local charities
	Unused or under-used historic buildings, usually in single ownership, being brought back into use
SMALL GRANTS	THEME
	Repair of historic windows (or reinstatement)
	Repair of decorative and leaded glass
	Repair or full reinstatement of an historic shopfront
	Repair of individual critical elements e.g. rainwater goods, chimneys, common closes, door cases, masonry, leadwork
ENVIRONMENTAL ENHANCEMENT	THEME
	Small items of public realm e.g. repair or reinstatement of vennel setts/slabs, particularly around grant assisted projects
	Signage e.g. painted signwriting, projecting shop signs etc
	Sculpture, gates, decorative rainwater hoppers etc
	Other items of historic significance, artistic or technological impact, indeterminate ownership, or additions to other grants which will add impact to the completed project

- 1.3. All grants are offered entirely at the discretion of PKHT's Board of Trustees and in accordance with HES's contractual conditions of grant.
- 1.4. PCHF grants are awarded for eligible works to historic buildings that will: contribute to the economic growth of the city and surrounding area through re-using vacant properties or raising properties in serious disrepair up to an acceptable standard; enhance buildings to a quality standard appropriate for their historic significance; encourage and support the use of

traditional building skills; build capacity for historic building management, such as through the formation of owners' associations and other groups.

- 1.5.** All projects in the 2023-2026 tranche will be expected to follow the 'Guidance for Repair Grants, Annex: HES Advisory Standards for Repair Grants' produced by Historic Environment Scotland, a copy of which is available on the PKHT website. This guidance replaces HES previous 'Advisory Standards of Conservation and Repair for the Historic Building Environment in Scotland'. This new document, which covers all grant eligible works, is a working document that will be reviewed and updated by HES, as required.
- 1.6.** An historic environment, which is well cared for, can enrich people's lives, often providing a deep and inspirational sense of connection to community and landscape, to the past and to lived experiences. Historic buildings are records of our common past and are irreplaceable. This is often referred to as **significance**. It will be expected that all applications will show an understanding of a building's significance, and the impact on that significance of any planned work. This is often set out in the form of a Conservation Statement or Conservation Management Plan.

## **2.0 ELIGIBLE WORKS**

- 2.1** Grant is offered to help defray the cost of eligible works. Eligible works constitute appropriate repairs carried out specifically to maintain or restore existing historic fabric and/or architectural character of a building and should adopt the traditional materials, craft skills and construction techniques found in the original building. Under grant assisted schemes, a higher standard of work is required. As a result, applicants should seek to appoint a Conservation Accredited professional adviser to develop proposals, in discussion with PKHT, that will meet the highest standards of conservation practice. **Applicants should contact PKHT as early as possible in a project's development to ensure eligibility of the proposed works.**
- 2.2** Eligible works might comprise:
- 2.2.1 Thorough repairs of historic fabric carried out to best conservation standards, including slaterwork, cast-iron or zinc rainwater goods, leadwork, general masonry and decorative stonework, sash and case windows, panelled doors and door cases to common closes, traditional shopfronts;
- 2.2.2 Work using traditional lime-based materials for pointing, harling, render or wash.
- 2.3** PKHT recognises that buildings with no current use can become 'at risk'. Grants may be considered for schemes which restore or convert such buildings to a new use, for example the conversion of a commercial building to residential accommodation. In these circumstances, a grant may be made available for elements of the project which maintain or restore the original character of the building but a grant will not be offered towards new works or extensions.
- 2.4** Contractor's preliminaries, including the cost of scaffolding, are considered grant eligible costs as far as they are required to carry out grant eligible repairs.
- 2.5** Professional fees are eligible (up to a maximum grant rate of 50%) in **Major Grant** projects where the consultant has been appointed by the grantee and approved by PKHT to prepare the application and provide a full management service during the project. Supporting services, such as legal, quantity surveying, structural engineering and materials analysis, may also be grant eligible. The lead professional should be suitably qualified in conservation and will

usually be expected to be accredited. Professional fees will be eligible up to 16% of the contract value of the eligible works.

**2.6** Not all project or work elements will be grant eligible, but may still fall within the grant conditions:

2.6.1 Routine maintenance work or work that is a direct consequence of not maintaining the historic fabric of the building is not eligible: for example re-painting, replacing slipped slates, clearing gutters, removing vegetation or dry rot treatment.

2.6.2 Work carried out using modern cement, or products containing cement, are not grant eligible and are rarely considered appropriate on grant eligible schemes.

**2.7** Work which has been granted Listed Building Consent by the Planning Authority will not necessarily fulfil PKHT's criteria for grant assistance where a greater degree of historical accuracy and attention to traditional materials and construction are required than is detailed in the planning consent. Grant will not be offered for work elements where the overall project does not meet with PKHT's approval.

**2.8** Should a condition of grant conflict with those of a Listed Building Consent or Planning Permission, further information should be sought from both PKHT and the Planning Authority.

**2.9** Eligible projects in receipt of grant assistance will be expected to include elements of traditional skills and conservation training in proportion to the size of the project. Examples could include site tours, masterclasses, opportunities for work placements or conservation experience for apprentices. It is recommended that a programme is agreed with PKHT pre-application and embedded in the tender process. Further guidance is available from PKHT.

**3.0 GRANT RATES**

**3.1** The rates of grant offered will vary as projects will attract different levels of support depending on the scale of eligible works, funding availability and PKHT discretion. As a guide, the following percentages apply to grant assistance:

THEME	%
Major Grants: Comprehensive tenement repairs	50%
Major Grants: Repairs to historic buildings used or owned by local charities	50%
Major Grants: Unused or under-used historic buildings brought back into use	variable
Small Grants: Window repair or reinstatement	25%
Small Grants: Decorative & leaded glass	50%
Small Grants: Historic Shopfronts	50%
Small Grants: Repair of individual critical elements	25%
Environmental enhancement	<100%

**3.2** The grant will be based on (generally) three submitted competitive quotations or on a competitively tendered bill of quantities.

**3.3** Grants for major restoration and conversion works may be assessed based on evidence provided to demonstrate that funding is required to bridge the deficit between the cost of proposed works and the predicted end use development value – 'the conservation deficit'. The grant level awarded will be subject to agreement on the level of development profit. There is no upper limit to these awards and prospective applicants are advised to discuss their project with PKHT at the earliest opportunity.

**3.4** Grants offered by PKHT will also be affected by the award of grants from other bodies towards a project or its eligible scheme works. In such circumstances, PKHT reserves the right to reduce the amount of Grant offered by an amount it considers appropriate, but not exceeding the amount of the other grant(s) awarded to the project/eligible scheme works.

#### **4.0 GRANT TYPES**

##### **4.1 Major Grants - Comprehensive tenement repairs:-**

4.1.1 Successful applications are likely to be for historic tenements, with or without commercial property on the Ground Floor, that are suffering from significant deterioration of the structural fabric, resulting in sub-standard living conditions for the residents, concerns over public safety or adverse impacts to retail units. Buildings will usually have significant remaining historic integrity and usually be in multiple ownership. Successful applications will be expected to show the following:-

- Proposed repairs are comprehensive, including all necessary works to thoroughly repair and restore historic integrity to all critical elements;
- Owners have formed an Owners' Association to take forward the work and to provide a lasting legacy for good heritage management after the project including adherence to an approved Management and Maintenance Plan; and
- The application has been prepared by a conservation accredited professional who will provide a full management service during the project.

4.1.2 The application will be expected to include:

- Statement of cultural significance;
- Conservation Management Plan;
- Condition survey and recommendations for repair, with assessment of urgency;
- Detailed proposals; and
- Competitive tenders.

4.1.3 To encourage owners to come together to start these projects, PKHT will consider discretionary small grants for maintenance inspections / condition reports / conservation reports as a precursor for a larger scheme, where the owners cannot access PKC feasibility funding and on a discretionary basis. These grants would be available towards reports which contribute to the understanding and management of historic buildings such as the preparation of a statement of cultural significance; conservation management plan; condition survey and recommendations for repair; and budget costs of appropriate repairs.

##### **4.2 Major Grants - Historic buildings under ownership or long lease of established local charities**

Successful applications will be for historic buildings in the ownership or long lease of local charities or other social enterprises and will support the longer-term sustainability of the organisation. Eligible projects will be for high quality repairs and a PCHF grant may be used to lever additional funding. PKHT will consider discretionary small grants towards the preparation of conservation statements and surveys etc on a case-by-case basis.

4.2.1 Successful applications will be expected to show the following:-

- Repairs are to the whole or elements of the building;
- If the applicant is not proposing to repair the whole building, that works are targeting the most critical elements first. The application should include plans

for completing other necessary repairs in the future to provide a lasting legacy for good heritage management;

- The application has been prepared by a conservation accredited professional who will provide a full management service during the project.

4.2.2 The application will be expected to include:

- Statement of cultural significance;
- Conservation Management Plan;
- Condition survey and recommendations for repair, with assessment of urgency, and budget costs for the whole works, if not included within the grant proposals;
- Detailed proposals; and
- Competitive tenders.

### 4.3 Major Grants - Empty or under-used historic buildings in single ownership

4.3.1 Successful applications are likely to be for buildings in single ownership that will bring a building back into use as a result of a grant. The highest standards of conservation good practice will be expected in return for the grant.

4.3.2 Grant levels will be viewed on a case-by-case basis targeting areas where other public/private investment and property development opportunities have been identified. Support from the PCHF will consider other funding and loans available, the significance of the development, and the conservation value such support can add to the project. Other than the grant rate, which may vary, applicants will be expected to follow the approach of the comprehensive tenement repair grants above. Grant awards may require an independent valuation of the end use value of the property and evidence that it is not exceeding any agreed development profit.

### 4.4 Small Grants Scheme

The aim of the small grants scheme is to assist with one off, smaller scale or single ownership repairs to items of historic building fabric. If the grant is less than £5k, and to ensure high conservation standards, an application may not require comparable prices if the contractor proposed for the work is a proven specialist with conservation experience.

4.4.1 Window repair or reinstatement: this grant aims to encourage the retention and repair of historic windows. Successful applications will include high quality joinery repairs, the use of traditional putty, burnt sand mastic or lime mortar, the retention of historic glazing, ironmongery and refurbishment of all mechanisms. Decoration is grant eligible as an item within more general window repairs. The introduction of removable draught stripping as part of the repair may be included if required and will be grant eligible. Applications may be considered for the reinstatement of a traditional sash and case window where the originals have been replaced with a new window not in keeping with the building. To be grant eligible, new windows must match the traditional pattern in every detail including materials, design, opening method and paint finish. The replacement of an existing historic window by a modern replica, whatever its condition, is not grant eligible.

4.4.2 Decorative and leaded glass: this grant aims to encourage the retention and repair of decorative or leaded glazing and may include the reinstatement of missing panels

where elements of a wider scheme are missing. A successful application may include specialist cleaning of stained glass; replacement of lead comes and reputtying; strengthening and reframing of panels; and repair or replacement of broken glass.

4.4.3 Repair or full reinstatement of a historic shopfront: this grant aims to encourage the retention, repair and appropriate reinstatement of traditional shopfronts and should be based on historic evidence.

4.4.4 Repair of individual critical elements: this grant aims to encourage the appropriate repair using traditional materials and techniques of critical elements of historic fabric such as rainwater goods; chimneys; common closes; door cases; masonry; and leadwork. An Owners' Association must be established if the building has more than one owner and successful applications will include a condition survey and recommendations for repair, with an assessment of urgency.

#### 4.5 Environmental enhancement / quick impact projects

The PCHF may consider discretionary grant items up to 100% funding on a case-by-case basis. Items will support the overall aims of the fund, add impact to a project or be of indeterminate financial benefit to applicants.

#### 5.0 SUMMARY OF PRINCIPLE GRANT CONDITIONS

5.1 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 work being carried out. Works must not commence before written notification of the outcome of the grant application has been received from PKHT. 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 final certificates, receipted invoices or other evidence of the costs incurred. Interim payments of grant may be considered for larger grant awards at the discretion of PKHT.

5.3 In the event that the final cost of the works is lower than expected, PKHT will reduce its contribution pro-rata. If the final cost of the works is higher than expected, no further grant will be payable by PKHT. This is in respect of any costs that are additional to the estimated cost of the project unless written approval to such an increase has been issued by PKHT in advance of the additional work being carried out. Such approval will be given as long as the details of the additional work are acceptable and funds are available. Applicants should be aware that changes which adversely affect the architectural or historic character of the building may have the consequence of reducing or terminating the grant offer.

5.4 The grantee is responsible for ensuring, and may be required to provide evidence that, all building warrants, roads authority, planning and listed building consents and all other consents and approvals required for the project are in place and that any pre-existing alterations also have the required approvals in place. PKHT does not support remedial works required under enforcement action from the Planning Authority or any work that is carried out without the relevant consents.

5.5 Grant offers are usually open for acceptance for two months and, if not accepted in writing, will automatically be withdrawn. This period may be extended at the discretion of PKHT.



- 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. All grant assisted projects must have made a significant start on site before the 31 March 2026, the end of the scheme, and unless otherwise agreed by PKHT in advance or the grant offer will automatically lapse.
- 5.7** Grantees shall be responsible for making satisfactory arrangements for the proper maintenance of all works that involve PKHT grants for a period of up to 15 years. A Management and Maintenance Plan must be submitted and agreed before the final grant payment. The applicant shall also be responsible for restoring or replacing any such work that may be damaged or lost through fire, theft or malicious damage unless PKHT agrees otherwise.
- 5.8** A PCHF contribution towards a project must be acknowledged by the applicant (and/or agent) during and after the works, in all reports and publicity connected with the property/project, and on a commensurate basis with grants received from other grant-making bodies.
- 5.9** PKHT reserves the right to publicise in its Annual Report, and elsewhere, information relating to any project which it has supported.
- 5.10** PKHT makes some form of public access a condition of grant and expects that grantees will be favourably disposed to requests from all legitimate interested parties to visit their building both during and after the works. Owners will be asked to allow access to their building on the Doors Open Days weekend in September.
- 5.11** Any proposal to dispose of the building by way of sale, exchange or lease within 15 years of accepting the grant, or to extend, or alter it, at any time must be notified immediately to PKHT. Grant may be recovered at any time if any condition of grant is not complied with.
- 5.12** For grants of more than £50,000 a model contract, prepared by PKHT's legal representatives, must be signed. In addition, a Standard Security, Constitutive Deed and /or a Conservation Burden will be taken out over the property to allow a grant to be recovered should changes in circumstances make this necessary.
- 5.13** Works must not commence before PKHT has received a formal acceptance of the grant offer. Failure to comply entitles PKHT to withdraw the grant offer at its discretion. Notice of this decision will be served in writing to the Grantee. Retrospective applications for grant assistance towards eligible works already underway or completed will not be considered.

## **6.0 GRANT RECOVERY**

If the grantee disposes of the property within 15 years of the date of the final grant payment a portion of their grant will be repayable to PKHT. This is often referred to as 'clawback'. Where project grants are over £50k and £100k, clawback will be calculated as follows:-

Years from commencement of the Monitoring Period	Percentage of Grant or Supplementary Grant to be recovered (£50k+ <£100k)	Percentage of Grant or Supplementary Grant to be recovered (£100k+)
0-1	100%	100%
1-2	90%	93%
2-3	80%	86%
3-4	70%	79%
4-5	60%	72%
5-6	50%	65%

6-7	40%	58%
7-8	30%	51%
8-9	20%	44%
9-10	10%	37%
10-11	0%	30%
11-12	0%	24%
12-13	0%	18%
13-14	0%	12%
14-15	0%	6%
15+	0%	0%

Where project grants are below £50k, PKHT will consider calculating clawback in accordance with the following scale: 0-2 years at 50%; 3-5 years at 20% and 6-10 years at 10%. Clawback of less than £100 will usually be treated as de minimis.

## 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.

## 8.0 COMPLETION OF APPLICATION FORM

- 8.1 Applications should be made by completing a PCHF 2023-26 application form, copies of which are available on request from PKHT. All applications should contain sufficient supporting information to satisfy PKHT that the work will be carried out to the standards required by the scheme. It is the applicant's responsibility to ensure that they fully understand the standards expected of them, the conditions attached to accepting a grant, and ensure, if offered a grant, that works are carried out in accordance with the offer otherwise their grant payments may be at risk.
- 8.2 Applicants are advised to fully discuss their proposals with PKHT staff before submitting an application.
- 8.3 Applicants should allow up to 3 months for their grant application to be processed.

**NB: It is the applicant's responsibility to comply with the guidelines and conditions of grant.**

Should clarification of any of the conditions be required please contact:

**Perth and Kinross Heritage Trust**

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Original: September 2018; Revisions: March 2019 – Section 6 updated; October 2019 – address updated; April 2021 – clause 2.9 added and minor updates to dates etc; July 2022 – general update inc dates, types of grant etc; June 2023; revisions in line with new HES contract - change in threshold for standard securities and new HES guidance.